



KEIZER PLANNING COMMISSION MEETING AGENDA

Wednesday, January 9, 2019 @ 6:00 p.m.

Keizer Civic Center Council Chambers

- 1. CALL TO ORDER**
- 2. SWEARING IN OF COMMISSIONER WATSON**
- 3. APPROVAL OF MINUTES – November 14, 2018**
- 4. APPEARANCE OF INTERESTED CITIZENS**
This time is made available for those who wish to speak about an issue that is not on the agenda.
- 5. PUBLIC HEARING: None**
- 6. DISCUSSION**
 - a) Planning Commission Role: Vision/Big Picture**
 - b) Work Program for 2019/Grant Updates**
 - c) Flexibility of meeting dates?**
- 7. YOUTH LIAISON REPORT: Christopher Wolfert**
- 8. COUNCIL LIAISON REPORT**
- 9. COUNCIL REPRESENTATIVE: Matt Lawyer, Tuesday, January 22**
- 10. ADJOURN**

Next Meeting ~ February 13, 2019

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**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, November 14, 2018 @ 6:00 pm
Keizer Civic Center**

CALL TO ORDER

Chair Hersch Sangster called the meeting to order at 6:00 pm.

ROLL CALL:

Present:

Hersch Sangster, Chair
Garry Whalen, Vice Chair/Chair
Crystal Wilson, Vice Chair
Mark Caillier
Michael DeBlasi
Kyle Juran

Council Liaison: Absent

Absent: Matt Lawyer

Staff Present:

Shannon Johnson, City Attorney
Nate Brown, Community Development Director
Shane Witham, Senior Planner

ELECTION OF CHAIR AND VICE CHAIR: Garry Whalen and Crystal Wilson were elected by unanimous consent to serve as Chair and Vice Chair respectively.

APPROVAL OF MINUTES: Commissioner Whalen moved for approval of the October 2018 Minutes. Commissioner Lawyer seconded. Motion passed as follows: Whalen, Wilson, Sangster and Caillier in favor with DeBlasi and Juran abstaining and Lawyer absent.

APPEARANCE OF INTERESTED CITIZENS: None

CONTINUATION OF PUBLIC HEARING: Proposed Text Amendments (Sections 1.200 and 2.403) – Modifying Standards for Accessory Dwelling Units

Chair Whalen re-opened the public hearing.

Senior Planner Shane Witham reviewed changes made at the direction of the Commission and gave a detailed summary of his staff report noting that language was modified to allow flexibility. He added that some changes were postponed pending the update of the Buildable Lands Inventory and the Housing Needs Analysis (June 2019). Community Development Director Nate Brown interjected that staff wanted to be cognizant of neighborhood fabrics, to consider impacts and prohibit the placement of accessory dwelling units on duplex lots to preserve neighborhood character.

Discussion followed regarding low income housing, entry frontages, building conversions, multiple accessory dwelling units on one property, parking, flag lots, fire access lanes, and street standard sections governing private access.

Commissioners suggested that in Section 2.403.01A 'opposite' be changed to 'different' and in Section 2.403.01C1 'available' be changed to 'allowed'.

Further discussion took place regarding short term rental properties and the owner occupancy requirement.

Chair Whalen closed the Public Hearing.

Commissioner Sangster moved that the Planning Commission approve the text amendments with the additions noted and that they be submitted to Council for approval. Commissioner Caillier seconded. Motion passed as follows: Whalen, Wilson, Sangster, Caillier, DeBlasi and Juran in favor with Lawyer absent.

NEW/OLD BUSINESS/STAFF REPORT: Mr. Brown reported that the Buildable Land Supply/Housing Needs Analysis Project Advisory Committee will be formed at the next Council meeting. The meetings will be open to the public; he urged Commissioners to attend. The final draft of the Cost of Growth Study will be available soon and will be sent to Commissioners. The revitalization project is focusing on efficiency measures to incorporate better utilization of the limited land in Keizer. It is looking at specific Code amendments that might help with that. Those amendments will be brought to the Commission when the consultant provides them.

COUNCIL LIAISON REPORT: Council Liaison was absent.

COUNCIL REPRESENTATIVE: Crystal Wilson will report to Council.

OTHER BUSINESS: Commissioners agreed to cancel the December meeting.

ADJOURN: The meeting adjourned at 7:16 pm.

Next Meeting
Regular Session: January 9, 2019

Minutes approved: _____

TO: PLANNING COMMISSION

THRU: NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR

FROM: SHANE WITHAM, SENIOR PLANNER

DATE: January 2, 2019

SUBJECT: Proposed work program for 2019

Attachments:

- **Work Tasks 2019**

DISCUSSION:

The attached list contains the tasks, projects, and text amendments that staff has identified for the Planning Commission to consider in the coming year, along with items completed this past year. Some of the items are carried forward and some are new. It is expected that a significant amount of time will be spent on grant projects this upcoming year. Staff will discuss the work program at the meeting and will consider any additions that planning commission may wish to add.

RECOMMENDATION:

That the Planning Commission considers the proposed tasks and recommend any additions or changes for staff to incorporate into the work program.

Planning Commission Work Tasks – 2019

- 2.118 Urban Transition (UT) – Text Amendment (re-write/update)
 - Generally intended to be a holding zone (outside city limits but inside UGB) awaiting adequate urban facilities. Keizer’s UT properties are served with urban facilities and have consistently been redeveloped as RS.
 - Eliminate need for CUP’s, establish minimum density provisions, expand automatic re-zones to include partitions, eliminate out of date “priority area” language.
- Legislative Rezone of UT properties to RS in north Keizer area.
 - Reflects what is actually developed (LDR) and eliminates possible barriers to infill/redevelopment.
- 2.315 Development Standards – Text Amendment – **COMPLETED – SEP 18**
 - Threshold for triggering standards(valuation vs. sqft), link to parking lot landscaping requirements (trees)
 - Change color code to reduce confusion and reflect today’s market
 - Increase requirement for aesthetics, enhance pedestrian scale, common space, streetscape, etc, etc
 - ~~1% and/or public art requirement~~
 - Design Review/Alternative Review inconsistency
- ~~Clarification Regarding ORS 9.320—corporations represented by attorneys (Shannon)~~
 - ~~Possible Text Amendment to 3.201 General Provisions needed to clarify (not necessary)~~
- Section 3.202 General Procedures – Text Amendment **COMPLETED**
 - Clarification for notice requirements and application types
- Section 2.306 Storm Drainage – Text Amendment – **WAITING?- Environmental**
 - Need to clarify section for consistent with proposed design standards
- TGM Grant/**Other Project** Involvement – **ONGOING**
 - Revitalization Grant: Part of TAC, public involvement, etc, etc.
 - Education/Outreach: Cost of Growth Workshops (participation in workshops)
 - **NEW - Housing Needs Analysis/Buildable Lands Inventory Grant**
 - **NEW – SKATS study- Growth Impacts on Transportation Systems**

- Section 2.308 Sign Code – Text Amendment - **COMPLETED – MARCH 18**
 - Bring back with revisions as previously proposed by PC
- Efficiency Measures – Consider Text Amendments to various sections to give additional flexibility and density to existing land supply. - **ONGOING**
 - Reduce minimum lot size, additional housing types, standards for Duplexes on corner lots, ADU's (also needed due to state laws changing) - **ADU's COMPLETED – OCT 18**
- ~~Affordable Housing—Text Amendment – NOT NEEDED~~
 - ~~Recent changes to state law will necessitate some additional language in relation to affordable housing projects and timelines for land use decisions~~
- Section 3.113 Keizer Station Plan – Text Amendment - **COMPLETED – FEB 18**
 - Clarify inconsistencies between the KDC and KSP for land use type/process, as well as review criteria
 - Create Masterplan “Amendment” process that is streamlined for minor site plan and building design/use changes subject to City Council hearing and approval
- Section 2.122 Flood Plain Overlay Zone (FPO) – Text Amendment (**Waiting on FEMA**)
 - Model code is supposed to come from FEMA reflecting the NMFS BiOp. Due to litigation, this process may not be complete until 2019. – **STILL WAITING**
- Section 2.127 Historical Landmark Overlay Zone (HLO) – Text Amendment – **COMPLETED – MAY 18**
 - Need to modify the section to reflect the state law regarding consent
 - Clarify what type of process a request for designation is to be processed under
 - Clarify who must apply, or that consent be granted prior to applying
- Multiple Sections of KDC/Comp Plan – to implement Revitalization Plan
 - Expecting a suite of amendments for implementation of Revitalization Plan
 - Design standards, parking, overlay zoning, standards for “centers”, etc, etc