



**KEIZER PLANNING COMMISSION  
MEETING MINUTES  
Wednesday, May 10, 2023 @ 6:00 pm  
Keizer Civic Center**

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

**ATTENDANCE:**

**Present:**

Matt Lawyer, Chair  
Jeremy Grenz, Vice Chair  
Sarah Hutches  
Ron Bersin  
Jane Herb  
Francisco Saldivar  
Mo Avishan  
Youth Committee Liaison  
Amanpreet Sandhu

**Council Liaison Present:**

Councilor Juran

**Staff Present:**

Shane Witham, Planning Director  
Dina Horner, Assistant Planner  
Shannon Johnson, City Attorney

**APPROVAL OF MINUTES:** Commissioner Saldivar moved for approval of the April 2023 Minutes. Commissioner Herb seconded. Motion passed as follows: Lawyer, Bersin, Saldivar, Avishan and Herb in favor with Grenz and Hutches abstaining.

**APPEARANCE OF INTERESTED CITIZENS:** None. Lengthy discussion took place regarding allowing attendance of the meetings through electronic formats in order to encourage more citizen participation.

**PUBLIC HEARING: Planning Department Administrative Action Fees and Land Use Fees.**

*Chair Lawyer opened the Public Hearing.*

Planning Director Shane Witham summarized his staff report and the attached chart noting that Keizer does not have fees specific to the House Bill 2001 Middle Housing Land Division. He explained that any developer will agree that everything is expedited in Keizer, but there are some statutory requirements that need to be addressed. He added that since the Planning Department fees have been static for 25 years except for a couple of processes, it seemed appropriate to evaluate all of them and consider staff time, cost of living adjustments and increases. Even with the increases proposed, Keizer still has the lowest fees in the area.

Discussion followed regarding cost of living adjustments, the average fee a developer pays per unit, building permit fees through Marion County, land use fees, indexing, requiring staff to track their time for each fee charged and comparisons to other cities.

*With no further testimony, Chair Lawyer closed the Public Hearing.*

Following several attempts and adjustments to the motion, Commissioner Grenz moved to recommend approval of the fee increases and additional fees requested per the chart that was part of the packet with an ongoing adjustment based on the actual cost of living adjustment for Keizer. Commissioner Bersin seconded.

Discussion followed regarding staff tracking their time and the increases that might occur due to the extreme amount of time spent doing so. City Attorney Shannon Johnson recommended that a limited study be done for any future increases beyond the Keizer Cost of Living Adjustment.

Motion passed unanimously as follows: Lawyer, Grenz, Bersin, Saldivar, Avishan, Hutches and Herb in favor.

**NEW/OLD BUSINESS/STAFF REPORT:** Mr. Witham reported that the City has been going through the Climate Friendly Areas Study or Walkable Mixed Use Study being funded by the State of Oregon in response to the Climate Friendly Equitable Communities Rules. A consultant is helping and the City website is being updated frequently. A survey has been posted and Commissioners should take a moment to fill it out and encourage others to do so. He shared timeline details noting that communities like Keizer who are part of the scenario planning will automatically be included in the pipeline to have their Transportation System Plan updated.

City Attorney Shannon Johnson updated Commissioners on the lawsuit related to the above rules noting that the briefings have been completed, oral arguments are set for July 12, and, hopefully, there will be a ruling by late summer or early fall.

**COUNCIL LIAISON REPORT:** Councilor Juran reported that Council has been working on the Budget, City Manager/City Attorney evaluations and clarification of Council Rules and Procedures.

**YOUTH COMMITTEE LIAISON REPORT:** Before Ms. Sandhu gave her report, Chair Lawyer thanked her for her participation, urged her to run for Council when she reached voting age, and gave her a gift card on behalf of the Planning Commission.

Youth Committee Liaison Amanpreet Sandhu thanked the Commission and noted that her Senior Project is on carbon emissions. Mr. Witham urged her to contact the Environmental Division in Keizer for assistance.

**COUNCIL REPRESENTATIVE:** Jeremy Grenz will report to Council on Monday, May 15.

**ADJOURN:** The meeting adjourned at 7:43 p.m.

***Next Meeting: June 14, 2023***

*Minutes Approved:* \_\_\_\_\_ 06/14/23