



KEIZER PLANNING COMMISSION MEETING AGENDA
Wednesday, January 8, 2020 @ 6:00 p.m.
Keizer Civic Center Council Chambers

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES** – November 2019
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. **DISCUSSION: 2020 Work Plan**
5. **NEW-OLD BUSINESS/STAFF REPORT**
6. **COUNCIL LIAISON REPORT**
7. **COUNCIL REPRESENTATIVE: Matt Lawyer, *Tuesday*, January 21**
8. **ADJOURN**

Next Meeting ~ February 12, 2020

Americans with Disabilities Act (ADA) Notice

The City of Keizer is committed to providing equal access to all public meetings and information per the requirements of the ADA and Oregon Revised Statutes (ORS). The Keizer Civic Center is wheelchair accessible; if you require any service that furthers inclusivity to participate, please contact the Office of the City Recorder at least 48 hours prior to the meeting by email at davist@keizer.org or phone at 503-390-3700 or 503-856-3412. Planning Commission meetings are streamed live through the City's website and cable-cast on Comcast Channel 23 within Keizer city limits



**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 8, 2020

Minutes approved: _____

TO: PLANNING COMMISSION
THRU: NATE BROWN, COMMUNITY DEVELOPMENT DIRECTOR
FROM: SHANE WITHAM, SENIOR PLANNER

DATE: December 30, 2019

SUBJECT: Proposed work program for 2020

Attachments:

- **Planning Commission Work Tasks - 2020**

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, as well as those accomplished this past year. Some of the items are fairly straightforward, while others reflect significant policy direction. Staff will discuss the work program at the meeting and answer questions regarding individual items. Staff is also seeking input from the Planning Commission for additional items to be added to the work task list.

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 – 2020

- Legislative Rezone of UT properties to RS in north Keizer area.
 - Reflects what is actually developed (LDR) and eliminates possible barriers to infill/redevelopment.

- Section 2.306 Storm Drainage – Text Amendment
 - Need to clarify section for consistency with design standards and Environmental Division rules and regulations relating to the storm water permit requirements. (Timing dependent upon PW DEPT/Environmental Division)

- Section 2.302 – Street Standards/Section 1.2 Definitions – Text Amendment
 - Clarify ADUs are allowed on access easements/not counted as additional “dwelling units” when considering the overall unit count issue of 4 dwelling units.

- New Master Plan application for Keizer Station Area D. (application is imminent)

- Section 2.312.10 Fence, Walls, and Hedges – Text Amendment
 - Allow 4 foot tall chain link fences adjacent to streets but require transparency
 - Eliminate reference to building permit requirements

- Section 2.313 Accessory Structures – Text Amendment
 - Clarify requirements for an attached garage/shop to be considered as a part of the main house, as opposed to being considered a detached accessory structure.

- Section 2.427 Wireless Telecommunication Facilities – Text Amendment
 - Clarify review procedure due to new exemptions in building code
 - Small cell site/ROW issues

- SKATS study- Growth Impacts on Transportation Systems – (Consultant selected, expected to start early 2020-in Legal Department Review)

- Efficiency Measures – Text Amendments to various sections to give additional flexibility and density to existing land supply. - **ONGOING**
 - 4k lot size city wide for detached SFD
 - Missing Middle Housing provisions- Narrow/smaller lot provisions for attached/townhouse lots – Identify and remove barriers to attached dwelling developments (Section 2.404)
 - Section 2.432 Cottage Cluster Development-revise to remove barriers and align with HB 2001 provisions

- Legislative rezone/up-zoning of properties identified in Revitalization Plan.
 - MHP at Lockhaven/River
 - Property at Lockhaven/Trail
- TSP Update – Dependent upon Grant funding
 - Apply for Transportation Growth Management Grant
- Consider possible early implementation of HB 2001 measures
- Explore possibilities/options for increasing supply of Employment Lands

PLANNING COMMISSION TASKS: COMPLETED 2019

- 2.118 Urban Transition (UT) – Text Amendment (re-write/update)
 - **COMPLETED – MAY 2019 (March/April/May)**

**Note - Additional steps/special mailing and web survey was used to notice all property owners and enhance public involvement process
- Mobile food Vendor standards from City Council.– **COMPLETED – MAY 2019**
- HNA/BLI (Grant) – **COMPLETED - JUNE 2019**
- 2.125 Activity Center Overlay Zone – Text Amendment - **COMPLETED – JULY 2019**
- KEIZER REVITALIZATION PLAN (TGM Grant)- Multiple Sections of KDC/Comp Plan/Zone Change/Plan Adoption - **COMPLETED – AUGUST 2019: PC MTG**
 - City Council: Adopted NOV 2019/Effective DEC 2019
- Discussion: Buildable Lands Inventory (BLI)/Housing Needs Analysis (HNA) report/
 Housing Strategies document.
COMPLETED – SEPT/OCT 2019
- Section 2.403 (Shared Housing) - Changes to standards for ADU’s necessary due to change in state law under HB 2001. **COMPLETED – NOV 19**