KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, June 10, 2020 @ 6:00 pm
Keizer Civic Center

CALL TO ORDER
Chair Matt Lawyer called the meeting to order at 6:00 pm.

ROLL CALL:

Present:
Matt Lawyer, Chair
Crystal Wilson, Vice Chair
Jeffrey Watson
Garry Whalen
Mark Caillier
Frank Hostler
Jeremy Grenz

Council Liaison Present:
Councilor Freeman

Staff Present:
Shane Witham, Interim Community Development Director
Shannon Johnson, City Attorney

APPROVAL OF MINUTES: Garry Whalen moved for approval of the March 2020 Minutes. Mark Caillier seconded. Motion passed as follows: Lawyer, Caillier, Grenz, Whalen, Watson and Hostler in favor with Wilson abstaining.

VOLUNTEER APPRECIATION: Sara Head on behalf of the Volunteer Coordinating Committee expressed appreciation for the time and dedication of the members of the Planning Commission and distributed cookies as a token of appreciation.

APPEARANCE OF INTERESTED CITIZENS: None

PUBLIC HEARING: Proposed Text Amendment Section 3.106 (Property Line Adjustment) and Section 3.107 (Partitions)

Chair Lawyer opened the Public Hearing.

Interim Community Development Director Shane Whitham reviewed packet materials that were sent out including the chart showing different jurisdictions, current time frames and making property line adjustments/partitions consistent with subdivisions (allowing on-going one year extensions by eliminating the 'one time' provision).

Discussion followed regarding fairness to all parties, extending the first year to two, availability of information, 30-day time frame request for 1-year extension, additional process, staff time, approval of extension requests, unlimited extensions and the appeal period.

With no further testimony Chair Lawyer closed the Public Hearing.

Commissioner Caillier moved that the Planning Commission recommend to Council the proposed text amendments to Sections 3.106 and 3.107 as outlined by the staff report. Commissioner Whalen seconded.

Commissioner Grenz suggested revising the initial time period to 2 years because it can be a burden to get through the process. He clarified that he was suggesting 2 years to start with the option of 1-year extensions. Mr. Witham indicated that he was not opposed to this, but he urged the Commission to consider changing the Subdivision time frame to match rather than leaving it at one year. The motion would therefore include Section 3.108. City Attorney Shannon Johnson noted that this might be an issue since it was not noticed, but as practical matter it has to go to Council and it can be added in the notice at that time and this would be less restrictive so it is not contentious. Mr. Witham noted that he was amenable to making the change for Property Line Adjustments as well to keep everything consistent.

Commissioner Grenz offered a friendly amendment to extend initial time frame period to 2 years for Property Line Adjustments (Section 3.106), Partitions (Section 3.107) and Subdivisions (Section 3.018). [New language detail: Section 3.106.05A, first line: "Survey. Within *2 years* of the final decision..."; 3.107.08A, first line: "Survey. Within *2 years* of the final decision...."; third line: "within *two years*, the preliminary approval shall lapse..."; Section 3.108.05B second line: manufactured home park shall be valid for *2 years* after the date of..." and sixth line "construction of the project within the *two-year* period or the approval..."](*Italics* indicate changed verbiage). Commissioners Caillier and Whalen accepted the friendly amendment.

Motion passed unanimously as follows: Lawyer, Caillier, Grenz, Whalen, Watson, Hostler and Wilson in favor.

NEW/OLD BUSINESS/STAFF REPORT: Mr. Witham announced that Community Development Director Nate Brown retired on May 29. On his behalf, Shane thanked Commission for their service noting that they do a great job and make things easier for staff. He explained that he will be serving in an interim capacity and urged Commissioners to contact him with any questions or concerns. He then announced that all information for Area D had been received. It will be deemed complete officially; staff will be sending it out for comments and it will go to Council in August… Staff may share the information with the Commission at the July meeting or email it when the request for comments goes out.

He participated in an Transportation Impacts of Growth project conference call with the consultant in late May. They have done the initial modeling and are now looking at improvements necessary for various growth options and for the River/Cherry overlay district. Staff may have something to share at July meeting. Also staff just received notice that the City received a grant to do a refresh/update of Housing Needs Analysis /Building Lands Inventory. This will be to incorporate revitalization plan. With the 'refresh' the City will be able to address housing deficits and can move forward with updating and adopting that study and develop a more accurate picture of Keizer needs.

Regarding the July meeting, Mr. Witham noted that there is no Public Hearing scheduled for July. He pointed out that a meeting would be strictly informational

because staff is shorthanded and 'low-hanging fruit' (from efficiency measures) has all been accomplished leaving only much more time-consuming projects. He explained that in February the City was audited by FEMA and told that the City is doing pretty good but the Flood Plain Ordinance needs to be updated. Staff is working on this but it will not be possible to have it ready for the July meeting.

Chair Lawyer noted that it is important to give staff time to get this work done. Commission agreed by consensus to cancel the July meeting.

COUNCIL LIAISON REPORT: Councilor Freeman reported on the recent Council meeting and announced the upcoming Charter Review Public Hearings on June 15 and July 6. She noted that Neighborhood Association were not meeting during the summer months and announced the Marion County Commissioners' Breakfast.

OTHER BUSINESS: None

COUNCIL REPRESENTATIVE: Jeffrey Watson[1] will report to Council.

ADJOURN: The meeting adjourned at 6:52 p.m.

Next Meeting: *August 13, 2020*

Minutes approved: 08-13-20

[1] Corrected to read Matt Lawyer prior to approval