



**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, March 9, 2016 @ 6:00 pm
Keizer Civic Center**

CALL TO ORDER

Chair Michael DeBlasi called the meeting to order at 6:00 pm.

ROLL CALL:

Present:

Michael DeBlasi, Chair
Chuck Fisher, Vice Chair
Jim Jacks
Garry Whalen
Kyle Juran
Hersch Sangster
Josh Eggleston

Council Liaison:

Marlene Parsons

Staff Present:

Shannon Johnson, City Attorney
Nate Brown, Community Development Director
Sam Litke, Senior Planner

APPROVAL OF MINUTES: Commissioner Sangster moved for approval of the January 13, 2016 Regular Session Minutes and the February 10, 2016 Joint Work Session Minutes. Commissioner Fisher seconded. Motion passed as follows:
January 13, 2016: DeBlasi, Jacks, Whalen, Juran, Sangster and Eggleston in favor with Fisher abstaining; *February 10, 2016:* DeBlasi, Jacks, Whalen, Juran, Sangster, Fisher and Eggleston in favor.

APPEARANCE OF INTERESTED CITIZENS: None

PUBLIC HEARING ~ Various Sections: Lot Line Adjustments and Pre-Application Conference

Chair DeBlasi opened the Public Hearing.

Senior Planner Sam Litke explained what a lot line adjustment is and noted that upon closer examination of the Code he found very limited criteria so that was expanded. The submittal for application had very little direction so that was remedied along with direction on the steps to have it recorded with the County. Additionally the definition was changed to be consistent with State language. Regarding the pre-application conference, the fee language and written report afterwards were deleted.

Discussion followed regarding whether or not the meetings are recorded, what other cities and the Fire District charge, the average number of meetings held in Keizer and covering staffing costs for the meetings.

The following changes were made to the proposed amendments:

- 'Lot line' be changed to 'property line' wherever possible;
- 3.106.05A second line add 'County' after Marion;
- 3.210.02: "...may be applied for the following development applications." ~~land use applications: land partitions, subdivisions, planned unit developments."~~
- Section 3.210.04 deleted in its entirety

With no further testimony Chair DeBlasi closed the Public Hearing.

Commissioner Jacks moved that the Planning Commission recommend Council approval of the proposed amendments to the lot line adjustment section and pre-application conference sections of the Code as amended. Commissioner Fisher seconded. Motion passed unanimously as follows: DeBlasi, Jacks, Whalen, Juran, Sangster, Fisher and Eggleston in favor.

STAFF REPORT: Mr. Brown noted that there had been some question regarding how to get items on the Planning Commission agenda. Discussion followed with Commission agreeing that suggestions should be discussed at one meeting to go on a subsequent meeting agenda.

Mr. Brown reported that since the joint work session, staff has been trying to find funding for the costs associated with the Transportation Impact Study and public outreach. Three grant applications will be submitted: Department of Land Conservation and Development (education and outreach fund); Salem-Keizer Area Transportation Study (federal transportation dollars) for a study of growth scenarios, and staff will again apply for the Transportation Growth Management Grant in order to update area overlay zones. The focus will be on how to encourage higher density development, mixed use development, and finding out what we can leverage and what we can do to encourage that process. The City is moving forward with accepting responsibility to figure out how to meet land use needs separate from the urban growth boundary expansion process.

Additionally materials for the Herber property are being received. It is under a remand from the Land Use Board of Appeals so it will be scheduled to go back to Council. The applicants have significantly revised the concept which will go to Council in May or June depending on when the application comes in. The developer is doing this; LUBA did not make a decision. It is a voluntary remand by the parties before they got to the hearing. It is a multi-family unit with fewer units.

COUNCIL LIAISON REPORT: Councilor Parsons reported that Council had approved the Day Care changes the Planning Commission had recommended. She also shared the timeline for appointing a new City Councilor noting that the deadline for submissions is March 28 with Council hearing the applicants on April 11.

ADJOURN: The meeting adjourned at 7:06 pm

Next Meeting: April 13, 2016

Minutes approved: 4-13-16