



MINUTES
KEIZER PLANNING COMMISSION
Wednesday, January 10, 2024
Keizer Civic Center

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

ATTENDANCE

Present:

Matt Lawyer, Chair
Sara Hutches, Vice Chair
Mo Avishan
Jeremy Grenz
Ron Bersin
Robb Witters
Fernando Lopez (6:04)
Angelica Sarmiento Avendano

Council Liaison Present:

Councilor Juran

Staff Present:

Shane Witham, Planning Director
Shannon Johnson, City Attorney
Dina Horner, Assistant Planner
Adam Brown, City Manager
Dawn Wilson, Deputy City Recorder

- 2. APPEARANCE OF INTERESTED CITIZENS** None.

3. APPROVAL OF MINUTES

- a. November 2023 Minutes** Commissioner Jeremy Grenz moved for approval of the November 2023 Minutes as presented. Commissioner Ron Bersin seconded. Motion passed unanimously as follows: Lawyer, Bersin, Grenz, Avishan, Hutches, and Witters in favor and Lopez absent.

- 4. STRATEGIC PLAN ~ Discussion to be Lead by Council Liaison** Commissioner Juran doesn't agree with a lot of the Strategic Plan and feels that it needs to be quantified, clarified, simplified, and include more substantive wording.

Chair Lawyer spoke about Slide 22 on Goals and the ones that particularly pertain to the Planning Commission, which are Sections 1, 2 and 5 on public engagement, He encouraged each Member to go onto the City's Website to

complete the survey. He stated that the City Manager would allow the Commission to provide feedback after the January 26th due date for about another month.

Commissioner Avishan stated that it's unclear if the Strategic Plan is for the City of Keizer as a city or as an organization. He believes it's for both and should be separate. The two visions for five to ten years down the road and would likely be very different. He also didn't see any benchmarking, so he would like to know how we compare to other cities. He stated that the action plans do not support our mission and values. The vision statement is missing the things that the City values. The Strategic Plan doesn't list who will report to who and that we would improve the quality of life but compared to what? He would like to know the meaning of the content and how it can be measurable. He asked how the public would know if goals are met.

Commissioner Bersin found that the City Council priorities are highlighted and asked who handles the other priorities. He asked how we would know if we had completed the Strategic Plan.

Chair Lawyer spoke to Goal 5.2 and 5.3 and said he struggled with the objective of this Commission for the last few years, as a Commission. We've had to react to Executive Orders and other things from the Legislature and are dealing with issues that exist in Keizer but not to the scale of other jurisdictions. He suggests that the City is very strategic on the Housing Analysis because something could change in the legislation. He suggests doing as little harm while being responsive to the needs that exist and not overreaching.

Planning Director Shane Witham agreed that when the State changes the rules, it does make it a challenge to adopt a revised Housing Analysis.

City Manager Adam Brown clarified that the Strategic Plan was developed from public feedback and the survey.

Commissioner Lopez commented on being an everyday citizen and that the document needs to be simplified. He said that it would be helpful to add metrics or explain what needs to be accomplished.

Councilor Bersin wants to address the areas that affect the Commission itself and have metrics.

City Attorney Shannon Johnson clarified that the Commission wasn't being asked to take action but rather to have a discussion. Chair Lawyer clarified that the Commission would have a collective voice. Mr. Johnson stated that it would be difficult to create metrics for some things because they would be subjective.

City Manager Adam Brown stated that the notes from the meeting would be sent to the Strategic Plan Consultant.

Chair Lawyer summarized that the Strategic Plan can help facilitate funding of City projects and its Master Plan. He also views the Strategic Plan as having a lot of fun words and a lack of content. He encouraged the Commissioners to submit their comments and to also have a voice collectively now or at a February meeting. He also encouraged the youth to complete the survey because they would be next work deal with these decisions.

Youth Commissioner Angelica Sarmiento Avendano would connect with the Council Liaison and communicate with peers to complete the survey.

Chair Lawyer suggested postponing the next meeting to February 21, 2024. There were no objections.

Mr. Witham asked that the Commissioners reach out to him before February's discussion as to goals that could be actionable items over the next five years.

Commissioner Witters focused on the goals themselves, especially goal # 5 as it pertains to the Planning Commission. He would like to see metrics, wants to know if they are measurable, and if the goals are measurable, how would the goals be reached?

Chair Lawyer spoke on Goal # 5, and he felt that everything doesn't have a direct nexus. It's unfortunate that we don't get more people attending public meetings. Transportation, mobility, and economic plans should be looked at by this Commission.

City Manager Adam Brown stated that everything said here is valuable.

**a. Draft Strategic
Plan Review**

- 5. WORK PLAN FOR 2024** Planning Director Shane Witham walked through the high-level items on the Work Plan list. He wants to find out from the Commission what items they want to tackle this year that aren't on the list.

City Attorney Shannon Johnson spoke on how the Climate-Friendly and Equitable Communities (CFEC) Rules was developed and impacts a large group of municipalities. Although these rules are being appealed, the City still has CFEC obligations.

Mr. Witham provided additional detail on several items on the list. High-level items include the CFEC and Climate Friendly Area Designation, Sign Code, the Master Plan, Housing Needs Analysis, items identified by the Planning

Commission, and the Traffic System Plan Update.

Discussion ensued on the list of items, and the Commission agreed that they were happy with the list provided.

a. Work Plan for 2024

6. NEW-OLD BUSINESS/STAFF REPORT

Mr. Johnson stated that a few months ago, the Commission took on a proposed text amendment to expand the role of the Planning Commission with regard to a quasi-judicial hearing on conditional use permits or major variances. Ultimately, the Commission decided not to make any changes. However, this formal matter still needs to go to Council for their decision.

Mo Avishan moved for a motion to suspend the rules to consider this matter which is an item not on the Agenda. Seconded by Jeremy Grenz. Motion passed unanimously as follows: Lawyer, Bersin, Lopez, Grenz, Avishan, Hutches, and Witters in favor.

Chair Lawyers summarized the matter for the rest of the Commissioners and stated that they could do nothing, set a public hearing date, or have a work session for discussion. Mr. Johnson explained the proposal. He stated that the Planning Commission's decision on this matter would be a final decision, unless it is appealed.

Robb Witters moved to set this matter as an Agenda item to the March 2024 meeting as discussed by City Attorney Johnson. Seconded by Sara Hutches. Motion passed unanimously as follows: Lawyer, Bersin, Lopez, Grenz, Avishan, Hutches, and Witters in favor.

The Commission would like the same Staff Report and Master Plan amendments brought back for the work session.

7. COUNCIL LIAISON REPORT

Youth Liaison Angelica Sarmiento Avendano reported that McNary received third place in the girl's wrestling team. She is a finalist for the Keizer's First Citizen Award. Coming up in the Theatre Department would be a show by Mamma Mia.

Councilor Juran suggested listening to the previous meeting on the new matter that Mr. Johnson brought up tonight. He stated that the Council is revisiting the Right-of-Way and Franchise Agreement.

8. COUNCIL REPRESENTATIVE:

Chair Lawyer will report to the City Council on January 16, 2024.

9. NEXT MEETING: February 14, 2024

The February 14th meeting was postponed February 21, 2024.

10. ADJOURNMENT Meeting adjourned at: 7:55 p.m.

Minutes approved: 02/21/2024

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