



**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, October 12, 2011 @ 6:00 p.m.
Keizer Civic Center**

CALL TO ORDER

Chair Greg Rands called the meeting to order at 6:00 pm.

ROLL CALL

Commissioners Present:

Greg Rands, Chair
Jim Jacks, Vice Chair
John Rizzo
Jared Choc
Matt Chappell
Albert Castaneda
Jonathan Thompson
David McKane, Council Liaison

Staff Present:

Nate Brown, Community Development Director
Sam Litke, Senior Planner
Shannon Johnson, City Attorney
Debbie Lockhart, Deputy City Recorder

SWEARING IN OF COMMISSIONERS CHAPPELL & RIZZO ~ City Attorney Shannon Johnson administered the oath of office to Commissioners Chappell and Rizzo.

APPROVAL OF MINUTES ~ Commissioner Jacks moved to approve the September 2011 Minutes. Commissioner Castaneda seconded. Motion passed as follows: Rands, Jacks, Rizzo, Castaneda and Choc in favor with Thompson and Chappell abstaining.

APPEARANCE OF INTERESTED CITIZENS ~ None.

PUBLIC HEARING: Development Code Text Amendment Section 2.4307: Home Occupations *(continued from September)*

Commissioner Rands re-opened the Public Hearing and indicated for the record that there was no one in attendance wishing to testify. Senior Planner Sam Litke explained changes made reflecting Commission direction and discussion from the previous meeting. He noted that just before the meeting a suggestion had been made to change the "and" to "to" on Section H: "... the hours of 8:00 a.m. to 8:00 p.m."

City Attorney Shannon Johnson noted that what got adopted in the off-street parking section read that one vehicle used in the conjunction with the home occupation may be parked on the lot provided that "the vehicle shall be parked in an enclosed structure if it has a gross vehicle weight rating of not more than 16,000 pounds." So it sounds like it has to be parked in an enclosed structure if it is under 16,000 pounds. He explained that this issue should be under Home Occupations anyway, so Council has revoked the

change and gone back to the previous code language. He noted that there is no enclosed structure language included; vehicles are simply limited to 16,000 pounds or less. Community Development Director Nate Brown clarified that the 16,000 pounds was for the vehicle only. The allowed trailer would also be limited to 16,000 pounds. Mr. Johnson suggested that the words "one motor vehicle plus a trailer" be included in the verbiage in Section G and "no single vehicle or trailer that is associated..."

Mr. Brown added that Mr. Litke is also working on the truck ordinance which sets weight limits throughout the city so the only thing the Commission needs to focus on is home occupations.

Discussion also took place regarding home selling parties such as Avon.

With no further testimony, Commissioner Rands closed the Public Hearing.

Commissioner Rizzo moved to accept the recommendation of staff to move this forward with the changes noted to Section G and H. Commissioner Jacks seconded.

Commissioner Jacks clarified that Section 2.303 Off-Street Parking and Loading was also part of the staff recommendation and therefore being approved as submitted.

Motion passed as follows: Rands, Jacks, Rizzo, Castaneda, Choc, Thompson and Chappell in favor.

NEW BUSINESS

➤ Election of Chair and Vice Chair:

Commissioner Rizzo nominated Commissioner Jim Jacks for Chair. Commissioner Castaneda voiced support for this nomination. With no further nominations, nominations were closed. Commissioner Jacks was elected unanimously.

Commissioner Rands nominated Jonathan Thompson as Vice Chair. With no further nominations, nominations were closed. Commissioner Thompson was elected unanimously.

➤ Planning Actions for 2011-2012: Mr. Litke referred to the list of Planning Actions in the packet and reviewed accomplishments of the Commission over the past year and those planned for future meetings. He noted that they were not listed in priority order or chronological order and that some issues will be tied to the Regional Economic Opportunity Analysis. He explained that the City has applied for a grant to hire a consultant to assist with Keizer's Economic Opportunities and Housing Analyses. He added that discussion on infill will likely be part of the Housing Analysis and that the consultant will likely be engaged to assist with work on the Urban Growth Boundary.

Mr. Brown urged Commissioners to let staff know if they have any issue they want to put special emphasis on. He noted that the next Planning Commission meeting is a combined meeting with the Keizer Urban Renewal Board on the issue of raising the maximum indebtedness of the Urban Renewal District. Finance Director Susan Gahlsdorf is working on a calendar to accomplish this by the end of the year. This is being triggered by properties in default in the Keizer Station Area A. In order to preserve the City's fiscal health long term, serious strategic decisions need to be made today so that bonds due in 2031 are not beyond the City's ability to pay.

Commissioner Jacks suggested that "Community Rating System for Flood Insurance" be added to the "to do list". He volunteered to personally assist staff in completing the paperwork to acquire the rating for the lowest level or the second level of community rating system for floodplains. He explained that if the City does one or two things, those paying floodplain insurance would get a discount and this would do a lot for city businesses and residences.

OLD BUSINESS ~ Commissioner Rizzo provided an update on the Veterans Parking noting that he had just finished with the non-profit organization application and that he would be meeting with the statewide conference of Elks on Friday. He added that he had already delivered 10 signs and expected to have 20 up by Veterans Day. He is working on Courthouse, Shari's and U.S. Bank and trying to get 2 or 3 up every week.

KURB REPORT ~ *No meeting held in September*

COUNCIL LIAISON REPORT ~ Councilor McKane reported that

- Council will be working with Planning Commission and the Urban Renewal Board to discuss extending the Urban Renewal District one or two years.
- Emerald Point Retirement Center asked Council for a reduction in System Development Charges because they felt it was unreasonable for them to pay the full amount since their residents use parks less than others. Council did not approve the refund.
- Council has been discussing Clearlake Neighborhood area fire services and has passed an ordinance to withdraw Clearlake from Marion County Rural Fire District. Other votes included annexation of Clearlake to the Keizer Fire District and approval of an intergovernmental agreement for Keizer Fire District to indemnify the City for their costs in this matter because Marion County is fighting these actions.
- West Keizer Neighborhood Association and Gubser Neighborhood Association are hosting town hall meetings regarding the public communication fee and general information.
- A neighborhood off Chemawa at Harcourt has expressed an interest in having a neighborhood garden in an unused right-of-way. There is no simple answer on whether or not it would be allowed because it is not City property. It is right of way which belongs to everyone.

COUNCIL REPRESENTATIVE ~ Jared Choc will report at the October Council meeting.

ADJOURN ~ The meeting adjourned at 8:20 p.m.

Next Meeting: November 9, 2011

Minutes approved: 1-11-2012