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KEIZER PLANNING COMMISSION MEETING AGENDA

Wednesday, April 12, 2023 @ 6:00 p.m.

Keizer Civic Center

- 1. CALL TO ORDER**
- 2. VOLUNTEER APPRECIATION ~ Jane Herb**
- 3. APPROVAL OF MINUTES - February 8, 2023**
- 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: Draft Amendments to Keizer Development Code (KDC) relating to scrivener type corrections, Accessory Dwelling Unit standards, and Cottage Cluster standards**
- 6. NEW-OLD BUSINESS/STAFF REPORT**
- 7. COUNCIL LIAISON REPORT**
- 8. YOUTH COMMITTEE LIAISON REPORT**
- 9. COUNCIL REPRESENTATIVE: Sarah Hatches, Monday, April 17**
- 10. NEXT MEETING ~ May 10, 2023**
- 11. ADJOURN**



**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, February 8, 2023 @ 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
Jeremy Grenz, Vice Chair
Ron Bersin
Sarah Hutches
Jane Herb

Absent:

Francisco Saldivar
Mo Avishan
Youth Committee Liaison Amanpreet Sandhu

Council Liaison Present:

Councilor Juran

Staff Present:

Shane Witham, Planning Director
Dina Horner, Assistant Planner

ELECTION OF CHAIR AND VICE CHAIR: Matt Lawyer and Jeremy Grenz were re-elected by unanimous consent to serve as Chair and Vice Chair respectively.

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

APPEARANCE OF INTERESTED CITIZENS: *Rhonda Rich*, President of West Keizer Neighborhood Association, introduced herself and some members of the WKNA Board and indicated that Board members would be attending the Planning Commission meetings regularly in order to keep the general membership informed. *Rob Witters* introduced himself and noted that he would be the Board member attending the meetings.

PUBLIC HEARING: None

NEW/OLD BUSINESS/STAFF REPORT:

- 2023 Work Plan – Suggestions from Commissioners
- Walkable Mixed Use Area Designations – Virtual Public Meeting February 23

Planning Director Shane Witham reviewed his staff report beginning with review of what the Planning Commission had accomplished in 2022 which included text amendments to implement provisions of HB2001 and SB 458, a text amendment to Section 2.306

Stormwater Management, and work related to the Climate-Friendly and Equitable Communities Rules, Parking Reform and the River-Cherry Overlay District. He noted that ongoing tasks and considerations would be exploration of possibilities and options for increasing the supply of employment lands, Urban Growth Boundary discussion, legislative rezoning of UT properties to RS in the north Keizer area and legislative rezoning/up-zoning of properties identified in the Revitalization Plan.

He then reviewed possible work tasks for 2023 which included work related to the Climate-Friendly and Equitable Communities Rules, Accessory Dwelling Units and Design Standards text amendments, possible Keizer Station Master Plan updates, adoption of the Housing Needs Analysis/Buildable Lands Inventory, and possible Transportation System Plan update.

Mr. Witham then brought attention to additional items identified by the legal department for Commission consideration including clarification regarding ORS 9.320 regarding corporations needing to be represented by an attorney, scrivener type changes to various sections of the Development Code and Comprehensive Plan and creating a process for Zoning Administrator interpretations.

Discussion followed regarding the impact of work being done in the current legislative session. Commissioners indicated that they wished to hold off on doing any work related to the Climate Friendly and Equitable Communities Rules until those have been finalized in the legislature but wished to move forward on everything else on the list.

COUNCIL LIAISON REPORT: Councilor Juran reported that Council had authorized a letter supporting the Westside Express Service Commuter Line Extension Study and voiced his opinion that that this year would be the best time to push for expansion of the Urban Growth Boundary since Salem is more open to discussion and the Governor wants more housing in Oregon.

COUNCIL REPRESENTATIVE: Matt Lawyer will report for Mo Avishan, Tuesday, February 21.

ADJOURN: The meeting adjourned at 7:04 p.m.

Next Meeting: March 8, 2023

Minutes Approved: 4-12-23

TO: PLANNING COMMISSION

FROM: SHANE WITHAM, PLANNING DIRECTOR

DATE: February 8, 2023

SUBJECT: Proposed Work Tasks for 2023

ATTACHMENTS:

- **Planning Commission Work Tasks – 2023**

DISCUSSION:

The attached list contains tasks, projects, and text amendments that have been identified by staff for the Planning Commission to consider. There are also some identified “ongoing” tasks, along with completed accomplishments of the past year.

I will discuss the work program at the meeting and answer questions regarding individual items. I am seeking input from the Planning Commission regarding any additional items to be added to the list, as well as modifications to those items that have been identified.

RECOMMENDATION:

That the Planning Commission consider the proposed tasks and recommend any additions or changes for staff to incorporate into the work program for the upcoming year.

PLANNING COMMISSION WORK TASKS - 2023

- **Climate-Friendly and Equitable Communities Rules**

- Parking Reform – text amendments?
 - No parking mandates within ½ mile of transit, no mandates for certain uses (applying OARs directly as of January 2023)
 - 40% of parking spaces serving multifamily development must provide EV conduit – deadline is March or apply OAR directly
 - Additional parking reform by June 2023 pertaining to landscaping etc. (extension has been requested)
- Climate Friendly Area Study and Designation (Walkable Mixed-Use Areas)
 - Work is under way – DLCD providing funding and support through consultants. Working with regional partners
 - Technical work (Council of Governments)
 - Engagement plan (Kearns and West)
 - Joint Virtual Public Meeting – February 23rd
 - Looking at RCOD for locations
 - Study and Designation to be complete December 2023
 - Development Code/Comp Plan updates must be complete December 2024
- Regional Scenario Planning Work
 - CFEC rules require regional scenario planning to look at our region and ultimately adopt a preferred scenario for transportation and land use
 - Coordination with Salem and Marion County – staff have been meeting and are working to create a work program and governance structure for the process
 - ODOT will be performing technical support

- **Text Amendment – Accessory Dwelling Units**

- Square footage/Clarification on over the garage units
- Clarification on allowance in conjunction with SFD

- **Text Amendment - Design Standards**

- Clarification for street-facing elevations to address corner lots

- **Keizer Station: Master Plan Updates/New Master Plan applications**

- Possible – previously listed as likely.

- **Housing Needs Analysis/Buildable Lands Inventory:** Update
 - Work has been completed but has not been formally adopted yet – timing of when to adopt yet to be determined.
- **TSP Update** – this will be a longer-term project (18-24 months)
 - Previously identified as a priority
 - With adoption of CFEC rules, timing and process for TSP updates has changed
 - TSP work will occur after/concurrent with Scenario Planning Work

ONGOING TASKS/CONSIDERATIONS

- Explore possibilities/options for increasing supply of Employment Lands – this will likely be an ongoing discussion along with bigger questions surrounding UGB expansion
 - Consideration for updating the City's Economic Opportunities Analysis
- UGB Discussion
 - Background on where we are at with various planning studies
 - Planning Commission's position/opinion on priorities
- Legislative Rezone of UT properties to RS in north Keizer area.
 - Reflects what is actually developed (LDR) and eliminates possible barriers to infill/redevelopment.
- Legislative rezone/up-zoning of properties identified in Revitalization Plan.
 - MHP at Lockhaven/River
 - Property at Lockhaven/Trail

(Anticipate this being driven by property owners as opposed to the City)

PLANNING COMMISSION: COMPLETED 2022

- Text Amendments to implement provisions of HB 2001 and SB 458
 - Most of our meetings in 2022 included work on HB2001
 - 19 separate sections of the development code were amended
- Text Amendment – Section 2.306 Stormwater Management
 - Long-awaited code amendment to clarify requirements to align with DEQ requirements and provisions of Cities stormwater permit.

- Climate-Friendly and Equitable Communities Rules overview
 - Presentation from DLCD representation
- Parking Reform Presentation and Discussion
 - Overview of new parking mandates that are required by the CFEC rules
- River-Cherry Overlay District Update on developments

Additional Items Identified by Legal Department - 2023

- Add a clarification regarding ORS 9.320 regarding corporations needing to be represented by an attorney.
- “Scrivener” type changes to KDC
 - KDC 3.202.04(F) - only lists subdivisions – should be expanded possibly to other application types
 - KDC 1.103.01 - indicates a Historical Landmark Overlay Zone. The chapter was revised and title historical resource
 - KDC 2.308 – need to check references to sunup and sundown – some of them need to be reversed
 - KDC 2.428 – need to review and revise as appropriate for special events
- Need to create an “interpretation” process. Currently authority is given to Zoning Administrator to make interpretations or refer to legal department or Council, but no process is defined.
- Comprehensive Plan – Scrivener type error. In some places it says “factors” when it should say “criteria.”