



**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, November 13, 2019 @ 6:00 pm
Keizer Civic Center**

CALL TO ORDER

Chair Matt Lawyer called the meeting to order at 6:00 pm.

ROLL CALL:

Present:

Matt Lawyer, Chair
Garry Whalen
Mark Caillier
Frank Hostler
Jeremy Grenz

Council Liaison Present:

Councilor Smith for Councilor Freeman

Staff Present:

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

Absent:

Crystal Wilson, Vice Chair
Jeffrey Watson

APPROVAL OF MINUTES: Commissioner Whalen moved for approval of the October 2019 Minutes. Commissioner Caillier seconded. Motion passed as follows: Lawyer, Whalen, Caillier, Hostler and Grenz in favor with Wilson and Watson absent.

APPEARANCE OF INTERESTED CITIZENS: None

PUBLIC HEARING: Amendment to Keizer Development Code – Text Amendment Case No. 2019-22: (Shared Housing Facilities)

Chair Lawyer opened the Public Hearing.

Senior Planner Shane Witham explained that one of the provisions in House Bill 2001 is a definition of what a reasonable local regulation is specific to accessory dwelling units (ADUs). It prohibits local governments from requiring additional parking or owner occupancy. Those are two things that the Commission discussed and put in their regulation so now they have to be eliminated and the provisions modified to be in compliance with state law. At the same time staff has been processing these and is continually getting questions about options and what the standards mean. Most recently there was concern that a property owner built a duplex and called it an ADU. The Development Code does not differentiate between the two so staff is suggesting a 40% limitation of overall dwelling space in the attached ADU scenario and one garage for the structure so that developers cannot skirt the duplex regulations.

City Attorney Shannon Johnson and Community Development Director Nate Brown provided additional information and fielded questions regarding size limitations, density calculations/provisions, ADU size restrictions/regulations, designations of residency, partitioning a large lot, converting a single garage to a double car garage as an attached

ADU, system development charges, water meters, ADU allowances, and appeals regarding potential ADUs.

Lamonte Hockettler, Salem, requested that the detached structure be allowed to be 850-825 square feet instead of the 750 so that a two bedroom dwelling could be built.

It was noted that the model code size limitation states that the ADU 'does not exceed 900 square feet or 75% of the existing dwelling'. Mr. Brown voiced concern noting that it is important to preserve neighborhood character. He suggested that if the square footage was raised to 900 he would hope that there would also be a size limitation in relationship to the existing dwelling, such as 75%.

With no further testimony, Chair Lawyer closed the public hearing.

Commissioner Caillier moved to adopt the staff report with the following amendment to 2.4032e: the 750 square footage limitation changed to 900 square foot of dwelling area or 75% of the existing dwelling unit floor area, whichever is smaller (state model). Commissioner Whalen seconded.

Mr. Witham noted for clarification that the section on conversions of existing dwellings (2.403.03i3) has a limit of 750 square feet. He questioned if the Commission wanted to mirror or match the verbiage above.

Commissioner Caillier amended his motion to reflect that the 750 square feet change to 900 square feet or 75% whichever is less also apply to section 2.403.02i3. Commissioner Whalen accepted the amendment.

Commissioner Grenz offered a friendly amendment to include specific code provisions that ADUs not be included in density calculations. Commissioners Caillier and Whalen accepted the friendly amendment.

Chair Lawyer restated the motion for clarity: *Planning Commission approve the staff report with the change in 2.403.02e that a detached ADU could be no larger than 900 square feet or 75% of the total existing dwelling unit floor area and the same language apply to section 2.403.02i3 and that language be added to exclude ADUs in density calculation.*

Motion passed as follows: Lawyer, Whalen, Caillier, Hostler and Grenz in favor with Wilson and Watson absent.

NEW/OLD BUSINESS/STAFF REPORT: Mr. Brown reviewed his UGB Milestones fielding questions and providing clarification for each one. Following extensive review Commission agreed by consensus that they were in favor of and in agreement with these milestones.

Mr. Brown then reported to Commission that the Request for Qualifications to Perform Traffic Engineering Services Relating to the Keizer Growth Transportation Impacts Study Project had closed. Responses were received from Kittelson and DKS. It is hoped that a contract will be signed with one by the first of the year.

COUNCIL LIAISON REPORT: Councilor Smith thanked Commissioners for their hard work, announced the upcoming West Keizer Neighborhood Association

meeting, and reported that the Charter Review Committee had had its first meeting.

COUNCIL REPRESENTATIVE: Jeremy Grenz will report to Council.

ADJOURN: The meeting adjourned at 7:37 p.m.

Next Meeting: January 11, 2020

Minutes approved: 01-08-20