KEIZER PLANNING COMMISSION MINUTES
Wednesday, June 14, 2006 @ 6:00 p.m.
Keizer City Hall – Council Chambers

1. **CALL TO ORDER**
   Chair Smith called the meeting to order at 6:00 pm.

2. **ROLL CALL**

   Present:
   Michael Smith, Chair
   Holly Braun, Commissioner
   Kevin Baker, Commissioner
   Doug Schneider, Commissioner
   Jim Jacks, Commissioner
   Greg Rands, Commissioner
   Jack Lowery, Commissioner
   Jacque Moir, Council Liaison

   Staff Present:
   Nate Brown, Community Development Director
   Shannon Johnson, City Attorney
   Sam Litke, Senior Planner
   Tracy Davis, City Recorder

   Also Present:
   Wendie Kellington

3. **APPROVAL OF MINUTES** ~ Holly Braun moved to approve May, 2006 minutes as submitted. Jack Lowery seconded. Motion passed as follows. Commissioners Smith, Braun, Jacks, Lowery, Rands and Schneider in favor with Commissioner Baker abstaining.)

4. **APPEARANCE OF INTERESTED CITIZENS** ~ None.

5. **PUBLIC HEARING:** ***Keizer Development Code Amendments***

   Chair Smith re-opened the public hearing on Development Code Amendments.

   Section 2.113, Industrial Business Park (IBP). Senior Planner, Sam Litke explained that the only change in this section was the allowance of movie theaters. He added that 3 citizens were in attendance at the meeting because of "Flex Space" outside of the Keizer Station zoned as IBP and the suggestion that standards be established for Keizer Station and non-Keizer Station properties. Nate Brown explained in more detail the "Flex Space" administration in the Keizer Station area summarizing that it was intended to be an accessory kind of support to the larger development and therefore staff could not support Mr. Tross's proposal because it would be inconsistent.

Jeff Tross, 1720 Liberty SE, Salem: Richard Shultz,3155 Kanz Court NE, Salem & 3570 Cherry Avenue, Keizer and Lonnie Defenbaum, 388 State Street #340, Salem addressed the commission. Mr. Tross noted that the handout was a concise description of what is being requested and asked that the changes be made in order to distinguish the way a small parcel of land can be developed from those that apply to a large tract. Mr. Defenbaum showed a drawing of the proposed development, explaining the location and size of the property, and how the standards would affect the property. He concluded that the proposed development would permit the type of buildings allowed in the flex space and offered to work with staff to develop an appropriate set of development standards with regard to space limitations, setbacks, building requirements, etc. Commissioner Jacks clarified that the only staff-proposed changes were on page 4 and page 9. Additional discussion took place regarding alternative zoning, location of the property and minimum lot standards. Mr. Tross pointed out that the three development standards that were problematical were: Section N.2.b. (2% of land total), N.2.e. (loading doors) and N.2.f (glass frontage) and suggested changing the introductory language to part N. Extensive discussion continued regarding various sections that would apply to the Cherry Avenue property, time frames for a legislative change vs. applicant requested change, rezoning and the benefits to the area.

Chair Smith recessed the public hearing on Section 2.113.01, Industrial Business Park (IBP).

Discussion then took place regarding noticing text amendments, state-required percentages and interpretation of the Community Development.

Commissioner Braun moved to accept staff recommendation for changes in Section 2.113, Industrial Business Park (IBP). Commissioner Baker seconded. Motion passed unanimously by all members present. (Smith, Braun, Schneider, Jacks, Rands, Baker and Lowery)

Kevin Baker recommended that staff discuss the issue with the applicant and bring back a language acceptable to staff and investigate the impact to other properties in that area and other IBP zoned properties in the city as a future text amendment that would be properly noticed and with the understanding that the Commission may want to pursue a zone change and/or an applicant zone change. Commissioners indicated a consensus on this recommendation.

Nate Brown indicated that staff and applicant at this time were far from an agreement on this issue but the effort would be made.

Chair Smith reconvened the Public Hearing on Section 2.113. City Attorney Shannon Johnson pointed out that the Public Hearing was for both Development Code amendments and therefore the vote on BOTH should be done at the close of the public hearing.

Section 2.119, General Employment. Nate Brown pointed out that it is intended that movies be included in amusement and recreation and in the IBP zone. Staff recommendation is to add it to both sections.

He then explained the rest of the EG zone amendments adding that the proposal is supported by staff and creates a new category of qualified abutting lots (meaning that as long as the lots abutt each other they should qualify under the minimum standards established for that zone). Additionally staff supports the increase of 4 lots as long as none went below the minimum lot size for this designation which means the minimum lots size that could be divided would be one acre.

Nate pointed out that the process for master plan approval requires an overall master plan for parking. In order to clearly identify an overall parking scheme, staff suggests adding a new paragraph in the master plan section which would specify that an overall master plan for parking is available for that development.

Wendie Kellington, attorney for Northwest National, Lake Oswego, Oregon suggested that the parking issue be addressed either at 2.119.10.6 of the Development Standards or in 2.119.08.b.3. She added that it would be more logically located in Section 2.119.10.6 because it relates to the Keizer Station development. City Attorney Shannon Johnson verified that since DLCD was noticed for 2.119 this change could be allowed and explained this issue to commissioners in more detail. Ms. Kellington offered additional information. Chair Smith clarified that as the lot size is reduced throughout the area the problem of supplying parking for each one becomes an issue and this would address that issue. Mr. Brown added that this was related to the concept of flexibility within the Keizer Station because it is governed by a master plan.

Commissioner Baker moved to accept the staff recommendation for changes to Section 2.119 along with the addition of a new paragraph (a new section 2.119.10.6) as amended that the qualified abutting lot shall conform with the minimum standard for that development type and to accept staff recommendation for changes in Section 2.113. Commissioner Braun seconded. Motion passed unanimously by all members present. (Smith, Braun, Schneider, Jacks, Rands, Baker and Lowery).

6. **UPDATE:** ***River Road Renaissance*** ~Nate Brown reported that a proposal for a grant has been made regarding Keizer Plaza and has been endorsed by River Road Renaissance and approved at Keizer Urban Renewal Board and the Agency. A total of $158,000 has been authorized for streetscape and façade improvements.

7. **ADJOURN**
The meeting adjourned at 7:51 p.m.

Next Scheduled Meeting ~ Wednesday, July 12, 2006

Minutes approved:

9-13-06