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KEIZER PLANNING COMMISSION MEETING AGENDA

Wednesday, February 8, 2023 @ 6:00 p.m.

Keizer Civic Center

- 1. CALL TO ORDER**
- 2. ELECTION OF CHAIR AND VICE CHAIR**
- 3. APPROVAL OF MINUTES – November 2022**
- 4. APPEARANCE OF INTERESTED CITIZENS**
This time is made available for those who wish to speak about an issue that is not on the agenda.
- 5. PUBLIC HEARING: None**
- 6. NEW-OLD BUSINESS/STAFF REPORT**
 - **2023 Work Plan**
 - (a) **Suggestions from Commissioners**
 - **Walkable Mixed Use Area Designations**
 - (a) **Virtual Public Meeting on February 23**
- 7. COUNCIL LIAISON REPORT**
- 8. COUNCIL REPRESENTATIVE: Mo Avishan, Tuesday, February 21**
- 9. NEXT MEETING ~ March 8, 2023**
- 10. ADJOURN**



**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, November 9, 2022 @ 6:00 pm
Keizer Civic Center**

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

ATTENDANCE:

Present:

Matt Lawyer, Chair
Ron Bersin
Sarah Hutches
Jane Herb
Francisco Saldivar
Mo Avishan
Youth Committee Liaison
Amanpreet Sandhu

Absent:

Jeremy Grenz, Vice Chair

Council Liaison Present:

Councilor Juran

Staff Present:

Shane Witham, Planning Director
Bill Lawyer, Public Works Director
Shannon Johnson, City Attorney

APPROVAL OF MINUTES: Francisco Saldivar moved for approval of the September 2022 Minutes. Commissioner Herb seconded. Motion passed as follows: Lawyer, Bersin, Herb, Avishan, Saldivar and Hutches in favor with Grenz absent.

APPEARANCE OF INTERESTED CITIZENS: None

**PUBLIC HEARING ~ Draft Amendments to Keizer Development Code (KDC)
relating to Stormwater Management:**

Chair Lawyer opened the Public Hearing.

Planning Director Shane Witham summarized his staff report, brought attention to the new section and pointed out the differences noting that the changes were required.

Public Works Director Bill Lawyer provided additional information noting that Keizer is a 'Phase 2' city and that the first permit was loosely regulatory but when it was time to renew, the Department of Environmental Quality initiated more stringent requirements. This has brought about the requirement to update sections of the Development Code related to water quality. As the department has moved forward, they have implemented things differently than what was in the Development Code. The amendments before Planning Commission tonight are the incorporation of what staff has been implementing for a number of years.

Discussion followed regarding how long the standards have been in place, other jurisdictions and infrastructure capacity.

With no further testimony, Chair Lawyer closed the Public Hearing.

Commissioner Herb moved that the Planning Commission accept and recommend to Council the draft amendments to the Keizer Development Code relating to stormwater management with flexibility for staff to include the correct citation at the end.
Commissioner Saldivar seconded. Motion passed as follows: Lawyer, Bersin, Herb, Avishan, Saldivar and Hutches in favor with Grenz absent.

NEW/OLD BUSINESS/STAFF REPORT: Planning Director Shane Witham shared information regarding development that is taking place in the area noting that he expects to be issuing some permits soon.

COUNCIL LIAISON REPORT: Councilor Juran announced that the Council will have two new Councilors starting in January.

YOUTH COMMITTEE LIAISON REPORT: Ms. Sandhu questioned the authority of the regulations that have been put in place, the categories of various cities and enforcement. Staff responded with that information.

COUNCIL REPRESENTATIVE: Francisco Saldivar will report for Jeremy Grenz, Monday, November 21.

OTHER BUSINESS: Commissioner Saldivar requested clarification on parking regulations that were discussed at the previous meeting with Mr. Witham providing a brief update.

DECEMBER MEETING: Mr. Witham noted that the Commission would probably need to meet for a Public Hearing regarding change to a historical building but he was waiting on additional information so would let the Commission know.

ADJOURN: The meeting adjourned at 6:25 p.m.

Next Meeting: December 14, 2022

Minutes Approved: 2-8-23



PUBLIC HEARING SIGN UP SHEET

Date: November 9, 2022

Time: 6:00 pm

Agenda Item: Draft Amendments to Keizer Development Code (KDC) relating to Stormwater Management

Before the: Planning Commission

Place: Civic Center

Please Print

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TO: PLANNING COMMISSION

**FROM: SHANE WITHAM
PLANNING DIRECTOR**

DATE: November 2, 2022

**SUBJECT: Draft Amendments to Keizer Development Code (KDC) relating to
Stormwater Management**

ATTACHMENTS:

- **Draft KDC Sections:**
 - **1.200 Definitions (only changed definition included)**
 - **2.306 Stormwater Management (new section)**
- **Existing KDC Section 2.306 Storm Drainage (to be replaced)**

BACKGROUND/DISCUSSION:

The Planning Commission “work program” has identified a need to update KDC Section 2.306 (Storm Drainage) for quite some time. This work has been anticipated due to the City’s permit requirements for discharging stormwater to our rivers and streams.

The City of Keizer was issued its second National Pollutant Discharge Elimination Permit (NPDES) MS4 Phase II General permit from the Department of Environmental Quality (DEQ) with an effective date of March 1, 2019. This permit contains a requirement the City update the Public Works Design Standards and the Development Code Storm Drainage section, with language and standards that are consistent with the provisions of the permit prior to February 28th, 2023.

The proposed amendments to the Keizer Development Code comply with the NPDES permit and DEQ requirements. Included in this packet is a brand new “Stormwater Management” section (KDC Section 2.306) that is proposed to replace the existing language of KDC Section 2.306 (Storm Drainage). In addition, there is one minor revision to KDC 1.200 (Definitions) to clarify that “development” includes re-development of sites.

RECOMMENDATION:

That Planning Commission consider the proposed text amendments and recommend approval to the City Council, including any additional text changes identified.

1.200 DEFINITIONS

1.200.01 General Provisions

- A. General and Specific Terms. The definitions contained in this Section include those that are applicable to the entire Keizer Development Code (general), and those terms that are applicable to specific Sections (specific). Terms used in specific Sections are identified as follows:

[Adult]	Adult Entertainment Business; Section 2.418
[Flood]	Floodplain Overlay Zone; Section 2.122
[Greenway]	Greenway Management Overlay Zone; Section 2.123
[Historic]	Historic Resources; Section 2.127
[RV Park]	Recreational Vehicle Spaces and Park; Section 2.412
[Signs]	Signs; Section 2.308

- B. Interpretation. When there are two definitions for the same word or phrase, then the definition most applicable for the given situation shall apply. If appropriate, specific terms may be applied to general situations. (5/98)

1.200.02 Grammatical Interpretation.

Words used in the masculine or feminine include all genders. Words used in the present tense include the future, and the singular includes the plural. The word "shall" is mandatory. Where terms or words are not defined, they shall have their ordinary accepted meanings within the context of their use. The contemporary edition of Webster's Third New International Dictionary of the English Language (principal copyright 1961) shall be considered as providing accepted meanings. (12/19)

1.200.03 Diagrams

Diagrams are provided for terms or phrases in order to provide an illustrative example. (5/98)

1.200.04 Definitions.

...

Development or Redevelopment: Man-made changes to property, including but not limited to buildings or other structures, mining, dredging, filling, grading, paving, excavation, or drilling operations. (5/98)...

2.306 STORM DRAINAGE

2.306.01 Purpose

To provide for the drainage of surface water from all residential, commercial and industrial development; to minimize erosion; to reduce degradation of water quality due to sediments and pollutants in storm water runoff, and to reduce downstream flooding. (5/98)

2.306.02 Scope

The provisions of this Section shall apply to all new residential land partitions and subdivisions, planned unit developments, multi-family developments 5 or more units), commercial developments, and industrial development; and to the reconstruction or expansion of such developments. (6/22)

2.306.03 Preliminary Plan Required

Preliminary site drainage and grading plans for subject area and adjoining area within 100' of the perimeter of the subject property are required to be submitted for all developments listed in Section 2.306.02 above. Preliminary site drainage and grading plans shall consist of the following information. (2/00)

- A. Flow lines of surface water onto and off the site. (2/00)
- B. Estimates of existing runoff patterns from subject property onto adjacent properties, and estimates of existing runoff from adjacent properties onto subject property. (2/00)
- C. Existing contours at 1-foot intervals. (2/00)
- D. Existing and proposed drainage channels, including drainage swales, ditches, berms and proposed storm drains. Connections to existing system should be identified. (2/00)
- E. Location of storm drain detention facilities. (2/00)
- F. The City Engineer shall have the flexibility to make changes to the preliminary plan at the time of final detailed plan approval. (2/00)

2.306.04 Plan for Storm Drainage and Erosion Control

No construction of any facilities in a development included in Subsection 2.306.02 shall be permitted until a storm drainage and erosion control plan for the project is prepared by a professional engineer, and, approved by the City. These provisions shall also apply to any cut or fill on a property, which may impact the velocity, volume, or quality of surface water on adjacent property, or may impact any permanent natural body of water. This detailed plan shall contain the following information: (2/00)

- A. Elevations. Proposed finished lot corner and finished street elevations. (2/00)
- B. Proposed contours of finished grade in 1-foot intervals or less if required by the City Engineer. (2/00)
- C. Run-off. The methods to be used to minimize the amount of runoff other than into an approved point of discharge, siltation, and pollution created from the development both during and after construction. (2/00)
- D. Facilities. Plans for the construction of storm sewers, open drainage channels and other facilities which depict line sizes, profiles, construction specifications and other such information as is necessary for the City to review the adequacy of the storm drainage plans. (2/00)
- E. Engineering Calculations. Calculations used by the engineer in sizing storm drainage facilities. (2/00)

2.306.05 General Standards

- A. Requirements. All development shall be planned, designed, constructed and maintained to: (2/00)
 - 1. Protect and preserve existing natural drainage channels to the maximum practicable extent; (5/98)
 - 2. Protect development from flood hazards; (5/98)
 - 3. Provide a system by which water within the development will be controlled without causing damage or harm to the natural environment, or to property or persons within the drainage basin; (5/98)
 - 4. Assure that waters drained from the development are substantially free of pollutants, through such construction and drainage techniques as sedimentation ponds, reseeding, phasing of grading; (5/98)
 - 5. Assure that waters are drained from the development in such a manner that will not cause erosion to any greater extent than would occur in the absence of development; (5/98)
 - 6. Provide dry wells, french drains, or similar methods, as necessary to supplement storm drainage systems; (5/98)
 - 7. Avoid placement of surface detention or retention facilities in road rights-of-way. (5/98)
- B. Culverts. Where culverts cannot provide sufficient capacity with out significant environmental degradation, the City may require the watercourse to be bridged or spanned. (5/98)

**** This version to be replaced: see new section ****

- C. Easements. In the event any part of a development is traversed by any watercourse, channel, stream or creek, gulch or other natural drainage channel, adequate easements for storm drainage purposes shall be provided to the City. This shall not imply maintenance by the City. (5/98)
- D. Channel Obstructions. Channel obstructions are not allowed except as approved for the creation of detention or retention facilities approved under the provisions of this Ordinance. Fences with swing gates may be utilized. (5/98)
- E. Prior to release of the improvement agreement, the developer shall certify that the site is built according to the submitted site drainage and grading plan. The developer shall provide certified elevations to the City. (2/00)
- F. For partitions and other developments not requiring an improvement agreement, any site grading and drainage requirements shall be completed and approved prior to issuance of any building permits. (2/00)
- G. Inspection Required. Prior to acceptance of a storm sewer system by the City, the storm sewers shall be inspected by the City. All costs shall be borne by the developer. (2/00)
- H. Building Permit Approval/Conformance with Approved Drainage and Grading Plan. (2/00)
 - 1. For all development with an existing approved drainage and grading plan each building permit application submitted to the City for approval shall contain existing and proposed elevations for all property corners, and the existing curb or edge of pavement elevations adjacent to the subject property. The existing curb and edge of pavement information will be made available at the City. In addition, the building permit shall also indicate proposed top of stem wall elevation, and flow of drainage for entire lot. If alternative drainage methods are needed, they must be noted and have prior approval by the City. The City shall verify each building permit application for conformance with the approved site drainage and grading plan. (2/00)
 - 2. Prior to granting footing inspection approval, the City shall confirm that the top of stem wall elevations conforms to the approved building permit. (2/00)
 - 3. Prior to granting final inspection approval, the City of Keizer shall confirm that the lot is built in accordance with the approved building permit. (2/00)

2.306.06 Drainage Requirements

All storm water runoff shall be conveyed to a public storm sewer or natural drainage channel. Receiving waters, including underground storm drainage systems, shall have adequate capacity to carry necessary flow without overflowing or causing

damage to public property or welfare. The cost for the approved system shall be wholly borne by the developer, including any off-site system that is required.

2.306.07 Design Criteria

Design calculations performed and stamped by a Civil Engineer registered in the State of Oregon shall be included with all plan submittals. Peak design flows may be calculated using the Rational Formula, $Q = CiA$ for basins under 10 acres. The King County Method, TR-20, or other approved methods may be used for basins larger than 10 acres.

B. Design Rainfall Event

The following guidelines shall apply for selecting a design rainfall event. Design rainfall events shall be the 5, 10, 25, 50, and 100-year events. Analyses shall be provided showing no increase in runoff for all storm events up to, and including, the design frequency event.

Development Type	Frequency
Residential and commercial development	10 year
Critical facilities, sag inlets, and minor drainage ways	25 year
Critical drainage basins (As determined by the City Engineer)	100 year
Major drainage ways or waterways having a delineated floodplain boundary as shown on the FIRM.	100 Year
Drainage ways or waterways not having a delineated Floodplain boundary on the FIRM. (These shall be delineated by the Developer's Engineer and included in the final PLAT)	100 Year

C. Rainfall Intensity Duration Frequency Curve

For developments less than 20 acres using the Rational Method, rainfall intensities shall be taken from the ODOT Zone 7 Intensity-Duration-Frequency (IDF) Curves.

**** This version to be replaced: see new section ****

Runoff Coefficients

LAND USE	SLOPE		
	<u>2% or Less</u>	<u>2% to 7%</u>	<u>7% or More</u>
Unimproved Areas	.10	.20	.30
Meadows & Pasture Land	.25	.30	.35
Woodland & Forests	.10	.15	.20
Impervious Surfaces (Pavement, Roofs, Driveways, Gravel, etc)	.92	.92	.92
Agricultural	.15	.20	.25
Parks & Cemeteries	.15	.20	.25
Lawns	.17	.22	.35
Playgrounds	.20	.25	.30
Low Density Residential (1 to 3 units per acre)	.45	.50	.55
Medium Density Residential (3 to 6 units per acre)	.55	.60	.65
High Density Residential (6 to 15 units per acre)	.75	.80	.85
Commercial & City Business Areas	.85	.85	.85
Light Industrial	.65	.70	.80
Heavy Industrial	.75	.80	.90
Parks and Open Spaces	.10	.15	.20
Mobile Home Parks	.60	.65	.70

D. Time of Concentration

1. Time of Concentration shall be calculated using the Soil Conservation Service Method or other approved method.
2. After a maximum of 300-feet, sheet flow typically becomes shallow concentrated flow. Open channel flow is assumed to begin where surveyed cross-section information has been obtained where channels are visible on aerial photographs, or where blue lines (indicating streams) appear on United States Geological Survey (USGS) quadrangle sheets.

E. Runoff Control

1. Development of areas within the City of Keizer must provide runoff controls to limit the developed condition's peak rates of runoff to the pre-development runoff rate. Detention is the collection and temporary

storage of surface water with the outflow rate restricted usually to the pre-developed flow rate. Required detention storage is equal to the difference in volume of excess runoff from the design storm event with post-development conditions and the 5-year storm with pre-development conditions.

2. Detention is required for all developments, except where determined unnecessary by the City Engineer.
3. Control orifices and structures shall be sized using approved engineering methods. To prevent plugging, the minimum diameter of the orifice shall be 2-inches. The detention facility shall have an overflow system with the capacity to past the 50-year storm event to an accessible drainage feature.
4. Detention shall be supplied either by subsurface storage in conduits and structures, or a pond. Temporary parking lot ponding may be utilized as storage volume with approval of the City Engineer.

F. Hydraulic Considerations

1. The minimum design velocity for storm drainage conduits shall be 3.0 fps. Pipe slopes of 15% or greater will require anchor walls at approved intervals. Manning's "n" value of 0.013 shall be used for flow and velocity calculations. Manning's equation shall be used for design of piped systems where practicable.
2. When pipe depths exceed 10-feet, calculations for pipe loading and strength shall be submitted.
3. Subsurface utilities crossing private property shall have a minimum easement width of 10 feet.

G. Storm Water Quality

Point source water quality facilities shall be provided where required by the Department of Public Works. Catch basins shall be outfitted with approved "turndowns" and sumps for oil/water separation and sedimentation control. Storm water quality manholes shall be installed in all proposed storm drains out letting into existing drainage facilities.

H. Manholes. Manholes are required at:

1. All changes in horizontal or vertical alignment greater than 15 degrees.
2. All connections and changes in pipe size.
3. At a maximum spacing of 500-feet.

**** This version to be replaced: see new section ****

I. Inlets and Catch Basins

1. Inlets must be placed at all low points in streets, at intersections, at points where changes in the street configuration will direct flow across the street and at intervals on continuous grades that will limit the width of flow in the gutter to 5-feet.
2. Minimum lateral diameter for connection to an inlet or catch basin shall be 10-inches. Minimum inlet lead slopes shall be 2%.
3. Water from all low areas must be collected and conveyed to the storm drainage system. Quantity of gutter flow is determined using the Rational Method. Inlet design flows shall exceed gutter design flows.
4. Water quality provisions shall be installed in all catch basins or manholes as directed by the Department of Public Works.

J. Culverts. Culvert design shall be performed using the Federal Highway Administration (FHWA) publication Hydraulic Design of Highway Culverts (Reference No. 10). Other methods may be used with approval of the City Engineer.

K. Perimeter Drainage

1. Construction drawings shall include an approved "Grading and Drainage Plan" showing the location of perimeter drainage facilities and private drainage easements that will control runoff to and from project sites.
2. Grading and Drainage Plans shall identify control for Finished Floor Elevations, and shall be enforced in conjunction with Building Permits issued by the City of Keizer.

L. Erosion and Pollution Control:

Adequate erosion and pollution control facilities shall be installed in conjunction with construction projects. Developments shall be required to obtain an NPDES 1200-C erosion control permit from the Department of Environmental Quality in accordance to their standards.

An erosion control plan will be required to be submitted to the City Department of Public Works for developments greater than one acre.

2.306 STORMWATER MANAGEMENT

2.306.01 Purpose

The purpose of this Section is to implement requirements to: provide for the management and control of stormwater runoff from all new development and redevelopment areas; to minimize erosion and sediment transport; to minimize degradation of water quality due to sediments and pollutants in stormwater runoff; and to reduce downstream flooding. (5/98)

2.306.02 Scope

The provisions of this Section shall apply to all new and redevelopment projects within the incorporated boundary of the City of Keizer, including all land partitions and subdivisions, planned unit developments, multi-family developments, single-family developments, commercial developments, and industrial development. Redevelopment includes reconstruction and/or expansion of structures and/or impervious surfaces. The requirements of this chapter apply regardless of whether a permit is required.

2.306.03 General Stormwater Management Requirements

Any new development or redevelopment listed in Subsection 2.306.02 shall conform to the requirements listed herein, as follows:

- A. The requirements will be applied to projects proposed within the City's jurisdiction at land use, design review, and/or the building permit stages of the project.
- B. The stormwater management system plan shall be submitted to and approved by the Public Works Director before construction of any new or redevelopment project, regardless of the size of project.
- C. A design by an Oregon-registered professional engineer is required for stormwater facilities on any projects that create or replace 5,000 square feet or more of impervious surface.
- D. Sites creating or replacing less than 5,000 square feet of impervious surface are generally not required to provide an engineered design unless required by the City due to site-specific conditions.
- E. Plans for the construction of stormwater conveyance, flow control, retention, and treatment facilities for the project shall be designed in accordance with City standards and specifications. The plans shall include all information as necessary for the City to review the adequacy of the storm drainage system design. The criteria and all other requirements for the design of both public and private stormwater flow control, retention, treatment, and conveyance facilities are provided in Chapter 400 of the City's *Design Standards*.

- F. Stormwater facilities on private property and owned by a private entity shall be required to complete and submit to the City an executed Private Stormwater Maintenance Agreement before the facilities are put into operation and the City supports final occupancy of the project.
- G. In the event any part of a development is traversed by any watercourse, channel, stream or creek, gulch or other natural drainage channel, or public stormwater conveyance system, adequate easements for public stormwater conveyance purposes shall be provided to the City. Acceptance of the easement shall not imply maintenance by the City unless maintenance is expressly accepted by the City in the easement.
- H. Channel Obstructions. Channel obstructions are not allowed except as approved for the creation of detention or retention facilities approved under the provisions of the *Design Standards*. Fences with swing gates may be utilized as approved by the City.
- I. For projects requiring an improvement agreement for issuance of a Public Works Construction Permit: prior to release of the improvement agreement, the developer shall certify that the site is built according to the submitted site drainage and grading plan. The developer shall provide certified elevations to the City.
- J. For partitions and other developments not requiring a Public Works Construction Permit: any site grading and drainage requirements shall be completed and approved prior to issuance of any building permits.
- K. Inspection Required – Public System. Prior to acceptance of a public storm drainage system by the City, the system shall be inspected by the City. All costs for City inspection shall be borne by the developer.
- L. Inspection Required – Private System. Prior to the City supporting final plat approval for land divisions, or building occupancy for site development, the storm drainage system shall be inspected by the City. All costs for City inspection shall be borne by the developer. (2/00)

2.306.04 Preliminary Plan Required

A preliminary description of the proposed stormwater management system is required to be submitted with the land use application for all developments listed in Section 2.306.02. The preliminary description shall include, at a minimum, the following information:

- A. A cover sheet, listing the project name and owner, contact information including phone numbers and email address and the project site address. For projects requiring an Oregon-registered professional engineer: the name of the Engineer of Record, and the Engineer's seal and certification shall also be provided.
- B. A site map of the project site and areas directly adjacent to the site, including:
 - 1. Existing topographic contours, at 1-foot intervals or smaller;
 - 2. Existing structures and other features on the site, indication proposed demolition, removal, or reconfiguration;
 - 3. Description of the existing site conditions, sensitive areas, and waterways affecting or affected by the project;
 - 4. Description and size of the watershed containing the site, identifying existing stormwater runoff onto and across the property;
 - 5. Existing, pre-developed stormwater flow patterns on the site and crossing the site boundaries;
 - 6. Description of the existing downstream point of disposal for the project, indicating the type and size of the conveyance.
- C. An overview of the project and stormwater management system, including:
 - 1. Brief description of the project size, project scope, and proposed improvements;
 - 2. Proposed project configuration, including proposed flow patterns on the site and crossing the site boundaries;
 - 3. Location of proposed stormwater facilities, noting estimated type and size;
 - 4. Proposed point(s) of disposal for stormwater.
- D. A conceptual storm design report for the project, including:
 - 1. Preliminary estimate of new and replaced impervious area;
 - 2. Preliminary soil infiltration rate estimates, based on preliminary tests and/or soil data determinations;
 - 3. Preliminary storm runoff calculations, noting the methodology used in calculation;
 - 4. Preliminary evaluation conveyance capacity of the downstream point of disposal.

2.306.07 Erosion Prevention and Sediment Control

All activities within the City limits that disturb more than 2,000 square feet of area are subject to the requirements of the current City Erosion Control Ordinance. Any such activity that disturbs less than 5 acres, either singly or cumulatively as part of a common plan of development or sale, shall be required to submit an Erosion and

Sediment Control Plan (ESCP) and obtain an erosion control permit from the City. Projects that disturb 5 acres or more shall be required to obtain both a City erosion control permit and an NPDES 1200-C General Construction permit from the Department of Environmental Quality.

The criteria and all other requirements for the ESCP are provided in Chapter XXX of the City's *Design Standards*.