



**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, August 12, 2015 @ 6:00 pm
Keizer Civic Center**

CALL TO ORDER

Chair Jim Jacks called the meeting to order at 6:03 pm.

ROLL CALL:

Present:

Jim Jacks, Chair
Garry Whalen
Kyle Juran
Chuck Fisher
Hersch Sangster
Jonathan Thompson

Absent:

Michael DeBlasi, Vice Chair

Council Liaison:

Brandon Smith

Staff Present:

Nate Brown, Community Development Director
Shane Witham, Associate Planner

APPROVAL OF MINUTES: Commissioner Sangster moved for approval of the July 2015 Minutes. Commissioner Juran seconded. Motion passed as follows: Jacks, Juran, Thompson, Sangster, Whalen and Fisher in favor with DeBlasi absent.

APPEARANCE OF INTERESTED CITIZENS: None

OLD/NEW BUSINESS: Discussion - Abandoned Grocery Carts and Vacant Property Registration. Commissioner Thompson declared a potential conflict of interest because he owns vacant property on River Road that occasionally has abandoned grocery carts on it.

Vacant Property Registration: Community Development Director Nate Brown noted that the Vacant Property Registration is modeled after other jurisdictions and the intent is to give Code Enforcement additional tools when dealing with vacant property that the bank has not yet foreclosed on. Staff, however, anticipates that the ordinance will need to be tweaked as time goes on.

Associate Planner Shane Witham provided additional clarification and explanation noting that the intent is to give the Code Enforcement Officer tools to make sure properties are safe and not health hazards and to hold the responsible party accountable for ensuring that the property is secured from entry.

Discussion then followed regarding 'no fee registration', on-line registration that would automatically put information in a database, inspection criteria and discrepancies,

citation penalties, recommended fines, implementation statistics of other cities, covering properties that are going through probate, maintenance requirements, and application to commercial buildings. *Commission suggested removing the requirement for weekly watering.*

Abandoned Grocery Carts: Community Development Director Nate Brown pointed out that dealing with abandoned grocery carts is an unusual subject for Planning Commission to address because it is not related to the Development Code, but Council has requested that the Commission provide input on the matter. He noted that the language is straight from statute but requires local implementation. Keizer has limited stores with carts so the problem is not onerous, but Council has asked to get something on the books so it can be addressed as needed.

Discussion followed regarding electronic locks on carts, partnering with SK Transit, contacting retail establishments for implementation, outside pick-up vendors, penalties, enforcement, and dealing with individuals stealing carts. *Commission offered no changes to the proposed wording.*

Discussion then took place regarding the 2015 Work Plan with Mr. Brown suggesting that the Code Enforcement issues be put on a separate track until the new Code Enforcement Officer determines what tools are needed. He added that if the City receives the TGM Grant, the prioritization of the work plan will change. Commission suggested that over the next three months focus be on **Accessory Structures, Bike Parking** and perhaps **Clarification regarding corporations being represented by attorneys.**

STAFF REPORT: Mr. Brown reported that work has started on Area C. A traffic light will not be required for the residential phase of the development but will be for the commercial aspects. Mr. Brown also commended the Planning Commission for their work on the Infill Standards noting that the end product is something that will be beneficial to the community.

COUNCIL LIAISON REPORT: Councilor Smith reported that National Night Out was August 4 and Keizer had 35 block parties. This is fewer than in past years but still better per capita than Portland. Council recently toured the Career and Technical Center which is a public/private enterprise between Mountain West and the School District. It will be a great opportunity for children in the school district to learn the skills needed to get a job right out of school. Mr. Smith also invited everyone to the Big Toy Grand Opening on August 29.

ADJOURN: The meeting adjourned at 7:22 p.m.

Next Meeting: September 9, 2015

Minutes approved: 9-16-15