



KEIZER PLANNING COMMISSION MEETING AGENDA

Wednesday, July 12, 2017 @ 6:00 p.m.

Keizer Civic Center Council Chambers

1. CALL TO ORDER

2. APPROVAL OF MINUTES – June 14, 2017

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: Text Amendment: Section 2.309 Site and Landscaping Design

5. NEW-OLD BUSINESS/STAFF REPORT

6. COUNCIL LIAISON REPORT

7. COUNCIL REPRESENTATIVE: Josh Eggleston – July 17

8. ADJOURN

Next Meeting ~ August 9, 2017

2017-8 Work Plan

- | | |
|---|--|
| 1. Future Planning – Growth Management | being represented by attorneys |
| a. Urban Transition (UT) Zone | 4. Transportation Planning |
| b. Downtown Plan | 5. Section 2.306 – Storm Drainage |
| c. Section 2.118 (UT) | 6. Section 2.126 Resource Conservation |
| d. Policy choices (UGB amendment) | Overlay Zone |
| 2. Section 2.315 - Design Review | 7. Section 2.110.05.C Overlay Zone |
| 3. Clarification regarding corporations | 8. Master Plan |

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**KEIZER PLANNING COMMISSION
MEETING MINUTES
Wednesday, June 14, 2017 @ 6:00 pm
Keizer Civic Center**

CALL TO ORDER

Chair Hersch Sangster called the meeting to order at 6:00 pm.

ROLL CALL:

Present:

Hersch Sangster, Chair
Kyle Juran, Vice Chair
Jerry Crane
Josh Eggleston
Michael DeBlasi
Jim Jacks

Absent:

Garry Whalen

Council Liaison:

Marlene Parsons

Staff Present:

Nate Brown, Community Development Director
Shane Witham, Associate Planner

APPROVAL OF MINUTES: Commissioner Jacks moved for approval of the April 2017 Regular Session Minutes. Commissioner Juran seconded. Motion passed as follows: Sangster, Juran, Jacks, DeBlasi and Crane in favor with Eggleston abstaining and Whalen absent.

APPEARANCE OF INTERESTED CITIZENS: None

PUBLIC HEARING: Section 2.303 – Off-Street Parking and Loading

Chair Sangster opened the Public Hearing.

Senior Planner, Shane Witham, explained that this section of the Code was modified recently but one of the modifications was ambiguous and there were two categories for theaters. Those issues along with some other pieces from the Environmental and Code Enforcement Departments are the changes. He brought attention to the parking chart and reviewed the changes.

Discussion followed regarding parallel parking, illicit discharge regulations, maneuverability in parking lots with narrow aisles, allowance for compact spaces, water runoff, landscaping, and reducing aisle widths.

The following changes were suggested: *Page 6*/Land Use Activity column: delete 'All other'; *Page 7*/top line: change 'heaviest' to 'most intense'; *Page 11*/Parking Angle table: Top line - (0 to 40) change two-way aisle width to 20/ Second and third lines - combine (41 to 55 and 56 to 70 to be one line) reading '41 to 70' with the one-way aisle width of 16 feet and two-way aisle width of 22 feet. No change on bottom line.

Chair Sangster noted that there was no one in the audience wishing to testify and closed the Public Hearing.

Commissioner Juran moved to recommend that Council accept the proposed amendments to Section 2.303 (Off-Street Parking and Loading) of the Code with the three changes suggested by the Commission. Commissioner Jacks seconded. Motion passed as follows: Sangster, Juran, Jacks, DeBlasi, Crane and Eggleston in favor with Whalen absent.

Chair Sangster asked that the drawing of the bike rack be updated to show the same style as what is in the front of the Community Center.

NEW/OLD BUSINESS/STAFF REPORT:

Mr. Brown reported that:

- The theater is moving forward and staff is considering all the factors involved with amending the Master Plan. Typically the amendment would come to the Planning Commission, however, the changes are more figurative with most things remaining the same, so staff asked Council to hear the matter directly without going through the Planning Commission. Council has agreed to this and it will be heard at the July 17 Council meeting.
- The Art Commission is applying for a grant from Oregon Community Foundation to get funding to hire an artist to carve the tree remnants in front of the Community Center into story poles. The project will involve community engagement. The intent is to create poles that will depict the history and culture of Keizer. The grant application is due at the end of July. The remnants have been preserved with spray.
- Safeway has asked staff to postpone going to Council so that they can get direction from corporate on how to respond to the Planning Commission recommendation. It has been delayed until the July 17 Council meeting.
- The hotel construction was delayed because the owner changed contractors. Staff has been in conversation with the replacement contractor who will proceed in earnest in July.

Senior Planner Shane Witham reported that the

- Traffic Growth Management Revitalization Area Plan Grant is moving along and contract negotiations are underway with the consultant (OTAK, Angelo Planning Group and Kittleson). Planning Commission will be involved in this project.
- Traffic Growth Management Education and Outreach Grant which will include a cost of growth workshop: There has been a consultant selected but with the contracting requirements and the things that need to be done before the workshop can take place, it looks like November will be the earliest possible time, but it is more likely to be after the first of the year.
- Landscaping section of the Code will be addressed at the July Commission meeting. Staff will be working with Stormwater on this. Signs may be considered at the following Commission meeting because of issues with enforceability.

Chair Sangster reported that the Traffic Safety/Bikeways/Pedestrian Committee had been soliciting donations to purchase a bike repair station and received a donation to pay for one from the Transit District. The station has been ordered and will hopefully be installed in front of the Civic Center near the bike racks by July or August. The Committee will continue soliciting donations so that other stations can be placed in other locations.

COUNCIL LIAISON REPORT: Councilor Parsons reported that Council held two Special Sessions to consider fees for parks and police. Public Hearings will be next.

COUNCIL REPRESENTATIVE: Commissioner Crane will report to Council.

ADJOURN: The meeting adjourned at 7:18 pm.

Next Meeting: July 12, 2017

Minutes approved: _____

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

DATE: July 5, 2017

SUBJECT: Proposed text amendment – Section 2.309 (Site and Landscaping Design)

Attachments:

- **Section 2.309 (Site and Landscaping Design) – draft**

DISCUSSION:

It was brought to the attention of planning staff that clarification was needed in the Keizer Development Code to allow the City to received funds in lieu of tree replacement. The Community Development Director has allowed monetary compensation to be provided in lieu of on-site tree mitigation in certain circumstances. The proposed text amendment will clarify this arrangement is allowed, as well as provide additional standards and clarifications pertaining to site landscaping requirements. There are some subtle, but significant changes proposed.

- Specifies that *any* remodel will trigger compliance with landscaping requirements (including parking lot trees)
- Reduces the flexibility in significant tree replacement.
- Proposes a new, unique, requirement that 1% of the project cost be dedicated to public amenities (similar to the 1% for art program that other jurisdictions have). This would apply to all commercial construction over \$100,000. Text associated with this concept shows in red, all other amendments in blue.

RECOMMENDATION:

That the Planning Commission consider the proposal and recommend approval to the City Council.

2.309 SITE AND LANDSCAPING DESIGN

2.309.01 Purpose

The purpose of the site and landscaping design requirements is to provide standards that can be used in the development of property. A development design that incorporates landscaping serves to enhance the appearance of not only the subject property but also that of the City; provides shade and windbreaks where appropriate to conserve energy in building and site design; provide public amenities, and provides for buffering and screening of dissimilar~~conflicting~~ land uses. (07/06)

2.309.02 Scope

- A. Landscaping Required. All new construction, expansion of, or redevelopment of structures including interior remodeling as specified in Section 2.315, or parking lots for commercial, multi-family, or industrial uses shall be subject to the site and landscaping requirements of this Section. (07/06)
- B. Landscape Plan Review. Landscaping plans shall be submitted for review subject to procedures of this Section and subject to Type 1-A review procedures set forth in section 3.2. (07/06)
- C. Tree Plan. A tree plan in accordance with section 2.309.04.B.7 is required with all Type II and III applications and the following Type I applications: Conditional Use and Partitioning. (5/98)

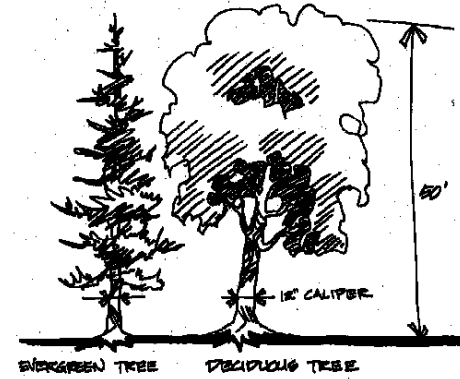
2.309.03 Minimum Area Requirements

Landscaped areas may include landscaping around buildings; open spaces and outdoor recreation areas; islands and perimeter planting areas in parking and loading areas; and areas devoted to buffering and screening as required in this Section and elsewhere in this Ordinance. The minimum areas devoted to landscaping are established within the applicable zone district the property is located. (07/06)

Expansions. For addition(s) onto an existing development including interior remodeling as specified in Section 2.3.15, ~~and~~ parking lots, the minimum new landscaped area shall be determined by: first calculating the percentage of the increase of total floor area or parking area; multiplying the gross site area by this percentage of increase; multiplying the resulting area by the minimum percentage for the type of development, as noted above. This provision is not intended to include phase d construction within a development. (07/06)

2.309.04 General Provisions

- A. Landscaped Area. For purposes of satisfying the minimum requirements of this Ordinance, a "landscaped area" must be planted in a mixture of landscaping elements to include such things as lawn, ground cover plants, shrubs, annuals, perennials or trees, or desirable native vegetation, or be used for other landscape elements such as decorative hardscapes, water features, artwork, or other similar features that provide aesthetic value and open space as defined in this Ordinance. Landscaping shall be designed, planted, and maintained in accordance with professional landscaping standards. Landscaping installed over asphalt shall be prohibited. (07/06)



- B. Submittal Requirements. A submitted landscaping plan shall include the following: (5/98)
1. Type, variety, scale and number of plants used; (5/98)
 2. Placement and spacing of plants; (5/98)
 3. Size and location of landscaped areas; (5/98)
 4. Contouring, shaping and preparation of landscaped areas; (5/98)
 5. Use and placement of non-plant elements within the landscaping used as accents. Such elements may only be used minimally and may make up a minor percentage of the total landscape area. (5/98)
 6. Method of irrigation. (5/98)
 7. Location, and identification of any trees, both existing and planned consistent with Section 2.309.04.C. (07/06)
 - a. On the Landscaping Plan, the existing significant trees identified by their common names, along with the size of such significant trees. Existing significant trees shall include any trees which were removed within the two-year period prior to the date the application was first submitted shall be shown on the landscape plan. (07/06)

- b. Which significant trees are proposed to be removed, or have been removed within the past two years. (07/06)
 - c. Which significant trees are to be left standing and what steps will be taken to protect and preserve those trees according to current best management practices. (5/98)
 - d. Location, size and type of replacement trees proposed to be added, if any. (5/98)
- C. Significant Trees. As used herein, “significant ~~trees’~~ trees” are trees having a height of more than fifty (50) feet and/or having a trunk whose diameter is more than twelve (12) inches diameter at breast height(DBH) (5 feet above ground level). (07/06)
- a. The City recognizes that factors such as disease, safety concerns, and site development requirements may require removal of significant trees. Depending on these factors, the removal of significant trees may be appropriate and approved as part of the landscaping plan. Development of the property shall be in conformance with an approved landscaping site plan that is a condition of a land use approval or a building permit. The City may require ~~that~~ significant trees ~~that are~~ removed (including trees removed within the two years prior to the application) be replaced at the rate of ~~up to~~ two new trees for each significant tree removed or less if a tree specimen which will result in an increased tree size is planted. Replacement trees ~~shall have a trunk, when measured at six (6) inches above ground level, of at least two (2) inches when planted, and~~ shall be a type that will be at least twelve (12) inches (DBH)~~in diameter at ground level~~ when fully mature. At the time of planting, replacement trees shall be planted in accordance with the standards of section 2.309.06. In lieu of an on-site tree replacement plan, an off-site tree mitigation plan ~~that is~~ consistent with requirements within this section shall be submitted to the Community Development Director for approval. Such off-site location shall be within the city limits or in a city park as approved by the Community Development Director. If no suitable off-site location is identified for the immediate installation of replacement trees, a contribution to the City’s landscape mitigation fund in the amount equal to the cost of a replacement tree (including installation) as determined by the City may be made for the City to install replacement trees at a later date, as determined appropriate. (07/07)
 - b. The above provisions include and apply to all significant trees located on the subject property or on any adjacent public right-of-way.

- D. Existing Vegetation. The landscape design shall also incorporate as much of the existing desirable vegetation on the site as is possible. (07/06)

E. One Percent for Public Amenities. An appropriation of one percent of the cost of construction or alteration of any commercial or industrial building which exceeds \$100,000 in value shall be made for the acquisition and installation of public amenities. Such amenities shall include public site furniture, water features, public art, or other features specifically intended to be used by the general public.

2.309.05 Screening and Buffering

- A. Screening and Buffering. Screening and Buffering shall be used to mitigate adverse visual impacts, dust, noise, or pollution, and to provide for compatibility between dissimilar adjoining uses. Screening and buffering shall be used to eliminate or reduce the impacts of the following uses: (07/06)

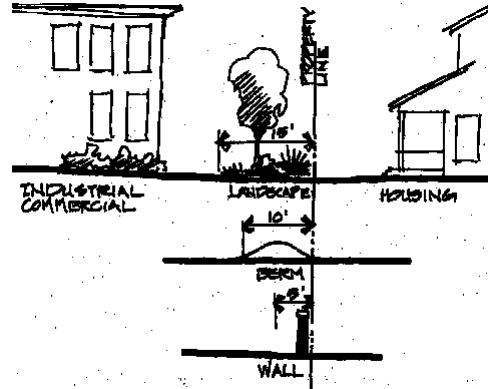
1. Commercial and industrial uses when abutting residential uses. (5/98)
2. Industrial uses when abutting commercial uses if necessary due to site conditions. (5/98)
3. Service areas and facilities, including garbage and waste disposal containers, recycling bins, and loading areas. (5/98)
4. Outdoor storage areas. (5/98)
5. Parking areas for 20 or more vehicles for multi-family developments, or 30 or more vehicles for commercial or industrial uses. (5/98)
6. At and above-grade electrical and mechanical equipment, such as transformers, heat pumps, and air conditioners. (5/98)
7. Multifamily developments when abutting lower density residential uses. Shall be used to mitigate adverse visual impacts, dust, noise, or pollution, and to provide for compatibility between dissimilar adjoining uses. (07/06)

- B. Where screening or buffering is determined to be necessary, one of the following alternatives shall be employed: (07/06)

1. Width not less than 15 feet shall be planted with the following materials: (07/06)

- a. At least one row of deciduous or evergreen trees staggered and spaced not more than 15 feet apart. (5/98)
- b. At least one row of evergreen shrubs that will grow to form a continuous hedge at least five feet in height within one year of planting. (5/98)
- c. Lawn, low-growing evergreen shrubs or evergreen ground cover covering the balance of the area. (5/98)

2. Width not less than 10 feet shall be developed in accordance with the following standards: (07/06)



Alternative Buffering Techniques

- a. Berm form should not slope more than 40 percent (1:2.5) on the side away from the area screened from view. The slope for the other side (screened area) may vary. (5/98)
 - b. A dense evergreen hedge shall be located so as to most effectively buffer the proposed use. (5/98)
 - c. The combined total height of the berm and hedge shall be not less than five feet. (5/98)
3. Width must not be less than five feet shall be developed in accordance with the following standards: (07/06)
 - a. A masonry wall or sight-obscuring fence not including vinyl slatted chain link fences not less than six feet in height. In addition, a fence shall be maintained in a safe and attractive manner. (07/06)
 - b. A mixture of lawn, low-growing evergreen shrubs, and evergreen ground cover covering the balance of the area. (07/06)
 4. Other alternative methods which produce an adequate screening or buffering may be approved by the City. (07/06)

2.309.06 Planting and Maintenance

- A. Planting Height. No sight-obscuring plantings exceeding 30 inches in height shall be located within any required vision clearance area in accordance with Section 2.312.09 of this Ordinance. (5/98)
- B. Plant Materials. Plant materials shall not cause a hazard. Landscape plant materials over walkways, pedestrian paths and seating areas shall be pruned to a minimum height of eight feet and to a minimum height of 135 feet over streets and vehicular traffic areas. (5/98)
- C. Utility Interference. Landscape plant materials shall be selected which do not generally interfere with utilities above or below ground. (5/98)
- D. Installation. Landscape plant materials shall be properly guyed and staked to current industry standards as necessary. Stakes and guy wires shall not interfere with vehicular or pedestrian traffic. (5/98)
- E. Suitability. Plant materials shall be suited to the conditions under which they will be growing. As an example, plants to be grown in exposed, windy areas that will not be irrigated should be sufficiently hardy to thrive under these conditions. Plants should have vigorous root systems, and be sound, healthy, free from defects, diseases, and infections. (5/98)
- F. Deciduous Trees. Deciduous trees shall have a minimum caliper of 2 inches (DBH), and a minimum height of 8 feet at the time of planting. (07/06)
- G. Evergreen Trees. Evergreen trees shall be a minimum of 86 feet in height and fully branched at time of planting. (5/98)
- H. Shrubbery. Shrubs shall be supplied in a minimum 1 gallon containers or 8 inch burlap balls with a minimum spread of 12 to 15 inches. (5/98)
- I. Ground Cover. Ground cover plants shall be spaced in accordance with current nursery industry standards to achieve covering of the planting area. Rows of plants are to be staggered for a more effective covering. Ground cover shall be supplied in a minimum 4 inch size container. (07/06)
- J. Irrigation. All developments are required to provide appropriate methods of irrigation for the landscaping. Sites with over 1,000 square feet of landscaped area shall be irrigated with automatic sprinkler systems to insure the continued health and attractiveness of the plant materials unless otherwise approved by the Zoning

Administrator. Sprinkler heads shall not cause any hazard to the public. Irrigation shall not be required in wooded areas, wetlands, floodplains, or along natural drainage channels or stream banks. (07/06)

- K. Re-planting. Trees or shrubbery which die-off shall be replaced with a new plant of the same or similar type. Replacement is ~~ultimately~~ the responsibility of the property owner. (5/98)
- L. Maintenance. Landscaping shall be continually maintained. Appropriate methods of care and maintenance of landscaped plant material shall be provided by the owner of the property. (5/98)
- M. Plant Protection. Landscape plant material shall be protected from damage due to heavy foot traffic or vehicular traffic by protective tree grates, pavers or other suitable methods. (5/98)