MINUTES
KEIZER PLANNING COMMISSION
Wednesday, October 9, 2024
Keizer Civic Center

1. CALL TO ORDER

CALL TO ORDER: Chair Matt Lawyer called the meeting to order at 6:00 pm.

Present:
Matt Lawyer, Chair
Sara Hutches, Vice Chair
Lindsey King
Frank Hostler
Fernando Lopez
Robb Witters

Absent:
Jeremy Grenz

Council Liaison Present:
Councilor Juran

Youth Liaison Present:
Open Position

Staff Present:
Shane Witham, Planning Director
Dawn Wilson, Deputy City Recorder

2. SWEARING IN OF COMMISSIONERS ~ Lindsey King & Frank Hostler

Deputy City Recorder swore-in Commissioners Lindsey King and Frank Hostler.

Ms. King shared her interest in serving as a Planning Commissioner so she could be involved and know what's happening in the community and give the community what she could.

Mr. Hostler shared his interest in serving on the Planning Commission again. He was an engineer in the army and graduated in Community Development, and he chooses to be informed.

3. ELECTION OF CHAIR AND VICE CHAIR

Chair Matt Lawyer opened the floor for nominations.

<u>Commissioner Hutchens nominated Matt Lawyer for Chair and Jeremy Grenz for Vice Chair.</u>

There were no other nominations for consideration, and the nominations were closed.

<u>Commissioner Hutchens moved to accept the nominations for Matt Lawyer as Chair and Jeremy Grenz as Vice Chair. Commissioner Lopez seconded.</u>

Motion passed unanimously as follows: King, Hostler Witters, Lopez, and Hutches in favor with Grenz absent and Lawyer abstained.

Chair Matt Lawyer expressed appreciation for the work of the previous Commissioners Mo Avishan and Ron Bersin.

4. APPROVAL OF MINUTES

a. August Minutes

Commissioner Hutchens moved for approval of the August 2024 Minutes as presented. Commissioner Witters seconded. Motion passed unanimously as follows: Lawyer, Hutches, Witters, and Lopez in favor and Grenz absent and Hostler and King abstained.

5. APPEARANCE OF INTERESTED CITIZENS

There were no interested citizens.

6. PUBLIC HEARING:

There were no public hearings.

7. NEW-OLD BUSINESS/STAFF REPORT

a. Planning Commission Rules

Planning Director Shane Witham summarized the Planning Commission Rules, which came from the Legal Department. He explained that he was not looking for a formal motion at this meeting but would like to receive a consensus. He asked how to align the speaking times with the City Council, and the Legal Department would like to see consistency in the rules. The Commissioners may want to consider the monthly meetings and canceling procedure or request more flexibility for Commissioners.

Discussion ensued on the speaking time to be a not-to-exceed limit. Mr. Witham would bring back options on setting and canceling meetings by the chair consulting with the council liaison. The commissioners terms were discussed, and they would like to have longevity for commissioners. The type of occupation seemed conflicting. It was suggested that the City Attorney correct or update any ambiguous language. It was noted that the Roberts Rules of Order were guidelines on how to conduct public meetings, and that the City Attorney would be present for Public Hearings to ensure that any parliamentary rules would be followed correctly. The sanction language was questioned.

There was a consensus to consolidate everything into one set of rules with not-to-exceed time limits and explore potential changes to the term limits, but the Commissioners would like to know the history first on how the terms were created, The ordinance speaks to no more than two commissioners with similar professions. The commissioners would like to have an understanding and no unanticipated consequences with Roberts Rules of Order and to consider if no successor was found to allow the incumbent to continue serving.

b. Climate Friendly Area Discussion (Conitinued from August)

Planning Director Shane Witham summarized the previous Climate Friendly Area (CFA) Discussion from August, mentioned the studies that were conducted, and that the Mid-Willamette Valley Council of Governments was helping the City in developing the CFA. He asked the commissioners to consider the Lockhaven Center that would require a height allowance and certain types of uses to have its own CFA. There was concern of doing a rezone for affordable housing because it could cause some displacement of property owners.

Mr. Witham strongly advocated doing a Comprehensive Plan Amendment rather than just doing a zone change for transparency. The other option was to use the Lockhaven Center and the mixed use areas within this center, or use the Lockhaven and Chemawa Centers jointly, or reconsider the Cherry Center.

Discussion ensued on sharing the areas. Chair Lawyer noted that he and Commissioner Witters work in the same building and had a conversation about this, but did not make any decision.

Commissioner Lopez suggested having two areas of the Lockhaven and Cherry Centers for better flow to downtown and to avoid as much displacement as possible.

It was clarified that the proposed changes were not that significant compared to what the City already allowed so they wouldn't immediately or necessarily impact the property owners along River Road. There would be more height and density allowance and a greater minimum density requirement than what's currently required. There was concern about out-of-state marketing to build large developments in Keizer and placing strain on all of the resources.

It was noted to leave the Cherry Center out of the CFA. Mr. Witham summarized that there would be a building height increase and increase the minimum density in mixed-use zones only, so there would not be any rezoning.

It was noted that parking within CFA's cannot be required by local governments.

There was a consensus to not look at Cherry Center and to move forward with Lockhaven and Chemawa Centers as the CFA's. Staff would come back with some additional language and text amendments.

It was suggested that the River-Cherry Overlay District would need to have a lot of structure updates so it may be easier to use the overlay for development. It was noted that there could be a variance.

It was requested to consider the Keizer Station, and Mr. Withham explained that it wasn't conducive to a CFA mostly because it's very parcelized.

8. COUNCIL REPRESENTATIVE

Councilor Juran reported that the Council voted to allow the parade to occur, a resolution to support the Gold Star Memorial Monument, and the letter of support for the Petition to Amend the Three Basin Rule for the North Santiam Sewer System.

Chair Lawyer shared that the Ryan J. Hill park was named after the only person to lose his life in active-duty combat. His mother wanted to have a Gold Star Memorial for families who lost their lives in active service. He explained that the Three Basin Rules was for the State to allow wastewater treatment facilities to be in compliance for direct discharge of wastewater into bodies of water to ensure that systems were treated very well.

Commissioner Hostler shared that his tribe has the West Valley Memorial in Grand Rhonde for each branch. He invited nominations to go before the Veteran's Committee so more names could be added to a pilar.

Chair Lawyer would report to the next Council meeting and invited Ms. King and Mr. Hostler to observe.

9. NEXT MEETING: November 13th

There was a consensus that if staff was not able to come back with proposed rule changes in November, the Chair was authorized to cancel the meeting in consultation with the Planning Director.

10. ADJOURNMENT

Meeting adjourned: 7:50 p.m.

Minutes approved: 11/13/2024

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