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## **KEIZER PLANNING COMMISSION MEETING AGENDA**

**Wednesday, June 14, 2023 @ 6:00 p.m.**

**Keizer Civic Center**

- 1. CALL TO ORDER**
- 2. APPROVAL OF MINUTES – May 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. OTHER BUSINESS/STAFF REPORT**
- 6. COUNCIL LIAISON REPORT**
- 7. COUNCIL REPRESENTATIVE: Matt Lawyer, Tuesday, June 20**
- 8. NEXT MEETING**
  - **Cancel July 12, 2023 Meeting?**
  - **Next meeting August 9, 2023.**
- 9. ADJOURN**



**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:* \_\_\_\_\_

**TO: PLANNING COMMISSION**

**FROM: SHANE WITHAM  
PLANNING DIRECTOR**

**DATE: JUNE 7, 2023**

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

**ATTACHMENTS:**

- **Existing and Recommended Proposed Fees List**

**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 Planning Commission held a public hearing on May 10, 2023 regarding the establishment of fees for Middle Housing Land Divisions, and an increase of land use fees to account for cost of living adjustments. A recommendation of approval was made by the Planning Commission to City Council on the basis of the information provided by staff.

The legal department identified a discrepancy and inaccuracy in the information provided by staff to Planning Commission. Specifically, that land use fees had actually been increased to reflect cost of living adjustments in 2016, whereas staff indicated fees were last increased in 2014. The resultant error was a difference of 4%. At the May 10<sup>th</sup> meeting, staff recommended a 21.5% increase in fees to coincide with cost of living increases, whereas the actual amount should have been 17.5%. The legal department advised staff to bring the fees back to Planning Commission for a public hearing in order to correct and clarify this issue.

On June 5, 2023, the Keizer City Council adopted the City's fiscal year 2023-24 budget which includes a 3% cost of living adjustment for non-represented employees. Therefore, staff is proposing a 20.5% increase (17.5% + 3%), since the proposed fees will go into effect after July 1<sup>st</sup>. The proposed fee schedule is attached which show the existing adopted fees and what staff is proposing.

**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.

	CURRENT	PROPOSED 20.5% INCREASE	PROPOSED FEE (rounded to nearest dollar)
Annexation	\$1,790	\$367	\$2,157
Appeals - Hearings Officer	\$365	\$75	\$440
Appeals - Staff Decision	\$250	\$51	\$250
Childcare License Zoning Review	\$38	\$8	\$46
Comp Plan Amendment	\$2,495	\$511	\$3,006
Conditional Use	\$710	\$146	\$856
Dealer's License (new)	\$38	\$8	\$46
Dealer's License (renewal)	\$15	\$3	\$18
Development Standard Alternative	\$710	\$146	\$856
Expedited - Appeal			\$250
Final Plat Review	\$360	\$74	\$434
Floodplain	\$405 (+ \$15/lot)	\$83	\$488 +\$18/lot
Historical Resource	\$150	\$31	\$181
Land Use Compatibility Statement	\$38	\$8	\$46
Legal Lot Determination	\$77	\$16	\$434 (not based on percent but work)
Manufactured Home Park	\$2,800 + 38X # of acres over 4	\$574 + 8	\$3,374 + 46 X # of acres over 4
Master Plan	\$2,800 + 38 X # of acres over 4	\$574 + 8	\$3,374 + 46 X # of acres over 4
Master Plan Amendment	\$2,100	\$431	\$2,531
Middle Housing Land Division (up to 3 lots)	NEW		\$1,554 (same as expedited Par)
Middle Housing Land Division (4 or more lots)	NEW		\$4,700 (same as expedited Sub)
Middle Housing Land Division Appeal	NEW		\$250
Mobile Food Vendor Premise Permit	\$75	\$15	\$90
Partition	\$950	\$195	\$1,145
Partition - Cottage Cluster	\$950	\$195	\$1,145
Partition - Expedited	\$1,290	\$264	\$1,554
Partition - Extension Fee	\$160	\$33	\$193
Partition - Final Plat Review	\$360	\$74	\$434
Partition - TIA Review	\$660	\$135	\$795
Planned Unit Development	\$2,800 + 38 X # of acres over 4	\$574	\$3,374 + 46 X # of acres over 4
Prop Line Adjustment	\$405	\$83	\$488

[illegible]



# Keizer Walkable, Mixed-Use Areas

To comply with a new state-directed program, called Climate-Friendly and Equitable Communities, the City of Keizer is beginning to study potential locations for walkable, mixed-use areas\*. This work will build off Keizer's previous work through the Keizer Revitalization Plan and the River-Cherry Overlay District.

## What is a Walkable, Mixed-Use Area?

As outlined in the state requirements of walkable, mixed-use areas are envisioned as neighborhood centers where people can meet most of their daily needs without relying on a car.

Key elements of these areas include:

- Opportunities for increased development where people can live, work, shop, and play.
- Improvements that make it easier and safer for people to walk, bike, and take transit.
- Strategies to avoid or minimize displacement and increase affordable housing options.
- Reduced off-street parking to free up land for housing and other services.



*Walkable, mixed-use areas are where people can live, work, and play without relying on a car.*

### State rules require cities to:

- designate **Walkable, Mixed-Use Areas**
- reform **Parking Requirements**
- prepare for **More Electric Vehicles**
- plan for **Climate-Friendly Transportation Options**
- plan for **Compact, Walkable Design**
- prioritize **Equitable Engagement**
- monitor **Housing Production and Adjust Over Time**

## Process

First, Keizer will study and identify potential locations that meet state requirements and align with the City's existing plans and policies, as well as analyze potential displacement risk and mitigation measures. The City will share the results from this study at the end of 2023. Over the next few years, the City will start a process to propose, designate, and adopt areas through City Council action. The designation will include changes to land use and zoning rules that encourage walkable, mixed-use development to take place in these areas over time.

\*State requirements refer to these areas as Climate-Friendly Areas

Keizer is studying areas that align with the [Keizer Revitalization Plan](#). Adopted in 2019, the plan provides a vision for the revitalization of a key commercial corridor in the city of Keizer – the River Road/Cherry Avenue area. To implement that work, the City adopted the River-Cherry Overlay District, to promote efficient use of land and urban services; create a mixture of land uses that encourage employment and housing options in close proximity to one another; and encourage pedestrian-oriented development. Already a few mixed-use projects have been constructed and the Corridor is served by frequent transit.



Learn more at [https://www.keizer.org/ClimateFriendlyandEquitableCommunities\(CFEC\)](https://www.keizer.org/ClimateFriendlyandEquitableCommunities(CFEC))



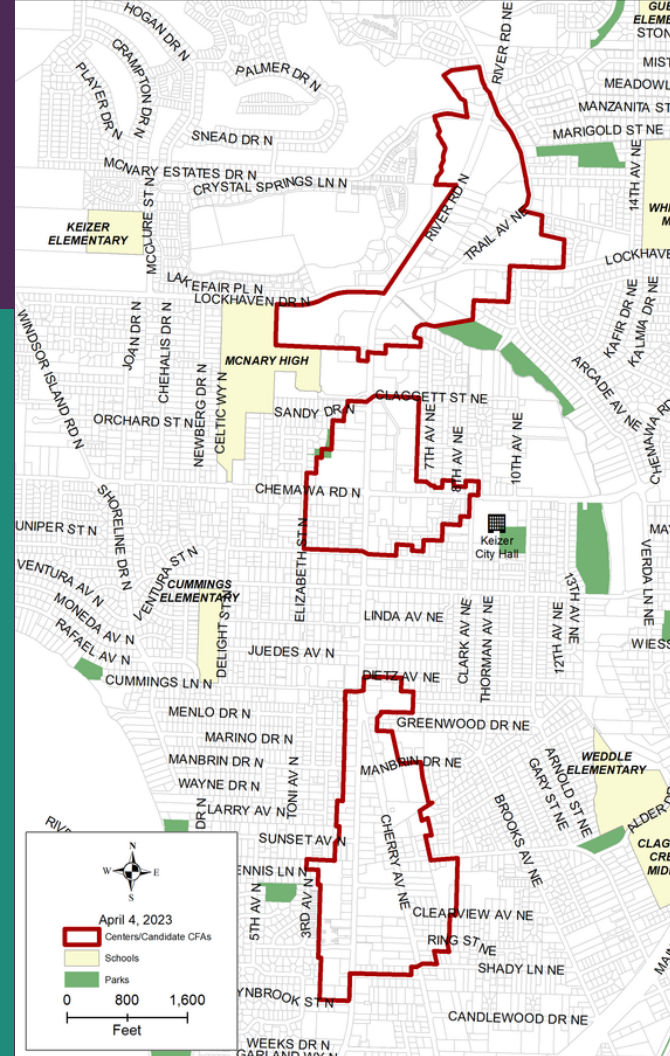
# City of Keizer

## Walkable, Mixed-Use Areas

To comply with new state rules, Keizer is studying potential locations for walkable, mixed-use areas in the city.

Walkable, mixed-use areas are intended to be neighborhood centers where people can meet most of their daily needs without relying on a car.

We are building off the Keizer Revitalization Plan and the River-Cherry Overlay District, and studying three key centers identified in those plans: Lockhaven, Chemawa, and Cherry Centers.



# We're seeking your input!

Keizer is currently studying and gathering input on these areas as potential walkable, mixed-use areas. Scan this QR to participate in our survey. Your input will be used to inform a study the City will publish at the end of 2023.

## Contact Us

Shane Witham, Planning Director

Email: [withams@keizer.org](mailto:withams@keizer.org)

Phone: (503) 856-3441



Learn more and  
take the survey!

Keizer's strategic plan will guide the community with our shared mission, vision + values to create a game plan for the next five years and beyond.

Help us create  
the Keizer YOU  
want to see!

## What are the goals?

- Identify our current mission, vision and values as a community
- Create an action plan to identify our short and long term goals

### Project Timeline

#### PHASE 1

#### Communicate + Engage

Engage and connect with the Keizer community. Gather thoughts and ideas about the community's mission, vision and values. as well as the community needs and big dreams for the future of Keizer!

#### PHASE 2

#### Strategic Plan Framework

Identify the needs and desires of the community based on Phase 1 feed-back + determine the capacity and resources of City staff and service areas. Further engage with the community to guide goal creation.

#### PHASE 3

#### Goals, Actions + Indicators

Identify the strategic goals and supporting actions for the plan in alignment with the mission, vision + values. Continue to build awareness around the plan framework .

#### PHASE 4

#### Prepare to Launch

Develop a system of accountability and progress reporting processes for the community. Share the plan and celebrate the launch. Begin the implementation process.

Together we can do so much!  
Let's build a future that serves everyone in Keizer.

