



MINUTES
KEIZER PLANNING COMMISSION
Wednesday, January 8, 2025
Robert L. Simon Council Chambers

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

Present:

Matt Lawyer, Chair
Jeremy Grenz, Vice Chair
Sara Hutches
Lindsey King
Fernando Lopez
Robb Witters

Absent:

Frank Hostler

Council Liaison Present:

Councilor Juran

Youth Liaison Present:

Open Position

Staff Present:

Shane Witham, Planning Director
Dina Horner, Assistant Planner
Joseph Lindsay, City Attorney
Dawn Wilson, Deputy City Recorder

2. APPROVAL OF MINUTES

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

3. APPEARANCE OF INTERESTED PERSONS

Rhonda Rich, President of West Keizer Neighborhood Association (WKNA), commented on the ordinance relating to the Planning Commission. The WKNA had a meeting and discussed the ordinance. They asked to weigh in on a few things. They agree with having no more than one voting member who shall be engaged in the same kind of occupation, business, trade, or profession.

On the section where one member shall be a nonresident of the city, WKNA feels strongly that the member should be a resident of Keizer and not just a property or business owner who lives outside of Keizer. WKNA thought three-years was sufficient and wanted to be consistent with Traffic Safety, Bikeways and Pedestrian Committee and the Parks Recreation and Advisory Board. They feel that three consecutive terms would be appropriate.

Tammy Kunz, President of the Greater Northeast Keizer Neighborhood Association (GNEKNA), and the GNEKNA agreed what Ms. Rich spoke about. The GNEKNA has discussed the ordinance and are for the three-year term limit and consecutive up to nine years. They prefer that members are Keizer residents.

4. NEW-OLD BUSINESS/STAFF REPORT

a. Discuss Ordinance: Three- year terms vs. four-year terms and residency requirements

Planning Director Shane Witham reminded the Commission of previous discussions on the Planning Commission Ordinance. He shared that the terms were discussed at a Council meeting and were referred back to the Planning Commission for input on the three-year and four-year term, term limits, and as residency requirements. The Council felt that three- to four-terms were appropriate. He noted that the Planning Commission was still allowed to make a recommendation.

Discussion ensued on the nonresident requirement for members, along with the property and business owners. City Attorney Joseph Lindsay shared that the Council wanted a rational nexus connection. A possible future area that could be impacted, such as the Urban Growth Boundary was discussed for when there would be zoning designations and comprehensive plan changes.

There was a consensus that the members agreed to have one non-Keizer resident and to allow Keizer property or business ownership and not allow a business employee.

Discussion ensued on the term amounts and limits. It was noted that the longer commissioner longevity on the board was tremendously helpful because they would have more institutional knowledge, which was really helpful. The members favored the three-year terms with a limit to serve four times on the Planning Commission.

Commissioner Witters moved for a motion under Section 2-123(b) to be changed to read no more than one member shall be a nonresident of the city and the member is a property owner or business owner of the city, that subsection (c) to keep it as three-years and the last sentence to be no appointive members shall serve more than four consecutive terms for a total of twelve years, and Section 2-124(c) to be as written. Commissioner King seconded. Motion passed unanimously as follows: Lawyer, King, Grenz, Hutches, Witters, and Lopez in favor with Hostler absent.

b. Planning Commission Rules

Planning Director Shane Witham summarized the November discussion by the Planning Commission and the changes they wanted in the Resolution. He explained that the Resolution reflects the Planning Commission's

previous recommended changes. The Council's concurred with the changes, so the Resolution simply needs to be adopted.

Commissioner Grenz moved to adopt Resolution R2025- in the matter of adopting "Rules of the Commission"; Repeal of Resolutions 83-1, 83-2, and R98-2. Commissioner Hutches seconded. Motion passed unanimously as follows: Lawyer, King, Grenz, Hutches, Witters, and Lopez in favor with Hostler absent.

**c. Planning
Commission Work
Plan 2025**

Planning Director Shane Witham provided background information and upcoming work by the Planning Commission that was listed on their 2025 work plan, and he asked the Commissioners for their input.

The Commissioners were fine with the work plan. Mr. Witham commented that the work plan was informational and invited the members to contact him or Assistant Planner Dina Horner if they wanted to see any other work done.

**5. COUNCIL
REPRESENTATIVE
REPORT**

Councilor Juran shared that several Council Members were sworn into office. Council President Shaney Starr would be Council President for another two years.

**6. COMMISSIONER
REPORTING TO
COUNCIL on
Tuesday, January
21st at 6pm:
Fernando Lopez**

Commissioner Fernando Lopez would report to the January 21st City Council meeting.

**7. NEXT MEETING:
February 12th**

Chair Lawyer shared that the Gold Star Memorial Monumental group received approval by Council for the monument to be added to the PFC Ryan J. Hill Memorial Park.

8. ADJOURNMENT

Meeting adjourned: 7:54 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."