



# The City of North Plains

## Agenda

**PLANNING COMMISSION - Work Session Meeting**  
**Wednesday, February 17, 2016 @ 7:00 PM**  
**North Plains Senior Center-Lower Level**  
**31450 NW Commercial Street**

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1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT:

*(Persons wishing to speak on matters not on the agenda may be recognized at this time. Speakers must complete a "Public Comment Registration form" on the information table and return it to the City Recorder. You are not required to give your address when speaking to the Planning Commission, only your name. Presentations are limited to five minutes.)*

4. NEW BUSINESS:

- A. The goal of the work session is to review the three-year Comp Plan Update process and its relationship with the Code. Comp Plan updates will build off the 2014 proposed Comp Plan revisions. Planning Commission guidance is sought on setting priorities.

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Envision North Plains - Vision to Implementation Audit and Overview

- Comprehensive Plan Audit and Overview
- 2014 Proposed Comp Plan Revisions  
(<http://cityofnp.org/index.php/departments/public-meetings/planning-commission/comprehensive-plan-update/comprehensive-plan-update-process/>)
- [North Plains Comprehensive Plan 2015 Audit](#)

- B. Zoning and Development Code Audit and Implications

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- [North Plains Development Code 2015 Audit](#)

- C. Planning Commission Priorities Discussion

5. ADJOURNMENT:

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North Plains Planning Commission meetings are accessible for disabled individuals. The City will also endeavor to provide services for persons with impaired hearing or vision and other services, if requested, at least 48 hours prior to the meeting. To obtain services, please call City Hall at [\(503\) 647-5555](tel:5036475555)

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**The following Planning Commission Meetings are scheduled to be held at the North Plains Senior Center, 31450 NW Commercial Street, North Plains, Oregon.**

**The meetings will be held on the following dates at 7:00 p.m.:**

Wednesday, March 9, 2016      Wednesday, April 13, 2016      Wednesday, May 11, 2016

North Plains Comprehensive Plan  
2015 Audit

Section	2015 COG Recommendations	2014 Proposed Edits Recommendations
15.01.010 Introduction	Update vision section with new vision and background information.	Keep/update changes to population figures.
	Review/update definitions as needed throughout.	Consider keeping some or all of the Vision Statement Introduction section.
		Remove Features of the Vision section.
15.02.010 Citizen Involvement (Goal 1)	Consider amending policies to include mention of electronic communications.	Keep changes to Citizen Involvement section.
	Consider adding policy language to encourage culturally and linguistically appropriate public involvement/outreach.	
15.02.020 Land Use Planning (Goal 2)	Update land use categories to reflect recent changes as needed.	Review proposed changes to comprehensive plan map designations in light of recently proposed amendments to the zoning code.
	Update Objective 2, Policy 2 to include but not limit to listed entities.	
15.02.030 Scenic and Historic Areas and Natural Resources (Goal 5)	Update to reflect any new information about McKay Creek and associated habitat.	Keep all changes, reviewing for accuracy.
15.02.050 Areas Subject to Natural disasters and Hazards (Goal 7)	Consider adding policy language to address a potential Cascadia Megathrust earthquake.	Keep all changes, reviewing for accuracy.
15.02.060 Recreation (Goal 8)	Has the Parks and Recreation Master Plan updated in 2004 been adopted? 2015 changes? Update as needed.	Keep all changes, reviewing for accuracy.
15.02.074 Economics (Goal 9)	Add background information on the North Plains economy.	Keep all changes, reviewing for accuracy.
	Update objectives and policies as appropriate after completing the objectives associated with the 2016 EOA.	

North Plains Comprehensive Plan  
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Section	2015 COG Recommendations	2014 Proposed Edits Recommendations
15.02.080 Housing (Goal 10)	Update background information on needed housing in North Plains.	Update changes with information from 2016 HNA.
	Update objectives and policies as appropriate after completing the 2016 HNA.	Review proposed changes to objectives and policies.
	Ensure policies are consistent with current federal requirements regarding Fair Housing.	
15.02.090 Public Facilities and Services (Goal 11)	Update background information on Water System Master Plan, Sanitary Sewer Collection System and other relevant public facility plans.	Keep all changes, reviewing for accuracy.
	Update objectives and policies to ensure consistency with public facilities master plans.	
15.02.101 Transportation (Goal 12)	Update background information on the North Plains transportation system with information from 2017 TSP.	Keep most changes, reviewing for accuracy and update with information from 2017 TSP.
	Review reference to Park and Ride facilities.	
	Update objectives and policies as appropriate after completing the 2017 TSP.	
15.02.110 Energy (Goal 13)	Update background information as appropriate.	Keep all changes, reviewing for accuracy.
	Review and update objectives and policies as appropriate.	
15.02.120 Urbanization (Goal 14)	Update background information as appropriate.	Keep most changes to background information, reviewing for accuracy.
	Ensure that livability objectives are aligned with other sections of the plan.	Consider removing US Census data or moving to 15.03.300 Planning Inventory.
	Update objectives and policies as appropriate. Consider whether or not a complete overhaul/reorganization is desired.	List the residential density objectives from the 1997 North Plains Neighbor City Study referenced under Housing. Or remove the reference.

North Plains Comprehensive Plan  
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Section	2015 COG Recommendations	2014 Proposed Edits Recommendations
15.02.120 Urbanization (Goal 14) continued...	Update objectives and policies as appropriate. Consider whether or not a complete overhaul/reorganization is desired.	Review policies related to Land Needs  Update information from 2013 BLI as needed. Consider whether background information belongs in Comp Plan or should be referenced.
15.03.300 Planning Inventory	Update inventories as appropriate.	Keep all changes, reviewing for accuracy.
15.04 Comprehensive Plan Implementation		Keep all changes.
15.05 Appendix		Keep all changes.

North Plains Development Code  
2015 Audit

Code Section	Section Title	Issue	Action
16.00.080	Termination of Approvals and Extensions	This is where all approvals are granted one year unless substantial construction has begun. Gives power to PC to grant extensions.	Could remove reference to expired projects between 1/1/08 and 1/1/13 as a 2-year extension would also now be expired.
16.05	Definitions		
	City Planner	no period	add period
		Add: "Day: A business day unless specifically noted as a calendar day."	Add: "Day: A business day unless specifically noted as a calendar day."
	Fuel Sales	Change "Motor" to "Combustible"	Change "Motor" to "Combustible"
	Hotel/Motel	Each is defined individually.	remove.
	Hotel	definition not up to date.	Remove: "and in which no provision is made for cooking in the lodging rooms."
	Impervious surface	does not include driveways and patios	change definition to read, "...roofs, driveways, patios and pavement..."
	Lot of Record	does not include lots reference to date when zoning ordinance became applicable.	change, "that is recorded...County" to "if there were no applicable planning, zoning or partitioning ordinances or regulations and prior to August 14, 1967".
	Lot Area	"horizon2tal"	Change to "horizontal"
	Lot Line Adjustment	includes "elimination" of a common property boundary	Elimination would result in consolidation that is done at the county. Remove "elimination".
	Lot, Flag	states that the lot or parcel does not "front on or abut a public road"	Many flag lots have some frontage, the pole portion- revise this definition?
	Nonconforming Structure or Use	2 periods	remove one period
	Planned Unit Development	does not discuss benefit to city	compare to PUD section of code/enhance as necessary
	Sign	states "directs attention to a product, place, activity, person, institution or business".	Compliant with first amendment?
	Zoning Districts	Note: PC heavily re-working residential zoning districts	

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16.20	R-7.5 (Low)		
16.20.005	Permitted Uses	PC looking to make many uses conditional	Find out why and ensure compatibility with comp plan
16.25	R-5 (Medium)		
16.30.005	Permitted Uses	PC looking to make many uses conditional	Find out why and ensure compatibility with comp plan
16.3	R-2.5 (High)		
16.30.005	Permitted Uses	PC looking to make many uses conditional	Find out why and ensure compatibility with comp plan
16.30.015	Dimensional Standards	PC proposed to increase min lot size from 2,500 sf to 4,000 sf	Revisit in context of market and housing needs analysis; could also consider design standards per Qamar presentation
16.35	C-1 (Downtown)	Mixed-use is permitted- perhaps more mixed use incentive and design standards?	
16.40	C-2 (Highway)	Need to update section numbers- 16.40.015 should not be there, all subsequent #s will change	
16.45	Neighborhood Community	The PC is proposing changes to this zone and has constructed a "mixed use" zone to address some of the issues	Implement PC updates to NC zone and foster development of "mixed use" zone
16.50	M-1 (Light Industrial)	No changes needed.	
16.55	M-2 (General Industrial)	No changes needed.	
16.60	Community Service Overlay	PC would like to remove this section and go away from the Overlay. Must first re-zone these facilities (new Public Facility Zone).	
16.65	Floodplain Overlay	This section is very extensive and could be streamlined.	Section is in compliance with Federal law and comprehensive plan but recommend streamlining in the future.
16.165.010.B	Basis for Establishing the Areas of Special Flood Hazard	Need to update reference to 1989 FIRM maps	
16.70	Historic Overlay	No changes necessary- however, only applies to 3 structures- list the structures?!?	
16.75	Significant Natural Resource		

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16.75.005.Q.	Definitions- Riparian Corridor	Lists 75 feet from top of bank or edge of wetland for McKay Creek	This is a safe harbor to meet Goal 5- perhaps allow flexibility with delineation based on Goal 5 requirements, but not less than 50-foot buffer required by CWS
16.75.025	Variances to Chapter 16.75	offers variance as "last resort", odd language for development code.	Consider changing "last resort" to "after full consideration of all permitted options".
16.80	Signs	Regulations appear to be content-neutral.	PC/CC commenting on sandwich boards at intersection of Glencoe/Commercial. Perhaps look at regulating?
16.85	Home Occupations	Section in compliance with Comp Plan	No changes recommended.
16.90	Automobile Service Stations Wrecking or Junkyard	Section in compliance with Comp Plan	No changes recommended.
16.95	Heritage Trees	No changes necessary- however, not sure if there is a list of these trees? Check with City...	
16.100	Duplex, Triplex and Attached Single Family Dwellings		
16.100.15	Procedure	Reference to 2,500 or 3,750 sf legal lot of record.	Make sure this is updated if these lot sizes change in the underlying zoning (R-2.5 or R-5).
16.105	Accessory Uses Structures Dwellings	No changes necessary.	
16.110	Manufactured Homes	No changes necessary.	
16.115	Lot Building Yard Exceptions	No changes needed to this section; however, Seciton 16.115.020 lists exceptions to yard requirements	Should reference 16.115.020 in each of the yard requirement sections in each residential zone
16.120	Lot Line Adjustments		
16.120.000	Definition	lists "elimination" of a common boundary	This would be a consolidation and should be addressed at the County. Remove "elimination".
16.125	Lot Development Standards (partitions and subdivisions)		
16.125.010.B	Access	PC recommends removing "created after the effective date of this Ordinance"	remove wording per PC
16.125.010.C	Flag Lots	PC recommends removing subsection 5. ("where more than one flag lots...")	remove wording per PC
16.125.020.A	Utility Lines	PC recommends adding: "Properties with alley access are only required to have easements in the front and rear lot lines."	Add wording per PC

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16.125.025.B.2	Proposed Streets	Move reference to street standards to Public Works Standards and out of code.	change "as required by..." to "to current City of North Plains Public Works Standards."
16.125.025.B.4	Sanitary Sewers	CWS oversees sewage lines.	Add reference to CWS when "may require that the subdivider construct..."
16.125.025.B.6	Street Lights and Street Trees	No reference to standards.	Reference city street light standards.
16.125.026.B.6	Street Lights and Street Trees	Street lights and street trees sections should be separated.	Separate street trees section and require at least one tree per residence to be planted.
16.130	Land Partitioning		
16.130.015	Process for Tentative Partition Review	Both paragraphs reference partition that creates a public road.	First sentence should read, "a tentative partition that does <b>not</b> create a public road..."
16.130.016	Partition Approval Criteria	There are no criteria listed here but a reference to the subdivision section.	This section should include partition-specific criteria (even if same as subdivision criteria).
16.135	Subdivisions	No changes necessary.	
16.140	Planned Unit Development (PUD)		
16.140.015.A	Standards and Requirements	currently 4 acre minimum.	keep 4 acre minimum for residential; note no minimum for commercial or residential.
16.140.015.C	Standards and Requirements	PC recommends removal of subsection 6., 10., 13., and 15. PC recommends subsection 14. be changed to two years for assurance.	Implement PC recommendations.
16.140.020	Procedure	PC recommends changing A.6 to a 1,500 foot minimum; C.5 to end at "anticipated traffic."; and remove C.6 and G.	Implement PC recommendations.
16.145	Public Facility Service Requirements		
16.145.010.A	Streets	References "Street Standards of this Ordinance".	Should reference "Public Works Street Standards".
16.150	Street Standards		
16.150.115	General Right-of-Way and Improvement Widths	allows development to comply with "public works/street standards of the City..., the North Plains TSP, and/or Washington Co. standards."	Should require all streets to comply with City of NP Public Works standards with the exception of County maintained ROW, which is required to meet County roadway requirements.
16.155	Off Street Parking Loading		

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16.155.005.C	General Provisions	No reduction in parking requirement for joint use	Recommend reduction in parking requirement for joint use
16.155.005.F	General Provisions	Does not allow parking in required rear yard except adjacent to commercial or industrial	Makes alley-loaded garages difficult if not built to property line.
16.155.015	Automotive Parking Requirements	Perhaps somewhat out of date?	Recommend looking at parking calculations in the future to ensure relevance.
16.160	Clear Vision Areas	No changes necessary.	
16.165	Street Vacations and Dedication	Perhaps not necessary in the zoning and development code?	Consider removing from Chapter 16 and placing elsewhere in Municipal code.
16.170	Application Requirements and Review Procedures, Administrative, Limited Land Use, Quasi Judicial and Legislative Decisions		
16.170.000.B	Type II Land Use Permits by the City	does not list minor land partition where no right-of-way is created	Add minor land partition where no right-of-way is created
16.170.000.C.4	Extensions for Type II and Type III Permits	Extensions are usually handled without public notice or hearing	Suggest Type I for this review.
16.170.000.C.15	Temporary Use Permit for a building, kiosk or structure	These are usually a Type I, limited duration permit	Suggest Type I for this review.
16.170.012.C.1.a.x.	Type III Quasi-Judicial Decisions by the Planning Decision (Should say "Commission")	lists 14 "business" days, but notice periods everywhere else in the code is "days"	Remove "business". Increase to 21 days if intent is for longer period. Business days are used for city document production later in this section- consider revising.
16.175	Design Review	no changes necessary, unless addition of residential design standards to this section.	
16.180	Conditional Use	No changes necessary.	
16.185	Variance	No changes necessary.	
16.190	Similar Uses	No changes necessary; however, requiring a Type III PC review process may deter applicants.	
16.195	Nonconforming Uses	No changes necessary.	
16.200	Comprehensive Plan Zoning Amendments	No changes necessary.	
16.205	Annexations	No changes necessary.	
16.205.010.A	Criteria	Too wordy.	Recommend first sentence only to read "...Comprehensive Plan and Comprehensive Plan Map". Delete everything after.

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16.205.020	Application Requirements	PC recommending adding section on public information and forum for gathering public comments.	Incorporate PC comments.
16.210	Temporary Permits	No changes necessary.	