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KEIZER PLANNING COMMISSION MEETING AGENDA
Wednesday, May 10, 2023 @ 6:00 p.m.
Keizer Civic Center

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES – April 2023**
- 3. APPEARANCE OF INTERESTED CITIZENS**
This time is made available for those who wish to speak about an issue that is not on the agenda.
- 4. PUBLIC HEARING: Planning Department Administrative Action Fees and Land Use Fees**
- 5. NEW-OLD BUSINESS/STAFF REPORT**
- 6. COUNCIL LIAISON REPORT**
- 7. STUDENT COMMITTEE LIAISON REPORT**
- 8. COUNCIL REPRESENTATIVE: Jeremy Grenz, Monday, May 15**
- 9. NEXT MEETING ~ June 14, 2023**
- 10. ADJOURN**



**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, April 12, 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
Ron Bersin
Jane Herb
Francisco Saldivar
Mo Avishan
Youth Committee Liaison
Amanpreet Sandhu

Absent:

Jeremy Grenz, Vice Chair
Sarah Hutches

Council Liaison Present:

Councilor Juran

Staff Present:

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

VOLUNTEER APPRECIATION: Jane Herb, representing the Volunteer Coordinating Committee, read the Volunteer Appreciation Proclamation, thanked the Commission for their dedication to the City and distributed cookies as a token of appreciation.

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

APPEARANCE OF INTERESTED CITIZENS: None

PUBLIC HEARING: Draft Amendments to Keizer Development Code (KDC) relating to scrivener type corrections, Accessory Dwelling Unit Standards, and Cottage Cluster Standards.

Chair Lawyer opened the Public Hearing.

Planning Director Shane Witham summarized his staff report noting that the majority of the changes are corrections of scrivener-type errors. It was noted that the Historical Resources line in Section 1.103.01 should be removed.

Mr. Witham brought attention to specific sections focusing in detail on Sections 2.302 and 2.403. Discussion took place regarding the impact of HB2001 and the importance of getting Fire District weigh-in. Commissioners suggested that perhaps a representative from the Fire District could be invited to a future meeting to brief them on the Fire Code.

Mr. Witham noted that staff proposes renaming Section 2.403 from 'Shared Housing Facilities' to 'Accessory Dwelling Units' and this will necessitate changing other sections that reference 'Shared Housing Facilities'. Discussion followed regarding having a square footage cap for covered, unenclosed patios or porches with Commission agreeing to leave the section as presented in the packet without a square footage cap. Additional discussion took place regarding requiring an outside stairway to access an ADU on top of a shop with Commission agreeing that they did not want to require it, but felt it should be allowed.

Mr. Witham then fielded questions and provided clarification regarding habitable space and cottage clusters.

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

Commissioner Herb moved that the Planning Commission send the proposed text amendments to Council and recommend approval with the modifications discussed. Commissioner Avishan seconded. Motion passed as follows: Lawyer, Bersin, Saldivar, Avishan and Herb in favor with Grenz and Hutches absent.

NEW/OLD BUSINESS/STAFF REPORT: Commissioner Bersin urged all Commissioners to submit their annual Statement of Economic Interest forms.

COUNCIL LIAISON REPORT: Councilor Juran reported that a non-profit organization called the 'Lava Dome' had shared information with Council about placing an inflatable structure over the Keizer Little League fields and installing artificial turf so that the fields could be used year round. Council also voted to name the dancing cows sculpture planned for the Verda/Chemawa roundabout 'Rosalie's Cows' and updated their long and short-term goals.

YOUTH COMMITTEE LIAISON REPORT: Youth Committee Liaison Amanpreet Sandhu reported that there were 57 days left until graduation. She asked Commissioners how they decided to volunteer for the Planning Commission and each Commissioner shared that information with her.

COUNCIL REPRESENTATIVE: Matt Lawyer will report for Sarah Hutches, Monday, April 17.

ADJOURN: The meeting adjourned at 7:41 p.m.

Next Meeting: May 10, 2023

Minutes Approved: _____

TO: PLANNING COMMISSION

**FROM: SHANE WITHAM
PLANNING DIRECTOR**

DATE: May 3, 2023

SUBJECT: Land Use Fees: Establishing fee for Middle Housing Land Division and increasing fees to account for cost of living increases for staff.

ATTACHMENTS:

- **Existing and Proposed Fees List**
- **Table showing staff research on comparisons of select cities**

ISSUE:

This matter is before the Planning Commission for a public hearing to consider proposed fee changes to the Planning Department Administrative Action Fees and Land Use Fees.

BACKGROUND/DISCUSSION:

The City needs to establish fees for Middle Housing Land Divisions and associated appeals, due to the creation of this new application type mandated by state law. Staff was under an incorrect assumption regarding these fees and previously determined the existing fees established for “expedited” reviews would apply to these requests. However, the legal department notified staff this was not the case and that fees would have to be formally adopted for these land use types, which includes holding a public hearing on the fee changes proposed.

While no application for a middle housing land division has been received by the City to date, this issue needs to be resolved and a fee must be formally adopted for these application types. Staff is recommending that fees be established for Middle Housing Land Divisions and appeals at the same rate for what is currently established for “expedited” land divisions. A proposed fee schedule is attached which show the existing adopted fees and what staff is proposing.

Staff felt it was appropriate to take this opportunity to review the land use fees as a whole, since they have not been adjusted for almost 10 years. The land use fee schedule was last revised in 2014 when staff calculated the average time involved in processing various applications and determined appropriate costs for each application, and then in 2016 fees were established for “expedited” reviews. The land use fee schedule is not subject to annual cost of living increases and fees have not been reviewed since then.

Staff looked at fees in some nearby jurisdictions (information is attached for your reference) for comparison, and as you can see from the information attached, there is not

always a direct correlation from city to city on fees and how they are collected. Historically, Keizer has not established fees as a means of revenue generation, but rather as a tool to offset expenses in processing applications. Keizer prides itself on keeping fees low and processes streamlined, and this trait has been identified as one of the “strategies” we employ (as a City) to support development. Taking these factors into consideration, staff is not recommending our fees be adjusted to mimic other jurisdictions without further analysis on time spent processing applications. Staff does intend to track time spent moving forward which may result in additional changes being proposed in the future.

At this time, staff is proposing that, in addition to the establishment of fees for Middle Housing Land Divisions, all fees be increased to account for cost of living adjustments (which directly impact staff costs). The Finance department provided information on annual cost of living increases, and therefore, staff is proposing an increase of 21.5% to account for cost of living adjustments, since the last time fees were adjusted.

RECOMMENDATION:

That Planning Commission open the public hearing, receive any testimony, consider the proposed fees, close the public hearing, deliberate, and recommend approval of the proposed fees to the City Council, including any changes identified.

	CURRENT	PROPOSED 21.5% INCREASE	PROPOSED FEE (rounded up to nearest dollar)
Annexation	\$1,790	\$385	\$2,175
Appeals - Hearings Officer	\$365	\$78	\$443
Appeals - Staff Decision	\$250	\$54	\$250
Childcare License Zoning Review	\$38	\$8	\$46
Comp Plan Amendment	\$2,495	\$536	\$3,031
Conditional Use	\$710	\$153	\$863
Dealer's License (new)	\$38	\$8	\$46
Dealer's License (renewal)	\$15	\$3	\$18
Development Standard Alternative	\$710	\$153	\$863
Expedited - Appeal			\$250
Final Plat Review	\$360	\$77	\$437
Floodplain	405 (+ \$15/lot)	\$87	\$493 +\$18/lot
Historical Resource	\$150	\$32	\$182
Land Use Compatibility Statement	\$38	\$8	\$46
Legal Lot Determination	\$77	\$17	\$437 (not based on percent but work)
Manufactured Home Park	\$2,800	\$602	\$3402 + 46 X # of acres over 4
Master Plan	2800 +38 X # of acres over 4 acres	\$602	\$3402 + 46 X # of acres over 4
Master Plan Amendment	\$2,100	\$452	\$2,552
Middle Housing Land Division (up to 3 lots)	NEW		\$1567 (same as expedited Par)
Middle Housing Land Division (4 or more lots)	NEW		\$4284 (same as expedited Sub)
Middle Housing Land Division Appeal	NEW		\$250
Mobile Food Vendor Premise Permit	\$75	\$16	\$91
Partition	\$950	\$204	\$1,154
Partition - Cottage Cluster	\$950	\$204	\$1,154
Partition - Expedited	\$1,290	\$277	\$1,567
Partition - Extension Fee	\$160	\$34	\$194
Partition - Final Plat Review	\$360	\$77	\$437
Partition - TIA Review	\$660	\$142	\$802
Planned Unit Development	2800 +38 X # of acres over 4 acres	\$602	\$3402 + 46 X # of acres over 4

[illegible]

KEIZER FEE TITLE	NEWBERG	ALBANY	WOODBURN (Current 2008)	WOODBURN	STAYTON	WILSONVILLE	SILVERTON
Annexation <i>*Average for 6 cities was \$3,800</i>	\$2,833 + \$270 per acre		\$2,659 < 1 acre \$3,418 > 1 acre (heard by PC & CC)	\$3,590 < 1 acre \$4,615 > 1 acre (heard by PC & CC)	\$4,500	\$5,331	\$2,750
Appeals - Hearings Officer	\$1,239	\$1,039	\$100 + 1/2 or original app fee	\$135 + 1/2 or original app fee	\$400	\$1,392	\$500
Appeals - Staff Decision	\$582	\$346	\$250	\$338	\$250	\$580	\$500
Childcare License Zoning Review							
Comp Plan Amendment <i>*Average for 6 cities \$3,295</i>	\$2,655.00	\$4,332	\$3,133 < 1 acre \$3,481 > 1 acre (heard by PC & CC)	\$4,230 < 1 acre \$4,700 > 1 acre (heard by PC & CC)	\$2,000	\$3,804	\$2,750
Conditional Use <i>*With \$500 subtracted for those that have hearings or review board: average \$1,806</i>	\$2,155 (reviewed by PC)	\$644 (staff decision) \$3468 (Public Hearing)	\$3,591 (PC Public Hearing)	4848 (hearing with PC)	\$1,700 (PC review)	\$3,090	\$1,100 (with hearing)
Dealer's License (new)							
Dealer's License (renewal)							
Development Standard Alternative							
Expedited – Appeal <i>*SAME AS HO APPEAL FEE</i>		\$300 dep \$max \$500 (ORS197.375(6))					
Final Plat Review <i>*This is called FINAL APPROVAL in most jurisdiction - I've added this to our normal application fee to make comparisons</i>							
Floodplain		\$189-286 (\$1,559 Greenway) plus 5% inc of building fee					
Historical Resource	establish \$0 elimination \$2,471	\$52	\$1,148	\$1,550			
Land Use Compatibility Statement			FREE	100			
Legal Lot Determination							

KEIZER FEE TITLE	NEWBERG	ALBANY	WOODBURN (Current 2008)	WOODBURN	STAYTON	WILSONVILLE	SILVERTON
Manufactured Home Park		\$3,121 + \$20/space	\$3,137 (PC Public Hearing) (+\$1,081 final approval)	\$4,235 (PC Public Hearing) (+\$1,460 final approval)			
Master Plan					\$1,700 (PC review)		
Master Plan Amendment							
Middle Housing Land Division (up to 3 lots)						\$1,234	
Middle Housing Land Division (4 or more lots)							
Middle Housing Land Division Appeal					\$1,392 + \$24/lot	\$1,392 + \$24/lot	
Mobile Food Vendor Premise Permit							
Partition *Our Partition with 21.5% inc. & WITH final plat review added is \$1,591/ Others average \$2,711 (tentative plat and final plat fees combined sub \$500 for hearing)	\$1,015 + \$88 per parcel	\$2,784	\$2,478 (Staff approval with appeal to CC)	\$3,345	\$1,700 (PC review)	\$1,234	\$550-825 (minor and major)
Partition - Cottage Cluster							
Partition - Expedited	\$7,563 + \$88 per lot or unit	\$2,784	\$4,680	\$6,318	double fee		
Partition - Extension Fee						\$116	
Partition - Final Plat Review	\$1,015 + \$88 per parcel	\$700	\$1,238 (administrative)	\$1,460 (administrative)	\$1,700	\$1,411	\$350
Partition - TIA Review							
Planned Unit Development			\$2,985 + \$40/lot (PC Public Hearing) (final approval (staff) +\$2,585)	\$4,030 (PC Public Hearing) (final approval (staff) +\$3,490)			\$2,750
Prop Line Adjustment * Average for 4 cities \$680	\$1,015.00	\$346	\$599	\$809			\$550

KEIZER FEE TITLE	NEWBERG	ALBANY	WOODBURN (Current 2008)	WOODBURN	STAYTON	WILSONVILLE	SILVERTON
Sign Permits 0-36 sf	\$89 + \$1 per sq. ft. of sign face	\$.50 per square foot (\$40 min)	Type 1 = \$85 / Type 2 = \$385	\$150		\$232-977	
Sign Permits 101 - 150 sf	\$84 + \$1 per sq. ft. of sign face	\$.50 per square foot (\$40 min)					
Sign Permits 36 - 60 sf	\$84 + \$1 per sq. ft. of sign face	\$.50 per square foot (\$40 min)					
Sign Permits 61 - 100 sf	\$84 + \$1 per sq. ft. of sign face	\$.50 per square foot (\$40 min)					
Sign Permits for Special Occasions							
Site Plan Review Commercial	0.6% of project value, \$1,015 minimum	\$3,295+	\$2,177-\$14,397 depending on sf	\$2,940-\$19,435 depending on sf	\$900 (staff review)	base fee \$2,589	\$825
Site Plan Review Industrial	0.6% of project value, \$1,015 minimum	\$3,295+			\$900 (staff review)	base fee \$2,589	\$825
Subdivision <i>*Not too far off from Newberg's # since they have 2 fee's (preliminary and final) that equal \$4,034</i>	\$2034+ \$88 per lot or unit	\$3,121 + \$50/lot) (type III \$4,331 +\$50/lot)	\$3,775 (PC Public Hearing)	\$5,095	\$1,700 (PC review)	\$3,725 plus \$43/lot	\$2,750
Subdivision - Cottage Cluster		\$4,331 + \$50/lot					
Subdivision - Expedited	\$7,563 + \$88 per lot or unit		\$6,708	\$9,050			
Subdivision - Extension Fee						\$580	
Subdivision - Final Plat Review	\$2034+ \$88 per lot or unit	\$873	\$2,585 (administrative)	\$3,490	\$900 (staff review)	\$3,029	
Subdivision - TIA Review							
Temporary Use Permit <i>*\$315 average 4 cities</i>	\$190		\$157	\$212		\$110	\$750
TIA Review		\$865	0	900			
Variance <i>*Average 5 cities \$1,507 (excl Albany)</i>	\$1,015	\$86-\$1,039	\$2,432 (PC Public Hearing)	\$3,285	\$1,700 (PC review)	\$812	\$725

KEIZER FEE TITLE	NEWBERG	ALBANY	WOODBURN (Current 2008)	WOODBURN	STAYTON	WILSONVILLE	SILVERTON
Written Determination		\$74					
Zone Change *6 city average \$3,236	\$2,684	\$4,332	\$3,074 (heard by PC & CC)	\$4,150	\$1,700 (PC review)	\$3,804	\$2,750
Zone Change with Comp Plan Amend		\$6,067			\$2,000 (CC)		
Zoning Fees							
Zoning Review (other than Dealer's and Childcare)							

*Notes are in red