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**KEIZER PLANNING COMMISSION**

**Wednesday, January 14, 2026, 6:00 PM**

**Robert L. Simon Council Chambers**

**930 Chemawa Road NE**

**Keizer, Oregon**

**1. CALL TO ORDER**

**2. APPROVAL OF MINUTES**

a. November 2025

**3. APPEARANCE OF INTERESTED PERSONS**

*This time is made available for those who wish to speak about an issue that is not on the agenda.*

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

a. Planning Commission Work Plan 2026

**5. YOUTH LIAISON REPORT**

**6. COUNCIL REPRESENTATIVE REPORT**

**7. COMMISSIONER REPORTING TO COUNCIL: FERNANDO LOPEZ ~ TUESDAY, JANUARY 20TH AT 6PM**

**8. NEXT MEETING: FEBRUARY 11TH**

**9. ADJOURNMENT**

*"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."*



**MINUTES**  
**KEIZER PLANNING COMMISSION**  
**Wednesday, November 12, 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  
Fernando Lopez  
Robb Witters  
Larry Scruggs  
Talia Mesecar, Youth Liaison

**Council Liaison Present:**

Councilor Juran

**Youth Liaison Present:**

Open Position

**Staff Present:**

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

**Absent:**

Frank Hostler

- 2. SWEARING IN OF COMMISSIONERS** ~ Matt Lawyer, Jeremy Grenz, & Larry Scruggs  
City Attorney Joseph Lindsay swore in Commissioners Lawyer, Grenz, and new Commissioner Larry Scruggs. Chair Lawyer mentioned that being a Planning Commissioner was one of the few positions that requires taking an oath of office other than City Council. All three commissioners took the oath together.

Chair Lawyer welcomed Commissioner Scruggs and asked about his interest. Mr. Scruggs shared that in his previous 21 years of employment, one of his responsibilities was planning for the membership department, including developing campus facilities master plans. He stated that he was "an absolute believer in planning for your future" and with his available time, he felt this position would be a good fit.

Chair Lawyer welcomed and introduced the new Youth Liaison, Talia Mesecar. Ms. Mesecar shared that she attends McNary High School and felt it was important to give back and to do something that she would enjoy.

- 3. ELECTION OF CHAIR & VICE CHAIR**  
Chair Lawyer opened the floor for nominations for Chair and Vice Chair positions.

Commissioner Grenz nominated Commissioner Lawyer for Chair and seconded by Commissioner Lopez.

Commissioner Lawyer nominated Commissioner Grenz for Vice Chair and seconded by Commissioner King.

With no other nominations, Commissioner Lawyer was elected Chair and Commissioner Grenz was elected Vice Chair by consensus.

#### 4. APPROVAL OF MINUTES

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

5. **APPEARANCE OF INTERESTED PERSONS** There were no interested persons.

#### 6. PUBLIC HEARING:

- a. **Text Amendment Case 2025-17: Amending Keizer Code Appendix A - Development Code Section 2.110 - Commercial Mixed Use (related to auto-oriented uses)**
- Chair Matt Lawyer opened the public hearing at 6:10 p.m. and read the hearing title of Text Amendment Case 2025-17: Amending Keizer Code Appendix A - Development Code Section 2.110 - Commercial Mixed Use (related to auto-oriented uses).
- Planning Director Shane Witham summarized the text amendment history, the desire to open up some of the uses, and the Council's discussion around having a gas station and drive-through restaurants in the area. He shared that the Council didn't approve a gas station.
- Mr. Witham explained that a few months ago, the Commission had considered text amendments to allow drive-through restaurants in a specific area of Keizer Station Area B. The City Council ultimately approved that amendment. Now, through a Council resolution, staff was directed to consider additional auto-oriented uses for the same area.

Mr. Witham explained that the proposed amendment would allow:

- Automobile parking not associated with allowed uses (SIC 752), which could include parking lots, parking garages, or EV charging areas.
- Automotive services except repair (SIC 754), capturing car washes, oil change facilities, emissions testing, detailing, tire stores, but not full repair shops.
- Vehicle sales and secondary repair

- Automotive dealers

Mr. Witham noted that these uses would be conditional uses, requiring additional review through the master planning process, and would only apply to a specific area near the transit center in Keizer Station Area B. He explained that the original prohibition on auto-oriented uses in this area were based on language from an earlier overlay district from the 1990s that restricted such uses along Chemawa Road and River Road. Mr. Witham proposed the question of should there be more auto-centric uses.

Mr. Witham explained that gasoline service stations remained excluded based on clear direction from previous City Council action.

Chair Lawyer expressed concern about pneumatic airguns near residential areas and park-and-ride facilities potentially becoming refuges for problematic behaviors.

Extensive discussion followed among commissioners about the appropriateness of various uses.

Chair Lawyer expressed strong concerns about automotive dealerships

Chair Lawyer asked about the process and wanted to ensure that the process was efficient. City Attorney Joe Lindsay clarified the process distinction, noting that this legislative action opens possibilities but doesn't obligate approval of any specific use. Future applications would go through quasi-judicial review where specific concerns could be addressed through conditions.

Mr. Witham shared that he felt comfortable with the process because the Council issued a Resolution for uses.

Commissioner Scruggs asked about an inappropriate auto-centric use, and Mr. Witham shared that there really wasn't an inappropriate use as it was policy.

Commissioner Grenz commented that mixed-use zone uses would be permitted outright.

Commissioner King asked about parking types and the associated reference numbers from the Standard Industrial Classifications (SIC) manual. Mr. Witham shared that in the SIC manual was the federal government's classified businesses.

Commissioner Scruggs asked about the initial prohibition of gas stations. Witham explained that the prohibition was due to traffic and safety concerns

when Keizer Station was first planned, noting that Area B was intended to be a "retail service center" rather than auto-centric.

Chair Lawyer expressed concern about vehicle sales and secondary repair, stating he couldn't envision a dealership working in that space and was concerned about potential noise impacts from repair activities on nearby neighborhoods.

Commissioner King shared concerns about both automobile parking use and vehicle sales, noting that a standalone parking lot might create problems and that the vehicle sales with secondary repair could create a loophole for a repair garage.

Commissioner Witters questioned whether these uses aligned with the original vision for Keizer Station, which he understood to be a destination retail area rather than service-oriented businesses.

City Manager Adam Brown clarified that applicants wanting businesses added would come back to the Planning Commission through the Quasi-Judicial Hearing process based upon approval of the conditional uses. Mr. Brown shared the history when the Planning Commission discussed this situation in May.

Commissioner King shared that additional conditional uses could be applied to the uses.

City Manager Brown explained that the companies interested in the property are thinking 10 to 20 years ahead. For example, oil change businesses are evolving into energy stations with electric charging infrastructure. He noted that the conditional use process would allow the Commission to review specific proposals and their compatibility with the area.

Mr. Scruggs felt that the uses were too specific and some opportunities could be missed or overly restricted.

Tammy Kunz, Keizer, testified that her only concern was with the retail sales for cars, but she was not opposed to the other proposed uses. She mentioned that a car rental business might work better than a dealership.

Chair Lawyer closed the public hearing at 7:09 p.m.

Commissioner Grenz moved that the Planning Commission recommend approval of the proposed text amendments to City Council with the following changes: eliminate automobile parking not associated with an allowed use, vehicle sales and secondary repair, and automotive dealers and any associated changes that would trickle down through the other relevant codes. Commissioner Scruggs seconded. Motion passed unanimously as

follows: Lawyer, King, Grenz, Witters, Lopez, and Scruggs in favor with Hostler absent.

Chair Lawyer clarified the approval would be with the changes to remove sub-paragraphs 2, 4, and 5.

Chair Lawyer shared that Commissioner Frank Hostler sent him a message during the Public Hearing.

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

Planning Director Shane Witham reported on several ongoing projects:

- Recent subdivision applications on McLeod and Wheatland
- Building permits issued for the Freeman Chiropractic rebuild (now an accounting firm)
- Development activity in Area A of Keizer Station near REI
- The upcoming opening of The Whole Cherry business in Keizer

City Manager Brown shared that the Strategic Plan Task Force has picked up again and would meet tomorrow night at 5:30 p.m., and the Police Fee Task Force was discussing matters long-term for the Police Department.

**8. COUNCIL REPRESENTATIVE REPORT**

Councilor Kyle Juran reported on the following items:

- The Police Task Force was working to determine future needs for the police department and potential funding
- Recent City Council approval of the design for Keizer Rapids Park improvements
- Authorization of a Letter of Intent for development in Area C of Keizer Station, where houses are located on McLeod

**9. MEETING DATE CHANGE (2026)**

- a. **November 11, 2026 is Veteran's Day: Change meeting date to Nov. 4th (Wed), Nov. 18th (Wed), or cancel meeting?**

The Commissioners chose to leave this open because it was too far in the future.

**10. COMMISSIONER REPORTING TO COUNCIL: Lindsey King on October 20th -**

Commissioner King would report to Council on December 1st.

Chair Lawyer expressed appreciation to Mr. Brown for supporting the Gold Star Memorial Monument project.

6pm

**11. NEXT MEETING:** Chair Lawyer noted the next meeting would be on December 10th.  
**December 10th**

**12. ADJOURNMENT** Meeting adjourned at: 7:24 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.”*



To: Planning Commission  
From: Shane Witham, Planning Director  
Subject: Work tasks for 2026

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### **Proposed Motion**

A motion is not necessary, as the work plan is not formally adopted. However, staff would like to share the information with Planning Commission for consideration and consensus.

#### **I. Summary**

Historically, the Planning Commission uses the first meeting of the year to discuss the upcoming year's "work tasks". This is an informal process and is intended to provide guidance and direction to staff. This is also an opportunity for the Planning Commission to add or remove items and provide input on prioritization of identified tasks.

#### **II. Background**

- A. The attached "work plan" includes tasks, projects, and text amendments that have been identified by staff for the Planning Commission to consider. There are also several ongoing tasks identified. Staff would like to get input from the Planning Commission regarding any additional items that should be added, as well as any modifications to the items identified.

#### **III. Current Situation**

- A. Staff will present the list and provide clarification as needed. Staff requests that Planning Commission considers the proposed tasks for the upcoming year, and recommend any additions or changes for staff to incorporate into the list.

#### **IV. Analysis**

- A. **Strategic Impact** - The work Plan serves as a sort of road map to help staff prioritize the work to be considered at Planning Commission
- B. **Financial** - NA
- C. **Timing** - This is the first meeting of the year, so it is appropriate to discuss this upcoming year's work tasks.

D. **Policy/Legal** - NA

V. **Alternatives**

A. By consensus, accept the work tasks as presented

B. By consensus, direct staff to modify the work tasks with identified changes

VI. **Recommendation**

Staff recommends that Planning Commission consider the proposed list of items and recommend any additions or changes desired for staff to incorporate into the "work plan" for 2026.

**Attachments**

1. PCTasks2026

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## PLANNING COMMISSION WORK TASKS – 2026

- **Climate-Friendly and Equitable Communities Rules**
  - Text Amendments to designate and implement the requirements for Climate Friendly Areas (Walkable Mixed-Use Areas) – already underway
    - Council of Governments functioned as our consultant to help us put together the batch of text amendments for consideration and also provided a GAP analysis which will be required to be submitted when CFA’s are designated.
    - Planning Commission has already given direction on locations (not cherry center) – this information has been used for the scenario planning project as an assumption.
    - This process may take multiple meetings and will be pursued by the end of the year.
  - Regional Scenario Planning Work – near completion
    - CFEC rules required regional scenario planning to adopt a preferred scenario for transportation and land use. Advisory committee made up of elected officials provided guidance for the “preferred scenario”.
    - ODOT/consultants performed technical analysis and modeling.
    - Final “plan” is published on website.
    - Next steps: City Council to authorize the submittal of the plan to DLCDC – tentatively scheduled for January.
  - Text Amendments to comply with Parking Reform
    - Eliminated parking mandates, but some additional changes were identified that are needed to be compliant with all OARs.
  - Text Amendments to implement OAR 660-0120 0330 – Walkable Design Standards
    - Somewhat similar to CFA work, but will apply citywide.
    - Consultant has provided a code audit and some draft code language. There is no specific deadline for this work, but some of the draft language includes the parking reform fixes.
- **Text Amendments – Staff identified**
  - Design standards clarifications – street facing elevations, middle housing possibly

- Residential home/Transitional Housing – currently not well defined. Need to determine if necessary to further define and regulate. There is some ambiguity with case law surrounding “oxford” house type uses.
  - Child Day Care providers – state law changes have created some preemption issues for the current language in our development Code.
  - Public Zone – possible additional uses to consider (houses of worship, semi-public uses, etc?)
  - Agricultural Industrial Zone – possible expansion of allowed uses? Willow Lake Settlement Agreement dynamics involved.
- **Floodplain/PICM**
    - We are currently taking a case by case approach which is proving to be quite difficult to navigate. The Code will need to be amended ultimately, but still waiting on final answers from state/FEMA/lawsuits.
- **Master Plan applications**
    - Area B - text amendment this past year to expand for auto-oriented uses, prospective developer of City Owned property expected to apply for amendment.
    - Area C – Anticipated amendment/new master plan for Area C. Letter of intent for the “triangle” (Chemawa/Lockhaven/McLeod) anticipates that an amendment will be sought.
    - Area D – possible amendment to accommodate specified users/building footprints in area that is not yet developed/being developed.
    - Application materials have been sent in and application fee was paid for the Master Plan for River Road (Ila-Vey). Staff will be reviewing materials and determining completeness within next 30 days and depending on whether additional information is needed - the public process will begin with notice of hearings and request for comments. (**possibly** March or April?)
- **TSP Update** – Underway - this will be a long-term project (18-24 months)
    - Consultant has been selected and contract negotiations completed between ODOT and consultant. Contract is currently in review by DOJ.
    - Once complete, project will officially be able to kick off. Expect to happen by end of February. Anticipate that we will utilize Planning Commission meetings at some capacity for public involvement in the process.
- **OTHER Items Identified by Planning Commission? Are there any specific issues or concerns that Planning Commission would like to pursue this upcoming year?**

## 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 – Staff anticipates pursuing grant funding in next available grant cycle.
  
- UGB Discussion
  - This will be driven by the Council’s priorities
  - Council desires to have some “open houses” to discuss this issue
  
- Housing Supply
  - Changes to the OHNA, HCA (deadlines have been shifted to 2028 for HCA and 2029 for HPS).
  - Significant legislation has been going through the rule making process and there will be changes in how we do our next official housing needs update, since our deadlines have been moved by the state (originally it was supposed to be 2026) we will be pursuing grant funding in the 2027-2029 biennium to support the work.
  - Our “updated” Housing Needs Analysis from 2021 wasn’t ever adopted, so we will be doing a new process/project and will be pursuing grant funding to accomplish this work.
  
- 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)