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

- 1. CALL TO ORDER**
- 2. SWEARING IN OF NEW COMMISSIONERS:** Sarah Hutches, Mo Avisham and Ron Bersin
- 3. ELECTION OF CHAIR AND VICE CHAIR**
- 4. APPROVAL OF MINUTES** – August 2021
- 5. APPEARANCE OF INTERESTED CITIZENS**
This time is made available for those who wish to speak about an issue that is not on the agenda.
- 6. HOUSE BILL 2001: Consultant Presentation – Project Overview**
- 7. NEW-OLD BUSINESS/STAFF REPORT**
- 8. COUNCIL LIAISON REPORT**
- 9. ADJOURN**

Next Meeting ~ December 1, 2021



**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, August 18, 2021 @ 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, Vice Chair
Mark Caillier
Jeremy Grenz
Jane Herb
Francisco Saldivar

Absent:

One Position Vacant

Council Liaison Present:

Councilor Juran

Staff Present:

Shane Witham, Planning Director

APPROVAL OF MINUTES: Commissioner Caillier moved for approval of the April and May 2021 Minutes. Commissioner Saldivar seconded. Motion passed as follows: Lawyer, Watson, Herb, Grenz, Caillier and Saldivar in favor with one position vacant.

APPEARANCE OF INTERESTED CITIZENS: None

PUBLIC HEARING: Amendment to Keizer Development Code Text Amendment Case 2021-11 Section 2.102 (Single Family Residential (RS)), Section 2.103 (Limited Density Residential (RL)), and Section 2.104 (Medium Density Residential (RM)), Section 2.201 (General Standards) and Section 2.302 (Street Standards).

Chair Lawyer opened the Public Hearing.

Planning Director Shane Witham reviewed his staff report noting that it is appropriate to implement the efficiency measures being considered. Discussion took place regarding building permit timelines, lot consolidations, streamlining the development process, conditions requiring maintenance for private access easements, private drainage facilities, the impact of HB2001 on the charts in the Code, lot sizes, underground injection control systems, and HB2001 deadlines. Commissioners discussed at length whether these proposed changes created ambiguity because they are not reflected in the charts with Mr. Witham explaining that HB2001 changes will change many areas of the Code so any perceived ambiguity will be remedied in the coming months.

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

Commissioner Herb moved to recommend Council approve the changes to Sections 2.102, 2.103, 2.104, 2.201 and 2.302 as detailed in the staff report with the caveat that flexibility be allowed in the language for 2.302. Commissioner Caillier seconded noting

that the City Attorney would develop that language. Motion passed as follows: Motion passed as follows: Lawyer, Watson, Herb, Grenz, Caillier and Saldivar in favor with one position vacant.

NEW/OLD BUSINESS/STAFF REPORT: Responding to inquiry regarding final inspections, Mr. Witham explained that the County is responsible for those and they have been very flexible. Mr. Witham reported that the City had received grant funding for a consultant to assist the Planning Department in making appropriate changes to the Code in order to comply with HB2001. Commissioners indicated a willingness to meet more than once a month in order to accomplish this task.

COUNCIL LIAISON REPORT: Councilor Juran had no report.

COUNCIL REPRESENTATIVE: Jane Herb will report to Council.

OTHER BUSINESS: September meeting cancelled. Extra meetings considered for remainder of the year in order to work with Consultant on the HB2001 Code changes.

ADJOURN: The meeting adjourned at 6:56 p.m.

Next Meeting:
Wednesday, October 13, 2021

Minutes approved: _____

TO: PLANNING COMMISSION

**FROM: SHANE WITHAM
PLANNING DIRECTOR**

DATE: October 6, 2021

SUBJECT: House Bill 2001 – Code Update Project

ATTACHMENTS:

- **Keizer HB 2001 Code Update Project Overview**
- **Project Schedule**
- **Scope of work**

BACKGROUND:

The City received a Planning Assistance Grant for consultant support to update our Development Code for consistency with HB2001 (middle housing). Angelo Planning Group is the selected consultant with Matt Hastie serving as the project manager. We are providing a project overview, project schedule, and the scope of work for the project for your reference in this packet.

Mr. Hastie will be presenting at Planning Commission to provide an overview and expectations of the project, and he will be available to answer any questions you might have. The Planning Commission will be serving as the Advisory Committee on this project, so this is the first of many meetings to come. The information that is being provided and the presentation that will be given will serve to kick off the project and give background information to the Planning Commission.



Keizer HB 2001 Code Update Project Overview

House Bill 2001 (HB 2001)

- Passed in 2019 with purpose of increasing availability of a wider range of housing options in Oregon communities, including housing that is relatively similar in scale to traditional individual homes.
- HB 2019 was not necessarily intended to result in housing affordable to people in the lowest income categories. However, it intended to improve long-term affordability, particularly for moderate income households by increasing the overall supply of housing.
- Medium-sized cities (pop. 10,000) and large cities (25,000+) to require *middle housing* types in residential zones that allow single-family detached.
 - HB 2001 defines middle housing as duplexes, triplexes, quadplexes, townhomes, and cottage cluster housing
 - Medium and large cities are required to allow duplexes on **any lot or parcel in residential zones that allow single-family detached housing**
 - Large cities required to allow triplexes, quadplexes, townhomes, and cottage cluster **in areas where single-family detached is allowed**. In other words, these middle housing types are required to be allowed in all single-family detached residential zones
 - Keizer is considered a large city
- Cities cannot require additional siting/design standards or approval procedures for middle housing that are not required for single-family detached, unless otherwise authorized by minimum compliance standards.
- Large cities (includes Keizer) are required to comply with the HB 2001 minimum compliance standards (OAR 660-046) by **June 30, 2022**.
- The State adopted a Middle Housing Model Code for large cities. Cities may fully adopt the model code or adopt portions of it. The Model Code will automatically apply for cities that do not comply with minimum compliance standards by the June 30, 2022 deadline.

Middle Housing

Middle housing generally refers to small-scale and/or attached housing types that are larger/more dense than single-family detached, but smaller in scale than apartment complexes, such as plexes and cottage cluster housing. This range of housing types is often considered “missing middle” because there is often an undersupply of this housing type in US cities. In addition, middle housing types are generally more affordable than single-family detached, generally due to the smaller unit sizes as well as the cost of land being divided among multiple units. Middle housing is also often compatible in character and scale with single-family residential neighborhoods.

For the purpose of HB 2001, middle housing is defined as duplexes, triplexes, quadplexes, townhomes (single-family attached), and cottage cluster housing. The State’s definitions of and examples of these housing types are shown on the following pages.

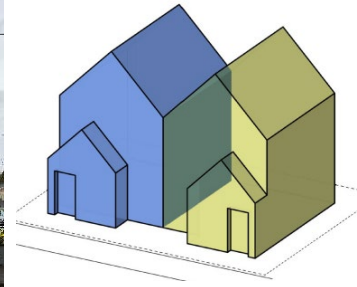
- “**Duplex** means two attached dwelling units on a Lot or Parcel. A Medium or Large City may define a Duplex to include two detached dwelling units on a Lot or Parcel.”



Side-by-side duplex



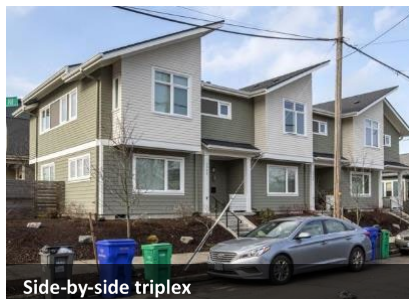
Stacked duplex



- “**Triplex** means three attached dwelling units on a Lot or Parcel. A Large City may define a Triplex to include any configuration of three detached or attached dwelling units on one Lot or Parcel.”



Stacked triplex



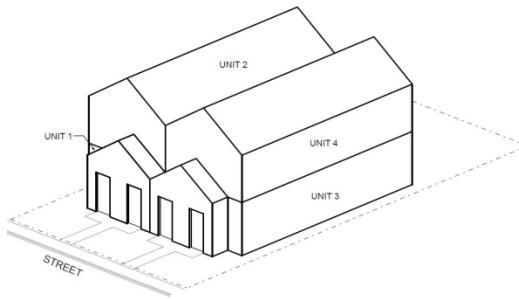
Side-by-side triplex



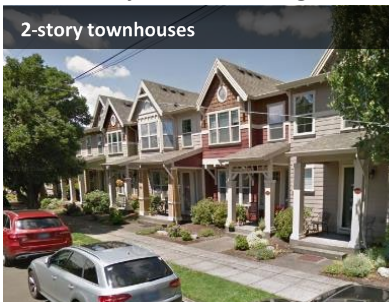
- “**Quadplex** means four attached dwelling units on a Lot or Parcel. A Large City may define a Quadplex to include any configuration of four detached or attached dwelling units on one Lot or Parcel.”



Stacked quadplex



- “**Townhouse** means a dwelling unit that is part of a row of two or more attached dwelling units, where each unit is located on an individual Lot or Parcel and shares at least one common wall with an adjacent dwelling unit.”



2-story townhouses



- “**Cottage Cluster** means a grouping of no fewer than four detached dwelling units per acre with a footprint of less than 900 square feet each that includes a common courtyard. A Medium or

Large City may allow Cottage Cluster units to be located on a single Lot or Parcel, or on individual Lots or Parcels.”



Keizer Middle Housing Code Update Project

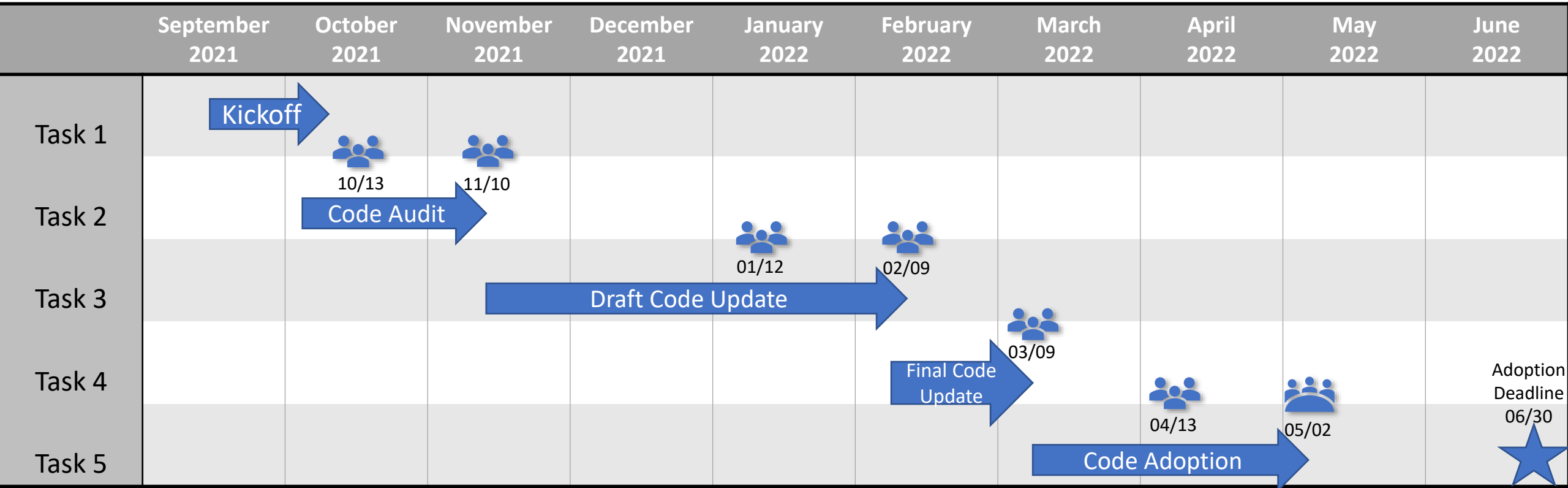
- DLCD grant for technical assistance – Angelo Planning Group hired to assist with code update.
- Planning Commission will serve as the project advisory committee.
- Policy options and code flexibility for City and Planning Commission to consider:
 - Including “detached” in middle housing definitions for duplexes, triplexes and quadplexes.
 - Tailoring design standards for consistency with existing Keizer standards where feasible.
 - Choosing a smaller subset of design standards for cottage cluster housing and varying standards associated with the number and size of individual cottages (within the parameters set by OAR 660-046).
 - Adopting supportive Comprehensive Plan policies.
 - Adopting development standards that are more flexible or permissive than the minimum compliance standards (e.g., more permissive lot size, building height, setbacks or required parking standards).

Schedule

Planning Commission Meeting
 City Council Hearing



Schedule



Draft Scope of Work City of Keizer HB 2001 Code Update Project

I. OVERVIEW

The Oregon Department of Land Conservation and Development (DLCD) is funding preparation of Development Code updates to comply with House Bill 2001 (HB 2001) as part of its Housing Technical Assistance programs. As a “large city” with a population of over 25,000, the City of Keizer will need to comply with provisions of HB 2001 and associated Oregon Administrative Rules (OAR 660-046). The City will need to adopt amendments consistent with the House Bill and OARs by June 30, 2022.

The City’s Planning Commission will serve as the Advisory Committee (AC) to the project. The City will invite and encourage other housing stakeholders to attend meetings of the AC to provide additional comments and perspectives on proposed development code amendments, as needed. The City also will conduct a community-wide engagement event as part of this effort and will conduct additional community stakeholder engagement efforts, as needed, to solicit community comments on the Development Code findings and amendments.

II. PROJECT OBJECTIVE AND MAJOR DELIVERABLES

The primary objective of this project is to prepare adoption-ready draft documents to adopt amendments to the City of Keizer’s Development Code which are consistent with HB 2001 and OAR 660-046.

Major deliverables will include:

- Summary of major tasks and action items and a project schedule
- Development Code Audit
- Draft Development Code Amendments
- Final Development Code Amendments
- Presentation materials associated with the above deliverables
- Participation in meetings of the City’s Planning Commission and City Council
- Preparation and implementation of a community-wide online survey

III. SCOPE OF WORK

Task 1: Project Initiation

The purpose of the project kick-off is for Consultant to become familiar with local conditions and with City’s planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the Project. Consultant and City will

participate in a conference call, or meet in person, to ask preliminary questions, establish project expectations, and become more familiar with city-specific concerns. Consultant will verify the action items identified through this initial conference call with the City and will develop and share a proposed schedule for the actions required for the completion of all tasks. The level of detail required for the proposed project schedule should be determined with mutual agreement by the City and the Consultant. Topics to be addressed during the kick-off meeting are expected to include:

- Roles and responsibilities of consultants and city staff
- Community engagement activities
- Project schedule

Task 1 Consultant Deliverables:

- Proposed Project schedule, including summary of major tasks and action items for the Project
- Project Management Meeting (PMT) #1 (teleconference or in person)
- PMT meeting summary

Task 1 City Deliverables:

- Copy of relevant comprehensive plan and code sections, or other relevant City data or documents
- Participate in PMT Meeting #1

Deadline: Kick-Off to be held within 30 days of notice-to-proceed.

Task 2: Draft Code Audit and Policy Issues and Options

Consultant will review the City's comprehensive plan, Development Code, recent development code amendments, and other land development documents and regulations (if any) to assess their consistency with HB 2001 and OAR 660-046 requirements and will prepare initial recommendations for the types of code amendments to be addressed in this effort. As part of this process, Consultant will identify key policy issues or options associated with the amendments for further discussion with the City's Advisory Committee (Planning Commission). This audit and summary of policy issues will address:

- Standards permitting the development of middle housing in compliance with House Bill 2001 and adopted Administrative Rules (OAR-660-046)
- A clear and objective path for approval of development of middle housing
- Standards, conditions, or procedures that have the effect, either in themselves or cumulatively, of discouraging middle housing, through unreasonable cost or delay
- Criteria or procedures related to application requirements, review, or appeal that may hinder development of middle housing
- Consistency with Senate Bill (SB) 458 requirements

In reviewing the City's development code, consultant will focus on standards and regulations that specifically address the siting and design of housing. Consultant will not do an in-depth review of

standards related to resource protection, public works standards, or other code provisions that may affect approval of housing but are not directly related to its siting and design.

City will schedule and provide notice and an agenda for up to two Advisory Committee (AC) meetings to present findings and recommendations of the code review and to review, discuss, and obtain guidance on policy issues or options. The City will invite and encourage other housing stakeholders to attend meetings of the AC to provide additional comments and perspectives on proposed development code amendments, as needed. Consultant will coordinate with City on meeting arrangements and will facilitate the meeting.

City will schedule a community engagement activity such as an online survey or online open house to solicit feedback on policy issues and options. Consultant will prepare materials for the engagement activity, create the online survey if one is undertaken, coordinate with the City in conducting the survey, and will summarize the results.

Following the public workshop or open house, Consultant will conduct a conference call with City staff to identify any necessary revisions to the code concepts.

Task 2 Consultant Deliverables:

- City staff review Draft Code Audit findings and recommendations (Code Audit, Issues and Options)
- AC review Draft Code Audit findings and recommendations (Code Audit, Issues and Options)
- Draft and final presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (AC #1)
- AC meeting participation and notes (AC #1)
- AC meeting participation and notes (AC #2)
- Public meeting or event participation and summary
- Conference call with City staff

Task 2 City Deliverables:

- Advisory committee meeting notices and agendas
- Community engagement activity notice(s) and logistical arrangements
- Conference call with Consultant

Deadline: All deliverables will be completed within three months of Notice to Proceed.

Task 3: Draft Code Update

After review of the findings and recommendations of the results of Task 2 with the AC, Consultant will prepare draft updates to the City's Development Code and Comprehensive Plan (if required), addressing issues identified in Task 2.

In addition to preparing draft code language, Consultant will prepare supporting graphics which can be incorporated into the Development Code to illustrate specific standards. The scope and associated budget assumes preparation of six (6) graphics, with a total of three versions of each (draft, revised draft and final). Graphics will be annotated for use in the development code, as needed.

The City will schedule and provide notice and an agenda for two (2) AC meetings to review the draft code update deliverables which will be provided in two parts. Consultant will update the first round of draft code amendments after the first of these meetings. For each step of the review process, Consultant will prepare a staff review draft of the proposed amendments and a subsequent AC review draft which incorporates comments from staff. Consultant will coordinate with the City on meeting arrangements and facilitate the advisory committee meetings. After AC Meeting #4, Consultant and City will conduct a conference call to discuss recommended refinements to the proposed code updates.

Task 3 Consultant Deliverables:

- Draft, Revised Draft and Final Menu of Housing Strategies
- City staff review Draft #1 of updates to the Development Code and Comprehensive Plan (if required)
- AC review Draft #2 of updates to the Development Code and Comprehensive Plan (if required)
- Presentation materials to explain draft updates to the AC, the public, and interest groups (AC #3)
- AC meeting attendance and notes (AC #3)
- City staff review Draft #3 of updates to the Development Code and Comprehensive Plan (if required)
- AC review Draft #4 of updates to the Development Code and Comprehensive Plan (if required)
- Presentation materials to explain draft updates to the AC, the public, and interest groups (AC #4)
- AC meeting attendance and notes (AC #4)
- Conference call with City staff

Task 3 City Deliverables:

- Review and comment on updates to the Development Code and Comprehensive Plan
- AC meeting notices and agendas (AC #3 and #4)
- Conference call with Consultant

Deadline: Complete within six months of notice-to-proceed.

Task 4: Final Code Update

After review of the code update with the AC at AC meeting #4 and discussing potential refinements with city staff, Consultant will prepare final draft updates to the City's Development Code and

Comprehensive Plan (if required). The final draft document will be delivered in two formats: underline/strikeout (showing new and deleted text, respectively) to indicate changes from existing code language; and clean text, in a format suitable for adoption.

City will schedule and provide notice and an agenda for one AC meeting to review the final code update deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the AC meeting. Following AC meeting #5, Consultant will conduct a conference call with City staff to identify any necessary revisions to the code update recommendations.

Consultant also will prepare draft findings for adoption addressing applicable goals, demonstrating consistency with HB2001 and applicable OARs.

Task 4 Consultant Deliverables:

- Final City staff draft updates to the Development Code and Comprehensive Plan (if required)
- Final AC draft updates to the Development Code and Comprehensive Plan (if required)
- Presentation materials to explain final draft updates to the AC, the public, and interest groups (AC #5)
- AC meeting #5 participation and notes
- Draft and final Adoption Findings
- Conference call with City staff

Task 4 City Deliverables:

- Review and comment on final draft updates to the Development Code and Comprehensive Plan
- AC meeting notices and agendas (AC #5)
- Conference call with Consultant

Deadline: Complete within seven months of notice-to-proceed.

Task 5: Adoption

City will schedule and provide notice and an agenda for hearings with its Planning Commission (PC) and City Council (CC) to adopt updates to the City's Development Code and Comprehensive Plan (if required). Consultant will coordinate with City on hearing arrangements and present updates to the PC and AC. Consultant will attend one hearing with each group in person. Consultant will prepare three final drafts of the proposed updates to the City's Development Code and Comprehensive Plan (if required): Final PC hearing draft; final CC hearing draft; and final adopted draft.

Task 5 Consultant Deliverable:

- Final PC Hearing draft updates to the Development Code and Comprehensive Plan (if required)
- Presentation materials to explain final draft updates to the hearings body or bodies

- Participation in PC adoption hearing
- Final CC Hearing draft updates to the Development Code and Comprehensive Plan (if required)
- Participation in CC adoption hearing
- Final adopted updates to the Development Code and Comprehensive Plan (if required)

Task 5 City Deliverables:

- Review and comment on updates to the Development Code and Comprehensive Plan
- Participate in PMT Meeting
- Public hearing arrangements, meeting notices, agendas, and participation

Deadline: Complete by June 15, 2022.