

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 such as **SPANISH TRANSLATION** or other interpretive services that furthers your inclusivity to participate, please contact the Office of the City Recorder at least 48 business hours prior to the meeting by email at davist@keizer.org or phone at (503)856-3412. Most regular City meetings are streamed live through www.KeizerTV.com and cable-cast on Comcast Channel 23 within the Keizer City limits. Thank you for your interest in the City of Keizer.



KEIZER PLANNING COMMISSION MEETING AGENDA
Wednesday, January 13, 2021 @ 6:00 p.m.
Keizer Civic Center Council Chambers

1. **CALL TO ORDER**
2. **APPROVAL OF MINUTES – November 2020**
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: Amending Keizer Development Code Section 2.114 General Industrial (IG) To Allow ‘Composting Facilities’ as a Conditional Use.**
5. **NEW-OLD BUSINESS/STAFF REPORT**
6. **COUNCIL LIAISON REPORT**
7. **COUNCIL REPRESENTATIVE: Matt Lawyer, TUESDAY, January 19**
8. **Next Meeting ~MONDAY, February 8 – Joint Session w/ Council (Virtual)**
 - a) **Ratification of Chair Decision to hold current meeting virtually using the Zoom platform**
 - b) **Decision on meeting virtually or in person at future meetings.**
9. **ADJOURN**



**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, November 18, 2020 @ 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
Jeffrey Watson (by phone)
Mark Caillier
Frank Hostler
Jeremy Grenz
Jane Herb
Francisco Saldivar (by phone)

Council Liaison Present:

Councilor Freeman

Staff Present:

Shane Witham, Interim Community
Development Director
Dina Horner, Assistant Planner
Shannon Johnson, City Attorney

APPROVAL OF MINUTES: Commissioner Caillier moved for approval of the October 2020 Minutes. Commissioner Grenz seconded. Motion passed unanimously as follows: Lawyer, Watson, Caillier, Hostler, Grenz, Herb and Saldivar in favor.

APPEARANCE OF INTERESTED CITIZENS: None

PUBLIC HEARING: Amendment to Keizer Development Code Section 2.313 (Accessory Structures and Uses) relating to design standards for accessory structures.

Chair Lawyer opened the Public Hearing.

Interim Community Development Director Shane Witham explained that his staff report listed changes made in a bulleted list and summarized the changes. Commission reviewed each change individually with Mr. Witham fielding questions and providing clarification related to pre-existing units, enforcement of design standards, standards for membrane structures in the building code, metal siding allowances, definition of 'residential in character', compatibility with existing structures, and the definition and measurement of wall height.

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

Commissioner Grenz moved that the Planning Commission recommend Council approve the proposed text amendment including the following text changes: **Section B** adding the word 'building' between 'allowable' and 'height', giving staff the flexibility to decide where they want to define wall height with the definition that it shall be measured from the finished grade to the highest point of the wall; and **Section F** adding 'For

example' prior to 'Wood' and adding 'and metal' between 'vinyl/resin' and 'made to look like wood siding'. Commissioner Caillier seconded. Motion passed unanimously as follows: Lawyer, Watson, Caillier, Hostler, Grenz, Herb and Saldivar in favor.

NEW/OLD BUSINESS-STAFF REPORT: Mr. Witham reported that the permits for the 7-11 gas station in Area D of the jug handle were issued so that project is moving forward. There has been ongoing discussion for another possible amendment to accommodate a restaurant that is considering moving there. The February Planning Commission meeting will be a joint meeting with Council on February 8. Council will be meeting via the Zoom platform in December. Other committees can decide what they want to do.

Commission agreed by consensus to cancel the December meeting and to follow what Council is doing in months to follow.

Commissioner Hostler questioned why Keizer was not included in the Salem Climate Plan meetings. Mr. Witham explained that he is on the Rules Advisory for the State which basically targets greenhouse gas reduction and the committee has people from jurisdictions throughout the state. Basically it targets cities with populations over 50,000 but since Keizer and Salem share the UGB they are included.

COUNCIL LIAISON REPORT: Councilor Freeman announced that December Council meetings will be via the Zoom platform, the November 30 work session has been postponed, West Keizer Neighborhood Association will not be meeting in December, the holiday tree lighting event will be December 1 via Zoom, and lights on River Road, Cherry and Chemawa will be installed this weekend.

COUNCIL REPRESENTATIVE: Jeremy Grenz will report to Council.

ADJOURN: The meeting adjourned at 7:31 p.m.

Next Meeting: January 13, 2021

Minutes approved: _____

TO: PLANNING COMMISSION

**FROM: SHANE WITHAM
INTERIM COMMUNITY DEVELOPMENT DIRECTOR**

DATE: January 6, 2021

SUBJECT: Proposed text amendments to Keizer Development Code (KDC) Section 2.114 (General Industrial) to allow composting facilities as a conditional use.

ATTACHMENTS:

- **KDC Section 2.114(General Industrial) – draft**

DISCUSSION:

The City Council directed staff to initiate a text amendment process to consider allowing composting facilities in the General Industrial (IG) zone at the December 7, 2020 City Council meeting. A developer had approached the City regarding the possibility of developing a composting operation on city-owned property within the Keizer Station, near Volcanoes Stadium. However, this use is currently excluded from the IG zone. Currently, composting facilities are only allowed in the Agricultural Industrial (AI) zone as a conditional use.

The developer is proposing an organic composting facility which utilizes sealed containers and provides a cleaner, more efficient process than standard composting facilities that use static piles or windrows of stockpiled materials. This “in vessel” process is not only more efficient than standard composting facilities, but also does not result in odor emissions or leachates, which often are the source of complaints by surrounding property owners, and impacts to storm water management. Based upon the unique design and process of this enclosed type of composting operation, staff feels the use is similar to other industrial uses allowed in the IG zone, and it is appropriate to be allowed as a conditional use. However, staff does not believe outdoor composting facilities using static piles or windrows should be allowed in the IG zone, due to the odors and leachates generated by these operations.

Composting facilities require approval through the Department of Environmental Quality (DEQ) and there are provisions in state statute which govern the establishment of such facilities. This includes requirements for a pre-application meeting and community meeting prior to the establishment of such a use.

The proposed text changes will allow for enclosed composting facilities in the IG zone as a conditional use. The Conditional Use Permit approval process allows City Staff the ability to place appropriate conditions on any future development proposal to help mitigate impacts to surrounding property owners.

RECOMMENDATION:

That Planning Commission considers the proposal and recommends approval to the City Council, including any additional text changes identified.

2.114 GENERAL INDUSTRIAL (IG)

2.114.01 Purpose

The purpose of the IG (General Industrial) zone is to provide appropriate areas suitable for warehousing primary and secondary processing, packaging, fabricating of finished goods and equipment with related outdoor storage and incidental sales. The General Industrial zone is appropriate in those areas designated General Industrial in the Comprehensive Plan where the location has access to an arterial street or highway for transport of bulk materials and where the noises, lights, odors, and traffic hazards associated with permitted uses will not conflict with local and collector streets. (5/98)

2.114.02 Permitted Uses

The following uses, when developed under the applicable development standards in this Zoning Ordinance, are permitted in the IG zone:

- A. **Dwelling unit or guest room for a caretaker** or watchman on the premises being cared for or guarded. (5/98)
- B. **Recycling depots.** (5/98)
- C. **Agricultural services (07).** (5/98)
- D. **Construction contractor's offices** and related outdoor storage (15, 16, 17). (5/98)
- E. **Manufacturing and Assembly (20-39); BUT EXCLUDING.** (5/98)
 - 1. Pulp, paper and paper board mills (261, 262, 263, 266). (5/98)
 - 2. Agricultural chemicals (2873, 2874, 2879) and miscellaneous chemical products (289). (5/98)
 - 3. Leather tanning and finishing (311). (5/98)
 - 4. Cement (324); structural clay products (325), concrete, gypsum and plaster products (327) and abrasive, asbestos and miscellaneous non-metallic mineral products (329). (5/98)
 - 5. Metal forgings and stamping (346) and ordnance and accessories (348). (5/98)
 - 6. Storage batteries (3691) and primary batteries (3692). (5/98)
- F. **Transportation, utilities and communication (40 - 49), BUT EXCLUDING** travel agencies (4722). (5/98)

- G. **Wholesale trade** (50, 51), BUT EXCLUDING scrap and waste materials establishments (5093) livestock (5154). (5/98)
- H. **Food stores and eating and drinking places** (58). (5/98)
- I. **Business and Professional Services:** The following business and professional services are permitted provided the gross floor area shall not exceed 10,000 square feet. (5/98)
 - 1. Cleaning services, including power laundries, family and commercial (7211), dry cleaning plants (7216), carpet and upholstery cleaning (7217), industrial launderers (7218) and laundry and garment services, not elsewhere classified (7219). (5/98)
 - 2. Business services (73). (5/98)
 - 3. Repair shops and related services, not elsewhere classified (7699). (5/98)
 - 4. Vocational schools; except vocational high schools, not elsewhere classified (8249). (5/98)
 - 5. Miscellaneous services (89). (5/98)
- J. **Research, development and testing services** (873)
- K. **Fire protection** (9224). (5/98)
- L. **Public and Private Utilities.** (5/98)
- M. **Uses clearly accessory to and subordinate** to the above. (5/98)

2.114.03 Special Permitted Uses

The following uses, when developed under the applicable development standards in the Ordinance and special development requirements, are permitted in the IG zone:

- A. **Partitions**, subject to the provisions in Section 2.310. (5/98)
- B. **Subdivision**, subject to the provisions in Section 2.310. (5/98)
- C. **Planned unit development**, subject to the provisions in Section 2.311. (5/98)
- D. **Accessory structures** and uses prescribed in Section 2.203. (5/98)

E. The following special uses subject to the applicable standards in Section 2.4:

1. **Energy facility** (Section 2.425). (5/98)
2. **Wireless Telecommunications Facilities** (Section 2.427). (5/98)
3. **Medical Marijuana Facilities** (Section 2.433). (10/14)
4. **Marijuana Grow Site** (Section 2.433). (10/14)
5. **Marijuana Retailer** (Section 2.433). (1/16)
6. **Marijuana Processor** (Section 2.433). (1/16)
7. **Marijuana Producer** (Section 2.433). (1/16)
8. **Marijuana Wholesaler** (Section 2.433). (1/16)
9. **Mobile Food Vendor** (Section 2.434). (07/17)

2.114.04 Conditional Uses

All uses in SIC categories 20 to 51 and not specifically identified as a permitted use in, or specifically excluded from, Section 2.114.03 may be established by a conditional use permit. The following shall also require a conditional use permit:

A. **Wrecking yards**. (5/98)

B. **Solid waste transfer facility**. (5/98)

~~B-C.~~ **Composting Facilities as defined and regulated by ORS 227 when such facilities are enclosed and do not utilize outside static pile or windrow composting methods.**

Formatted: List Paragraph, No bullets or numbering, Hyphenate, Tab stops: Not at -0.5" + 0" + 0.5"

Formatted: Font: 12 pt

Formatted: Font: 12 pt

2.114.05 Prohibited Uses

A. The following uses are prohibited on properties within the Keizer Station Plan boundary: (02/03)

1. Manufacturing of grain mill products (204) (02/03)
2. Manufacturing of biological products, except diagnostic substances (2836) (02/03)
3. Soaps, detergents, and cleaning preparations, perfumes, cosmetics, and other toilet preparations (284) (02/03)

4. Miscellaneous plastic products (308) ^(02/03)
5. Motor freight transportation and warehousing (42) ^(02/03)

2.114.06 Dimensional Standards

A. Minimum Lot Dimension and Height Requirements

LOT SIZE	The parcel size shall be adequate to contain all structures within the required yard setbacks.
STRUCTURE HEIGHT	100 feet (1)

- (1) Required setbacks shall increase 1 foot for every foot the height exceeds 50 feet. ^(5/98)
- (2) Within the Keizer Station Plan boundary, one additional foot in height is permitted for every five feet of additional setback within fifty feet from property lines adjacent to residential uses. ^(02/03)

B. Minimum Yard Setback Requirements

ADJACENT PROPERTY USE

SETBACKS	Single Family or Duplex	Multi-Family	Commercial	Industrial
Front	5 feet	5 feet	5 feet	5 feet
Side	(1), (2)	(1), (2)	(1)	(1)
Rear	(1), (2)	(1), (2)	(1)	(1)
Street-side	5 feet	5 feet	5 feet	5 feet
Garage entrance (3)	20 feet	20 feet	20 feet	20 feet

- (1) The setback shall be no less than the minimum rear yard setback of the zone on the adjacent property. For the IG zone, the rear yard setback is 0 feet. ^(5/98)
- (2) A sight-obscuring fence shall contain yards adjacent to residential zones, wall, or hedge a minimum of 8 feet in height. ^(5/98)
- (3) The garage entrance setback shall be measured from the property line or edge of private access easement to the entrance of the garage. The centerline of the driveway shall be measured if the driveway to the garage entrance is not perpendicular to the property line or private access

easement. In no case shall a garage be set back less than the minimum front, side, and rear setbacks. (5/98)

2.114.07 Development Standards

All development in the IG Zone shall comply with the applicable provisions of this Ordinance. The following includes referenced items as well as additional development requirements:

- A. **Off Street Parking.** Parking shall be as specified in Section 2.303. (5/98)
- B. **Design Standards** - Unless specifically modified by provisions in this Section, buildings located within the IG zone shall comply with the Development Standards in Section 2.315. A caretaker's dwelling shall comply with the design standards in Section 2.314. (5/98)
- C. **Subdivisions and Partitions.** Land divisions shall be reviewed in accordance with the provisions of Section 2.310. (5/98)
- D. **Yards and Lots.** Yards and lots shall conform to the standards of Section 2.312. (5/98)
- E. **Signs.** Signs shall conform to the requirements of Section 2.308. (5/98)
- F. **Accessory Structures:** Accessory structures shall conform to requirements in Section 2.313. (5/98)
- G. **Landscaping:** A minimum of 10% of the property shall be landscaped, including all required yards. Landscaped areas shall be landscaped as provided in Section 2.309. (5/98)
- H. **Lot Coverage:** The combined maximum building and parking area coverage shall not exceed 90%. (5/98)
- I. **Open Storage:** Open storage of materials used for the manufacture or assembly of goods, and equipment is prohibited in required yards, but is otherwise permitted provided that such storage is enclosed with a sight-obscuring fence, wall, hedge, or berm a minimum of 8 feet in height. (5/98)

MEETING: January 13, 2021

TO: PLANNING COMMISSION MEMBERS

**FROM: SHANE WITHAM,
INTERIM COMMUNITY DEVELOPMENT DIRECTOR**

SUBJECT: CONDUCT OF UPCOMING MEETING

At the January 4, 2021 City Council meeting, the City Council adopted the Fourth Declaration of Local State of Emergency (COVID-19) Ordinance which contains the following language for City Committees, Boards, and Commission:

All standing and ad hoc committee/board/commission meetings and activities will be held either virtually via electronic platform, or in-person at the initial direction of the chair with ratification of the committee/board/commission. For in-person meetings, state-required mask protocols and social distancing requirements are required for both participants and audience members.

The chair gave direction to hold tonight's meeting virtually via Zoom platform. Therefore, the Commission should ratify that decision by minute motion.

Following that motion, the Commission should determine by minute motion whether they wish to meet virtually or in-person for future meetings.

(Please note: the meeting for February is going to be held virtually via ZOOM on Feb 8th, instead of the regular scheduled day of February 10th because it will be a joint meeting with City Council to hear from our consultant that is conducting the update to the Housing Needs Analysis/Buildable Lands Inventory. This meeting is not technically a Planning Commission meeting, but rather a joint meeting in a work session format)

Please contact me if you have any questions. Thank you.