



**MINUTES
KEIZER PLANNING COMMISSION
AGENDA**

**Wednesday, September 20, 2023
Keizer Civic Center**

- 1. CALL TO ORDER** Chair Matt Lawyer called the meeting to order at 6:00 p.m.

Present:

Matt Lawyer, Chair
Jeremy Grenz, Vice Chair
Jane Herb
Sara Hutches
Mo Avishan
Youth Committee Liaison Angelica Sarmiento Avendano

Absent:

Ron Bersin
Francisco Saldivar

Council Liaison Present:

Kyle Juran

Staff:

Shannon Johnson, City Attorney
Shane Witham, Planning Director
Melissa Bisset, City Recorder

**2. APPROVAL OF
MINUTES**

- a. Approval of June 14, 2023 Minutes** Commissioner Grenz moved for approval of the June 2023 Minutes. Commissioner Herb seconded. Motion passed unanimously as follows:
AYES: Hutches, Herb, Lawyer, Grenz, Avishan (5)
NAYS: None (0)
ABSTENTIONS: None (0)
ABSENT: Saldivar, Bersin (2)

**3. WELCOME TO
YOUTH
COMMITTEE
LIASION**

Chair Lawyer welcomed Youth Committee Liaison Angelica Sarmiento Avendano. Ms. Sarmienta Avendano introduced herself and shared her reasons for wanting to be a Youth Committee Liasion for the Planning Commission.

**4. APPEARANCE OF
INTERESTED
CITIZENS**

None.

**5. CITY ATTORNEY:
Training**

City Attorney Johnson provided training related to Quasi-Judicial and Legislative decisions for the Planning Commission. He discussed statewide

goals, guidelines, bias, conflicts of interest both actual and potential. Mr. Johnson also provided training related to public meetings and records laws.

6. PUBLIC HEARING: Draft Amendments to Keizer Development Code (KDC) relating to land use application process for Conditional Use Permits and Variances.

Chair Lawyer opened the Public Hearing at 6:58 p.m.

Planning Director Shane Witham summarized the staff report related to Text Amendment Case No. 2023-10. Discussion ensued regarding variances and conditional uses and if the process changes, it would require more staff time. Mr. Witham reviewed a comparable sheet of a sampling of cities and planning decisions, recommendations, and appeals. There was discussion regarding whether the process would be more efficient and if there would be public participation.

There were no comments from the public.

With no further testimony, Chair Lawyer closed the Public Hearing at 7:41 p.m.

a. Draft Text Amendments: Keizer Development Code

Commissioner Grenz moved to not adopt the proposed Draft Text Amendments of the Keizer Development Code. Seconded by Chair Lawyer.

Discussion ensued regarding a concern that the amendments would result in more staff time and keep the process as is.

Chair Lawyer thanked Planning Director Witham and Assistant Planner Dina Horner for their time on the research and preparing the draft text amendments.

Motion passed unanimously as follows:

AYES: Hutches, Herb, Lawyer, Grenz, Avishan (5)

NAYS: None (0)

ABSTENTIONS: None (0)

ABSENT: Saldivar, Bersin (2)

7. NEW-OLD BUSINESS/STAFF REPORT

Mr. Witham provided an update related to Climate-Friendly and Equitable Communities (CFEC) scenario planning and noted there would be an advisory committee.

8. COUNCIL LIAISON REPORT

Council Liaison Juran shared that the City Council adopted an Ordinance related to special events. The Council also received an update on the Strategic Plan and that there would be next steps the following month.

Chair Lawyer thanked Commissioner Herb for her service on the Commission as it was her last meeting.

Commissioner Herb was humbled and honored to serve.

9. COUNCIL REPRESENTATIVE: Chair Matt Lawyer would report at the Council Meeting on October 2.
Ron Bersin,
Monday, October
2nd

10. NEXT MEETING:
October 11, 2023

11. ADJOURNMENT The meeting adjourned at 8:05 p.m.

Minutes approved: 10/11/2023

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