KEIZER PLANNING COMMISSION MINUTES
Wednesday, June11, 2003 @ 7:00 p.m.
Keizer City Hall - Council Chambers

1. CALL TO ORDER

Chair Anderson called the meeting to order at 7:05 p.m.

2. ROLL CALL

The following members were present: Bruce Anderson, Ross Day, Mike Hart, Michael Smith, Stan Compton and Holly Braun

Absent: Frank Moore

Also present were: Interim Planning Director Cheryl Vafakos, City Attorney Shannon Johnson, Council Liaison Judy Smith and Staff Member Cathy Meeks

3. APPROVAL OF MINUTES

- ***May 14, 2003***

Mike Hart moved for approval of the May 14, 2003 minutes as written. Ross Day seconded the motion.

The motion passed as follows:

AYES: Day, Hart, Anderson, Smith, Compton, (5)
NAYES: None (0)
ABSTENTIONS: Braun (1)
ABSENT: Moore (1)

4. APPEARANCE OF INTERESTED CITIZENS

- No interested citizens appeared before the Planning Commission.

5. UNFINISHED BUSINESS

- Development Standards

Chair Anderson asked Interim Planner, Cheryl Vafakos, to review the handouts for the meeting. Cheryl gave an overview of the documents. Attachment A – is a copy of the landscaping requirements for the Keizer Station Plan that Councilor Judy Smith had requested at the last meeting. The Development Code does not currently include this, but it may be something that the commission may want to take a look at. The Development Standards are the same text as before, with this copy being color coded with the changes coming from the commission in red, and Council changes during the Keizer Station Plan in blue. Cheryl also provided handouts of Development Standards from surrounding cities, Canby, Hillsboro and Springfield, for comparison.

The commission began with the continued discussion of section 2.315.02 (B) addressing applicability. Shannon pointed out that staff had combined and rewritten this section, hopefully clarifying when it was applicable. There was discussion from the last meeting on determining applicability; using the percentage or square footage amount of the building involved. Staff looked to Springfields concept on this method of determination. Cheryl also pointed out the removal of the section referring to change of occupancy requiring additional parking as requested by the commission.

The varieties of methods used by the other cities to determine applicability were discussed. Many examples of the method of percentage/square footage were used. The importance of making sure there would be fairness to both large and small businesses was expressed. During the discussion, there was a request for clarification of the intent behind the statement and what the objective was. There was also deliberation over the language of "whichever is more" vs "whichever is less".

Shannon introduced the idea of having a matrix with the size of building compared to how much expansion, remodel/or addition. Various possibilities and circumstances were discussed.

It was consensus of the Commission to have staff develop a matrix encompassing buildings varying in size; from small to large and those in between.

Discussion reversed back to 2.315.02(A) for clarification and direction. Chair Anderson would suggest that the 200 sq. ft. limit be increased to 500 sq. ft. Commissioner Smith also recommended that the wording state that this applies "**only**" to new construction and that it be specific on the applicable codes. There was discussion on landscaping and other required development standards that would apply. Commissioner Compton reiterated that Urban Renewal is encouraging upgrades by having grants available.

Cheryl will come back to the next meeting with new language clarifying that it only applies to the new construction portion of the building or new portion that is being remodeled. Cheryl asked for additional clarification from the Commission on the increase of 500 sq ft. or any additional construction that requires a building permit.

There were no changes were noted to 2.315.02(C). Commissioner Day asked for clarification on the 3 year period noted in section (B), also in the event of damage to the construction of building. Shannon will look into this to clarify.

Section 2.315.02(D) would be changed to reflect reference to 2.315.08B (4) and (5). There was clarification on what was considered a temporary business.

No correction noted for 2.315.03 Non-Applicability

Section 2.315.04 was discussed. No changes noted to (A). There was discussion of (B) and compliance with color requirements if repainting. No change noted. Section (C) is stated for clarification purposes.

With no corrections noted to Section 2.315.05, the Commission will begin discussion with the following section, page 4.

5. **NEW BUSINESS** *(reviewed after Old Business)*

- Interim Planning Director addressed the need for Commission to be thinking about future projects due to the time line required by D.L.D.C.. Cheryl reviewed the most common projects that are requesting variances which are fences, accessory structures and setbacks; suggesting that the Commission consider revising these. It was in agreement that discussion of these matters would begin following the completion of the Development Standards.

- Commissioner Day brought forth the idea of canceling the August meeting as in past. It was consensus of the Commission to meet in July and cancel August, meeting again in September.

- Commissioner Smith requested a periodic report of the Infill Application Activity; with how many have been submitted, denied or failed due to restrictions. Cheryl agree to get a report with that information.

- Commissioner Smith also questioned the activity at the 3600 block of River Rd. Cheryl responded that the proposal was for 3 buildings, a mixture of commercial and apartment complexes. It was suggested that traffic improvements be done at the intersection of Hollyhock and River Rd with the increase of traffic. Cheryl will forward the recommendation to Public Works.

- Chair Anderson asked for an update on the Community Development Director position. Cheryl provided an update with the recruitment closing July 1st with hopes of hopes of hiring by September 1st.

6. ADJOURN

- *Next Meeting ~ Wednesday, July 9, 2003*

Chair Anderson adjourned the meeting at 8:45 p.m.