



MINUTES
KEIZER PLANNING COMMISSION
Wednesday, September 10, 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
Jeremy Grenz, Vice Chair
Lindsey King
Frank Hostler
Robb Witters

Council Liaison Present:

Councilor Juran

Youth Liaison Present:

Open Position

Absent:

Fernando Lopez
Sara Hutches

Staff Present:

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

2. APPROVAL OF MINUTES

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

- 3. APPEARANCE OF INTERESTED PERSONS** There were no interested persons.

4. PUBLIC HEARING:

- a. Minor Variance Case 2025-11: 6955 Fir Grove Lane** At 6:02 p.m. Chair Lawyer opened a Public Hearing on Minor Variance Case 2025-11 at 6955 Fir Grove Lane.

City Attorney Joseph Lindsay read the applicable substantive criteria for the Commissioners to make their decision as follows:

1. The requested variance has to be consistent with the purpose and intent of the code.

2. The impact of the variance would not unreasonably impact adjacent, existing or planned uses in development.
3. The minor variance cannot exceed the standard by more than 20 percent, and it must achieve the purpose of the minor variance.
4. There has not been a previous land use action approved on the basis that a minor variance would not be allowed.

Mr. Lindsay shared that the Commissioners need to bring up fairness issues so the public could respond.

Mr. Lindsay shared that failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval with sufficient specificity to allow the local government or its designee to respond to the issue could also preclude an action for damages in Circuit Court.

Mr. Lindsay asked the Commissioners if anyone had a conflict of interest, and there were none. Mr. Lindsay asked if the Commissioners had any other bias or ex parte contact. Chair Lawyer shared that he lived one street away from the applicant's address, he had no exposure to the project, and he didn't know the applicant. Mr. Lawyer noted that he does not have a bias.

Mr. Lindsay noted that prior to closing the hearing, participants would need to state any objections to bias, ex parte contacts, or conflicts of interest. Mr. Lindsay commented that none were heard.

Chair Lawyer read the hearing format instructions.

Planning Director Shane Witham summarized the staff report. The variance was requested strictly for the size. If there were a private drive, then there could be some development of the site. The Planning Department added some conditions. Mr. Witham recommended that the Commissioners review the criteria and encouraged questions.

Commissioner Grenz asked about the size of the easements. Mr. Witham confirmed that this was proposed as an accessory structure like a shop building and not an Accessory Dwelling Unit (ADU).

Maxwell Scott, Keizer, shared that he was the applicant and property owner for the variance. He explained the need for the variance. He shared that all of his neighbors expressed support for the variance. He expressed appreciation for the Planning Commissioners.

Chair Lawyer asked the audience if anyone wanted to speak in favor, in opposition, or otherwise for rebuttal. There were no responses.

Commissioner Hostler asked questions about the intended use of the structure, and Mr. Scott verified that the structure would be a shop used for storage and a work area. Mr. Witham clarified that this variance was specific

to an accessory structure, so the conditions that staff was proposing would allow for a building as long as it met the conditions of an accessory structure.

Chair Lawyer closed the public hearing at 6:22 p.m.

Commissioner King moved the Planning Commission to direct staff to prepare an Order approving Minor Variance Case 2025-11 as outlined in the staff recommendation. Commissioner Grenz seconded. Motion passed unanimously as follows: Lawyer, King, Hostler, Grenz, and Witters in favor with Lopez and Hutches absent.

Mr. Witham confirmed that upon the formal Order being adopted by the Planning Commission and signed, then the appeal process would commence. There would be no Department of Land Conservation and Development (DLCD) notification requirement.

Chair Lawyer noted that the Planning Commission could meet again before the next month's regular meeting to approve the Order, so the favorable variance could begin sooner.

Mr. Lindsay noted that since the Order was in the packet with no changes that the Commissioners could vote to empower the Chair to sign the Order as adopted.

Chair Lawyer motioned to consider an item that was not on the agenda and add to the agenda this evening the adoption of Minor Variance Case 2025-11, 6955 Fir Grove Lane. Commissioner King seconded. Motion passed unanimously as follows: Lawyer, King, Hostler, Grenz, and Witters in favor with Lopez and Hutches absent.

Mr. Lindsay clarified that on page 9 of the packet, the Order would read: "Planning Commission Final Conclusion, Findings, and Order."

Commissioner Witters motioned that the staff recommendation to the Planning Commission be adopted as a Final Order for Minor Variance Case 2025-11 to be signed by Chair Lawyer at the appropriate time. Commissioner Grenz seconded. Motion passed unanimously as follows: Lawyer, King, Hostler, Grenz, and Witters in favor with Lopez and Hutches absent.

Mr. Lindsay confirmed that if there was an appeal, it would go before the City Council and that the City Council could remand it back to the Planning Commission.

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

Planning Director Shane Witham shared there have been activities and a re-roof that turned into a re-build on River Road. Mr. Witham shared that Shari's building would be remodeled and landscaping would be cleaned up.

Mr. Witham shared that the last permits have been applied for in Area A of Keizer Station.

Mr. Witham talked about housing being built and that there were four single-family, detached homes since 2024.

Mr. Witham shared that informational signs about Rosalie's Silly Cows and the prior Herber farm were being installed as part of the Verda Crossing conditions.

Mr. Witham shared that the perspective developer of the Ila-Vey property on River Road, near Manzanita and McNary Estates Drive, wanted to have a neighborhood meeting at the Keizer Event Center. Mr. Witham clarified that this meeting was something the developer was arranging with the neighbors prior to formalizing an application. This meeting was not a City meeting, and it has nothing to do with the City. Mr. Witham asked the Commissioners to be mindful of possible ex parte contact and to declare any substantive discussions with the neighbors because this would be a master plan public hearing.

Mr. Witham shared that as a result of passed rule changes to enact Rule 458, the City received the first requests from Middle-Housing Land Divisions for a builder who would be building duplexes on Oppek Street and had applied for Middle-Housing Land Divisions. This would allow for each of the halves of each duplex to be owned separately.

6. COUNCIL REPRESENTATIVE REPORT

Councilor Juran Kyle shared that Commissioners Lawyer and Grenz were re-appointed and Larry Scruggs was appointed by the Council to serve on the Planning Commission.

Chair Lawyer expressed appreciation for Commissioner Sara Hatches' work, perspective, and willingness to serve on the Planning Commission.

7. COMMISSIONER REPORTING TO COUNCIL: Jeremy Grenz on October 6th - 6pm

Jeremy Grenz would report to City Council on October 6th.

8. NEXT MEETING: October 8th

9. ADJOURNMENT Meeting adjourned: 6:54 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.”