KEIZER PLANNING COMMISSION MINUTES
Wednesday, October 5, 2005 @ 6:00 p.m.
Keizer City Hall – Council Chambers

1. **CALL TO ORDER**
   The meeting was called to order at 6:00 pm.

2. **ROLL CALL**

   Present:
   Michael Smith, Commissioner
   Tom Wood, Commissioner
   Jack Lowery, Commissioner
   Holly Braun, Commissioner
   Greg Ego, Commissioner
   Kevin Baker, Incoming Commissioner
   Doug Schneider, Incoming Commissioner
   Jacque Moir, Council Liaison

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

3. **APPROVAL OF MINUTES** ~ Holly Braun moved for approval of the September 14, 2005 Minutes. Jack Lowery seconded. Motion passed unanimously by all Commissioners present. (Smith, Wood, Lowery, Braun and Ego)

4. **APPEARANCE OF INTERESTED CITIZENS** ~ William Quinn attended the meeting to observe.

5. **ADMINISTRATION OF OATH TO NEW MEMBERS** ~ City Attorney, Shannon Johnson, administered the Oath of Office to Kevin Baker and Doug Schneider.

6. **ELECTION OF CHAIR AND VICE CHAIR** ~ Holly Braun nominated Michael Smith as Chair. Greg Ego seconded. Motion passed unanimously by all Commissioners present. (Smith, Wood, Lowery, Braun, Ego, Schneider and Baker)

   Holly Braun and Tom Wood expressed interest in being the Vice Chair. Tom Wood was elected by written ballot:
   Wood: Baker, Wood, Ego and Smith (4)
   Braun: Lowery, Braun and Schneider (3)

   Mr. Brown introduced Sam Litke, the new Senior Planner in the Planning Department.

7. **DETERMINATION OF KURB REPRESENTATIVE** ~ Nate Brown explained the duties of the KURB representative. Mike Smith volunteered to fulfill those duties. Discussion then followed regarding future tasks for the Planning Commission. Mr. Brown pointed out that the Commission is statutorily required to make a recommendation to the Council on the urban renewal amendment (extending the maximum indebtedness for the Urban Renewal District and removing some areas from the district) which KURB has recommended. Information will be forthcoming on this. Additionally, Mr. Brown noted that various code amendments would be addressed in the coming year.

8. **PUBLIC HEARING ~ Sign Code Amendment:** Prior to reconvening the Public Hearing for the Sign Code Amendment, Chair Smith asked Shannon Johnson to explain public hearing protocol, specifically the difference between "discussion" and "deliberation". Mr. Johnson explained that until a motion is on the floor there is no deliberation, only discussion. He added that it is considered "bad form" for an individual to indicate that they have decided their vote prior to the motion being made. Mr. Johnson also explained that a *quasi-judicial hearing* is for design standard review and major variances and *legislative hearings* are for code amendments not specifically brought before the commission by an applicant. Mr. Johnson concluded that he would give a detailed power point presentation to the Commission in the future.

   <u>Chair Smith reconvened the Public Hearing</u> and asked staff to report on the updated information. Nate reviewed the proposed amendments adding that suggestions from the last meeting had been incorporated into the amendments. He explained that the *proposed changes* from last meeting are red or green and *changes* since the last meeting are blue. He recommended that in lieu of creating another category for signage on the water tower, the words "city identification" be added to the government sign category. This provides a much simpler solution to the issue and alleviates the need for the extensive proposed verbiage in the "Special Commercial Signs" section (page 17). Mr. Brown then explained the recommended verbiage for primary/secondary signage adding that it preserves flexibility; and pointed out other minor changes/corrections. Discussion followed regarding limiting secondary signage to only integrated business centers to help control excess signage. A correction was made to the numbering on page 15.

   With no further testimony <u>Chair Smith closed the Public Hearing.</u>

   <u>Commissioner Braun moved for adoption of the sign code as presented with the numerical correction. Commissioner Schneider seconded.</u>

   <u>Commissioner Baker moved to amend the motion to discuss adding integrated business centers to the sign code.</u>

Nate Brown explained that the "fix" would be to delete the secondary language from the non-integrated section of the code.

Commissioner Baker withdrew his motion to amend. Commissioners Braun and Schneider withdrew their motion and second respectively.

Commissioner Braun moved to adopt the sign code as presented with the numerical correction and with the recommendation that the amendment apply only to integrated business centers. Commissioner Baker seconded. Motion passed unanimously by all Commissioners present. (Smith, Wood, Lowery, Braun, Ego, Schneider and Baker).

9. STAFF UPDATE

River Road Renaissance ~ Jack Lowery reported that Jerry McGee, representing KPIC, had attended the last meeting and offered suggestions for incorporating historic features in the focal points. Nate Brown added that further discussion took place at the meeting regarding the concept of a focal point vs. a plaza and that members had been asked to quantify the features desired for a focal point.

10. OLD/NEW BUSINESS

Nate reminded everyone that the Urban Renewal Amendment would be addressed at the next meeting. Members discussed the meeting time of 6 p.m. and agreed that it was satisfactory.

11. ADJOURN

The meeting adjourned at 7:00 p.m.

Next Scheduled Meeting ~ Wednesday, November 9, 2005