



**MINUTES**  
**KEIZER PLANNING COMMISSION**  
**Wednesday, June 11, 2025**  
**Robert L. Simon Council Chambers**  
**930 Chemawa Road NE**  
**Keizer, Oregon**

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

**Present:**  
Matt Lawyer, Chair  
Lindsey King  
Fernando Lopez  
Robb Witters

**Council Liaison Present:**  
Councilor Juran

**Youth Liaison Present:**  
Open Position

**Absent:**  
Sara Hutches  
Jeremy Grenz, Vice Chair  
Frank Hostler

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

**2. APPROVAL OF MINUTES**

- a. May 2025** Commissioner Robb Witters moved for approval of the May 2025 Minutes as presented. Commissioner Lindsey King seconded. Motion passed unanimously as follows: Lawyer, King, Witters, and Lopez in favor with Hutches, Grenz, and Hostler absent.

**3. APPEARANCE OF INTERESTED PERSONS**

Caleb Folsom, Gervais, builder and developer in Keizer, requested a change to the Development Code and provided two examples of proposed plans for the same property. One plan would be a plex development and the other would be a cottage cluster. The plex development meets the current code. The cottage cluster would require a minimum of reducing the space in between buildings from 10 feet to 6 feet.

Commissioner King shared that she loves cottage clusters because they provide a small sense of communities without having to follow the apartment or quad-plex design.

Planning Director Shane Witham commented that the plan pictures were

concepts. Mr. Witham shared that Mr. Folsom's proposals haven't gone through the development process, would need to be partitioned, and request a variance, that the cottage cluster might be possible.

Mr. Witham commented that plexes were allowed anywhere, but he wasn't certain about the size of the footprint versus the size of the plexes.

Mr. Folsom's felt that a more direct approach would be to amend the Development Code. He would like to have the eight-unit cottage cluster and space in between the building requirements changed. He understood that he would still need to partition.

Discussion ensued on the density. Mr. Folsom felt that applying for a variance would be a risk because it may not be approved. He clarified that he was requesting changes for future projects.

The Commission shared that additional conversation would be needed before the Commission could make a recommendation.

**4. PUBLIC HEARING:**

There was no public hearing.

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

**a. Discussion on Walkable Design Standards (OAR 660-012-0330): Draft Code Language**

Planning Director Shane Witham introduced the City's Consultant, Andrew Parish with MIG, presented the Walkable Design Standards. The City received funding for help by a consultant team to look at the Development Code for Walkable Design Standards to meet the State's requirements. He asked for a general feel or guidance from the Planning Commission on the proposed amendments.

Mr. Parish shared that he would be covering code recommendations, types of code amendments, applicability with regards to maximum setbacks, zoning designations and recommendations with residential zones and setbacks, and mixed use and commercial zone designations.

Mr. Witham commented that there would be a lot more to discuss and encouraged the Commissioners to consider the drive-thrus and various scenarios.

Mr. Parish talked about other recommendations for street standards, new prohibitions with new cul-de-sacs, off-street parking and loading, and land divisions with updated block length and perimeter requirements, and standards for single-family and middle housing driveways for new development.

Chair Lawyer asked about how parking would work for recreational vehicle (RV) parking. Mr. Witham shared that the driveway approach would be the regulatory element, which would allow for parking on the side of private property.

Chair Lawyer asked about any adverse impact to the storm water run off. Mr. Parish commented that depending upon the slope of a driveway that storm water could drain onto private property instead of the going into the storm drain.

Commissioner Wittters asked about the reasoning for cul-de-sacs not being allowed. He shared that they were useful to slow-down traffic. Mr. Witham commented that the issues with the standards was no connectivity, so additional driving, biking, and walking to get to other locations was needed. Mr. Parish commented that the infill situation was a lot more site-specific.

Mr. Witham pointed out that the parking lot rules was a missing piece from the last Planning Commission meeting.

Mr. Parish shared on development standards and variances for street standards that would require a low-level review for connectivity.

Mr. Witham highlighted page 75 of the packet on drive-thru's for the Commissioners to consider and provide feedback. He asked if the Commission felt that this type of language was helpful.

Chair Lawyer simplified the language by stating that there would be three facilities: a walk-in bike facility, drive-thru only, and walk-up service. Councilor Juran asked about current drive-thru facilities and how they would make future changes with the new Code.

Mr. Parish suggest including a provision that if the drive-thru was out of business for a period of time that the provision wouldn't be grandfathered in and would need to meet new rules through an application.

Mr. Witham commented that Commissioner Wittters was correct regarding unintentional consequences by needing to justify changes to be consistent with State law and to right-size them as much as possible for this community.

Mr. Witham believes he heard the Commission say that they don't want to impact existing businesses, but they would be okay with holding new businesses to some standards.

Commissioner King commented about existing businesses when there's a new owner and they have a substantial improvement, that it would trigger a new standard, so there would be discretionary situations.

Commissioner King asked about the average number of annually permitted drive-ways. Mr. Witham commented that most of the drive-thrus were at Keizer Station, and the discussion was about new drive-thrus on River Road. Mr. Witham shared that if Keizer Station were excluded, most of the impact would be on River Road when a building met its life or there was a change of ownership.

Mr. Parish commented on how parking could be freed up for businesses.

Mr. Witham commented that from what he was hearing from the Commissioners, he could drill-down on when, how, and where the new standards would apply by looking at the pre-existing non-conforming use section and the Cherry-River Overlay District that already have some sideboards for consistency.

Mr. Witham shared that there was a virtual Open House invitation on Scenario Planning with information and a survey.

It was noted that there was a lot of time before the changes needed to be adopted.

Chair Lawyer commented that he liked Mr. Folsom's concept and when reflecting back on the historical context, the Planning Commission felt good about including the minimum in the Code. Mr. Witham commented that if Mr. Folsom's proposed fewer units, his development could happen. Mr. Witham asked the Commission what type of options they would want to consider.

Mr. Folsom shared about a previous development that he dropped the number of units to 12, which didn't change the spacing.

City Attorney Joseph Lindsay commented on a possible quasi-judicial or legislative process. He suggested that adjustments could be made and asked the Commissioners to consider adjustment factors if they wanted to make changes to the Development Code.

Chair Lawyer expressed appreciation to Mr. Folsom for bringing forward his work and request and wanted to honor the previous Planning Commission work with the Development Code. Mr. Lawyer encouraged Mr. Folsom to talk with the planning staff if he wanted to move forward with his development.

Commissioner Lopez commented that because of the previous work done on the Development Code, he didn't feel that Code amendments were needed.

Commissioner Witters shared that Mr. Folsom had a couple of options, so he felt that the Code amendments didn't need to be made. He shared that he

would consider text amendments if they came before the Commission. He noted that if there was a variance, notice would go to the property owners so they would know about the development and past practice showed that the community wants to know in advance about possible developments. Mr. Lopez added that going through the Development Code process would involve the people of the community.

Commissioner King was willing to entertain Code amendments if Mr. Folsom applied for a variance or something like that for the cottage clusters.

Mr. Lindsay commented that if this goes to a quasi-judicial hearing that this meeting could be part of the record.

**6. COUNCIL REPRESENTATIVE REPORT** Councilor Juran shared that the Council approved the budget and that \$6,300 was raised for the Gold Star Memorial at the fundraising event.

**7. COMMISSIONER REPORTING TO COUNCIL:** Lindsey King on July 7th - 6pm  
Lindsey King would report to Council on July 7th at 6pm.

**8. NEXT MEETING:** July 9th  
The consensus of the Planning Commission was to cancel the July 9th meeting.

**9. ADJOURNMENT** Meeting adjourned: 8:09 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.”*