



MINUTES
KEIZER PLANNING COMMISSION
Wednesday, January 14, 2026
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
Larry Scruggs
Lindsey King
Frank Hostler
Robb Witters

Council Liaison Present:

Councilor Juran

Youth Liaison Present:

Talia Mesezar

Absent:

Fernando Lopez

Staff Present:

Shane Witham, Planning Director
Joseph Lindsay, City Attorney
Dawn Wilson, Deputy City Recorder

2. APPROVAL OF MINUTES

- a. November 2025** It was noted that there "Youth Liaison Present: Open Position" was removed from the minutes because Youth Liaison Talia Mesezar was present and already listed on the minutes.

Commissioner Scruggs moved for approval of the November 2025 Minutes as amended. Commissioner Grenz seconded. Motion passed unanimously as follows: Lawyer, King, Hostler, Grenz, Scruggs, and Witters in favor favor with Lopez absent.

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

4. NEW-OLD BUSINESS/STAFF REPORT

- a. Planning Commission Work** Planning Director Shane Witham reviewed the 2026 Planning Commission Work Tasks that were included in the packet as follows:

Climate-Friendly and Equitable Communities Rules (CFEC):

The deadline for the adoption of the Climate Friendly Areas was in June. Some changes to the Development Code were still needed. It was requested to list the previous discussion dates when the CFEC returns to the Planning Commission. Mr. Witham shared that the scenario planning work was the first step in moving to the Transportation System Plan (TSP) update. He reminded the Commissioners about the grant the City received on the Walkable Mixed-Use Areas and that some design standards were needed.

The Commissioners felt fatigued by continuously responding to the State's constantly added requirements. There was a consensus to make a decision on the CFEC as soon as possible to free up staff time.

There was a question about sidewalk repair and Americans with Disability Act (ADA) access. Mr. Witham shared that property owners were responsible for sidewalk maintenance, and that there was a recent discussion by the City Council on sidewalk repair and gap. The City would be looking for funding, a grant program, and partial loans for property owners. It was noted that there was a desire for transitional housing for those needing home skills, training, and behavioral assistance to act as a bridge to something more structural. Mr. Witham asked if the City was right-sized in the public zone and that this may be brought back to the Planning Commission.

There was a question about the 20-year plan for affordable housing. Mr. Witham commented that there was not a lot that the Planning Commission could do because of the subsidized funding and State laws. The City couldn't deny affordable housing, but it does apply the development regulations.

Text Amendments:

Mr. Witham highlighted the need for design standards' clarifications for street-facing elevations, middle housing and text amendments for the floodplain.

Mr. Witham noted that text amendments would be coming to the Planning Commission first for a public hearing.

- Regarding the Master Plan applications: there was a high probability to look at the following amendments:
 1. Area B - text amendment this past year to expand for auto-oriented uses, prospective developer of City-owned property was expected to apply for amendment.
 2. 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.

3. Area D – possible amendment to accommodate specified users and building footprints in area that is not yet developed or being developed.

It was requested to have the staff report on the Master Plan for River Road, produced at least 10 days before the meeting because this was a very impactful decision that the Planning Commission would need to make.

Mr. Witham reminded the Commissioners that with the Quasi-judicial land use decisions to not have ex-parte' contact with applicants or neighbors about the merits of the application because the decision-making needs to occur in the public hearing. It was requested to receive in-person ex-parte' contact and conflicts of interest training by City Attorney Joseph Lindsay.

It was requested to have public-facing information offering process assistance to applicants and neighbors. Mr. Witham shared that substantive information was included. He noted that the floodplain items were being handled on a case-by-case basis.

Commissioner Hostler requested to include resources for the counting of trees regarding an urban forestry program. He asked about parking and traveling by use of a foot bridge paths in Area D. Chair Lawyer commented that the walking paths were virtually impossible because of the railroad and being cost-prohibitive.

Mr. Witham shared that the **TSP update** was moving forward, and he would like an Intergovernmental Agreement in place by February and that it would be before the Planning Commission a couple of times.

Mr. Witham asked the Commissioners if there were any specific issues or concerns that Planning Commission would like to pursue this upcoming year.

Chair Lawyer commented that the Commission may need to meet at different times because of State-mandated deadlines, while being considerate of the applicants.

Commissioner Witters shared that he felt the list was complete, and it would be nice to have the CFEC wrapped up.

Commissioner Scruggs felt the biggest item was the Urban Growth Boundary, and he would like to see how that would advance.

Commissioner Hostler thought the list was good.

Commissioner King felt that there would be a heavy read with the applications and tasks coming through and thought the list was complete.

Commissioner Grenz asked the Commission to consider changing the process for subdivision applications by taking the first review away from the hearings' officer and have it tasked by the staff. He felt that it would streamline the process and would remove about two weeks from the land use process. He commented that the relevant criteria tended to obligate developers and resulted in creating burdens on applicants.

Mr. Witham shared that he didn't know if there was a State requirement on a policy level, and test amendments to the review criteria would be needed. Discussion ensued about hearings and appeals to Council, and the Commissioners would like to have additional discussion on this matter at a future meeting.

Mr. Witters felt that the benefit to having the hearing was an emotional component for residents to be heard.

Mr. Witham shared an economic opportunities analysis grant that they would probably be applying for regarding employment lands. He suggested watching for a possible UGB Council discussion and possible open house. He shared that a housing capacity analysis and strategy was due in 2028/29. The Housing Capacity Analysis (HCA) and Housing Production Strategy (HTS) were a couple of years out.

Mr. Witham shared that there was a fair amount of changes through the legislature consisting of rules needing to be implemented in another year or so.

- 5. YOUTH LIAISON REPORT** Youth Liaison Talia Mesecar shared that she had a rehearsal for the McNary Production of Chicago. This weekend, many musicians of McNary orchestra and band would be going to the honor band.
- 6. COUNCIL REPRESENTATIVE REPORT** Councilor Juran suggested creating a path from the underpass to the Parkway by talking with Oregon Department of Transportation. He commented that the underpass from Temper was made because the City had something to trade by getting rid of the crossing. It was noted that crossing railroad tracks was a crime and unsafe.
- 7. COMMISSIONER REPORTING TO COUNCIL:
Fernando Lopez ~
Tuesday, January
20th at 6pm** Chair Lawyer would be reporting to Council on January 20th. Commissioner Scruggs would join him.
Chair Lawyer shared that Public Works Director Bill Lawyer was retiring after 36 years. There would be a retirement party on February 4th at 4:00 p.m. with a program at 4:15 p.m. at the Keizer Event Center. He encouraged folks to stop by and share a few words.

As Mr. Lawyer's nephew, Chair Lawyer shared that working with him was an honor of his lifetime. He expressed appreciation for Mr. Lawyer's

professionalism and dedication that he had brought to the City of Keizer.

Chair Lawyer shared that the dedication of the Gold Star Memorial Monument would be on February 7th at 11:00 a.m. They got the flag poles up over the weekend. He expressed appreciation for everyone who participated.

8. NEXT MEETING: It was noted that the next meeting would be February 11th.
February 11th

9. ADJOURNMENT Meeting adjourned: 7:44 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.”