



MINUTES
KEIZER PLANNING COMMISSION
Wednesday, November 13, 2024
Keizer Event Center

- 1. CALL TO ORDER** **CALL TO ORDER:** Chair Matt Lawyer called the meeting to order at 6:02 pm.

Present:

Matt Lawyer, Chair
Jeremy Grenz, Vice Chair
Frank Hostler
Fernando Lopez

Council Liaison Present:

Councilor Juran

Youth Liaison Present:

Open Position

Absent:

Robb Witters
Lindsey King
Sara Hutches

Staff Present:

Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Dawn Wilson, Deputy City Recorder

2. APPROVAL OF MINUTES

Commissioner Fernandez Lopez moved for approval of the October 2024 Minutes as presented. Commissioner Frank Hostler seconded. Motion passed unanimously as follows: Lawyer, Hostler, Grenz, and Lopez in favor with Witters, Hutches, and King absent.

a. October 2024

3. APPEARANCE OF INTERESTED PERSONS

Bruce Anderson, Keizer and former Planning Commissioner Chair and City Councilor, shared his thoughts on rule changes with respect to term limits. He was termed out as a Planning Commissioner, and he would have remained serving if he wasn't termed out. He feels that it comes down to a policy decision. The terms are staggered, which was good to retain institutional knowledge. If the Planning Commission agrees to eliminate the term limits, having members re-appointed for certain number of years would be good.

City Attorney Joseph Lindsay clarified that the State statute says that two types of professions could be on the board, and the City's Legal Assistant said that the City wanted to have only one type of profession on the Planning Commission.

Councilor Juran offered that when he was a Planning Commissioner, he

would have continued serving if his term hadn't ended. He feels that on this Commission, it would benefit the City not to have term limits.

4. PUBLIC HEARING There were no public hearings.

a. None

**5. NEW-OLD
BUSINESS/STAFF
REPORT**

**a. Planning
Commission
Rules**

Planning Director Shane Witham summarized the staff report and explained the changes, which included the option to reapply to be a Commissioner without a limit.

Discussion ensued on the one versus two types of professions on the Planning Commission.

Mr. Witham explained that one of the substantive changes was how meetings would be canceled, which would be by agreement between the chair, staff liaison, and council liaison if the Planning Commission agreed to the changes in the Ordinance. Mr. Witham shared that there was some language for the ability to have special meetings.

Mr. Anderson commented about the same type of occupation and non-residents language in the Ordinance and feels that having a non-resident on the Commission should be removed. Chair Lawyer suggested that having members in the urban growth area would be good.

City Attorney Lindsay read the State statute (ORS 227.030) on having members with two professions who could be on the Planning Commission. Chair Lawyer requested that the intent be included in the Ordinance.

Commissioner Hostler suggested that they need to allow more than one of the same occupation and that the applicants need to be asked questions to learn how each of them could add to the Commission. Chair Lawyer explained that the questions asked by the Volunteer Coordinating Committee are directed towards the committee in which the applicants are being interviewed.

Jeff D'Auria, Keizer, commented on the term limits and feels that unlimited terms wouldn't be good and suggested that the term limit be increased.

Commissioner Jeremy Grenz moved to recommend approval of the proposed draft Resolution and proposed draft Ordinance modifications to the Keizer City Council for approval. Commissioner Fernando Lopez seconded. Motion passed unanimously as follows: Lawyer, Hostler, Grenz, and Lopez in favor with Witters, Hutches, and King absent.

- b. Update on FEMA Floodplain issue: Pre-Implementation Compliance Measures (PICM)** Mr. Witham presented an update on the Federal Emergency Management Agency (FEMA) Floodplain issue and the Pre-implementation Compliance Measures (PICM). He explained that the citizens in Keizer could get flood insurance because the City was a member of the PICM Community. FEMA was the administrator for the program and there are certain prerequisites to qualify as member.
- Mr. Witham noted a couple lawsuits that FEMA underwent and how they announced to Oregon Cities new PICM measures, Cities could select one of three approaches and he explained each of them. Mr. Witham recommends Path # 3 using the Permit by Permit approach. The path could be changed at any time.
- Mr. Witham stated that the Development Code would need to be updated to include the permit requirement. Chair Lawyer suggested that the City receive an estimate of the cost for an external expert to assess the habitat so that those costs could be passed onto the developer.
- Mr. Witham asked for the Planning Commission's concurrence.
- Mr. Lindsay explained the requirement for the City to respond to FEMA by December 1st and the consequences of not-responding within the timeline.
- There was concern about how the Permit to Permit option would impact Measure 56, and it was requested to do a Measure 56 notice, even if it's for education only. It was noted that there must be sharing made by landowners and animals.
- There was a consensus to choose the Permit by Permit option.
- 6. COUNCIL REPRESENTATIVE REPORT** Councilor Juran reported that the last City Council meeting, they presented a Volunteer of the Quarter award for Ken Gierloff, two new police officers were sworn in, and the Council authorized funding for the Wheatland Road and Corridor Project for Phase I.
- 7. COMMISSIONER REPORTING TO COUNCIL: Jeremy Grenz** Chair Lawyer would report to Council with Commissioner Hostler observing.
- 8. NEXT MEETING: December 11th** Chair Lawyer handed out a card on the Keizer Gold Star Family Memorial Monument and welcomed donations.
- 9. ADJOURNMENT** Meeting adjourned: 8:12 p.m.
- Minutes approved: _____

"Agenda Management Services are being supported, in whole or in part, by federal award number 21.019 awarded to City of Keizer by the U.S. Department of the Treasury."

