

**CITY OF NORTH PLAINS PLANNING COMMISSION
REGULAR SESSION MINUTES
FEBRUARY 12, 2014, 6:30 P.M.
JESSIE MAYS COMMUNITY HALL
30975 NW HILLCREST STREET**

1. Chairman King called the meeting to order at 7:01 pm.
2. The pledge of allegiance was led by Chairman King.
3. **ROLL CALL**
Commission: Stewart King, Heather LaBonte, Doug Nunnenkamp, Jeff Low and Larry Gonzales present; Commissioner Daryl Olson absence; Ex-Officio Michael Demagalski unexcused absence.
Staff: City Manager Martha DeBry and Account Clerk II Pam Smith present.
4. **PUBLIC COMMENTS**
None.
5. **CONSENT AGENDA**
Approval of Consent Agenda; December 11, 2013, Regular Session Minutes, and January 15, 2014, Regular Session Minutes. After welcoming new Commissioner Larry Gonzales, King stated he was disappointed in City Council for not approving the reappointment of Ethan Hagar to the Planning Commission. King asked for a motion to approve the consent agenda. Motion by Low and seconded by LaBonte. The motion was approved unanimously.
6. **NEW BUSINESS**
 - A. **Holding Two Meetings in March.** At the Mayor's suggestion, DeBry requested a joint meeting with Planning Commission and City Council. They thought it important that the two groups meet and suggested a study session at 6:00 pm before a regular Council meeting in March. Planning Commission agreed that March 3, 2014, would work for them. King asked that we also hold the regular Planning Commission meeting in March.
 - B. **Preliminary Review of Purposed Ordinance Revisions.** DeBry stated these revisions would be presented to the Department of Land Conservation and Development (DLCD) at the same time as the Comprehensive Plan changes. She noted Planning Commission would get a second chance to look over the changes. Listed below are some of the changes DeBry and Planning Commission discussed.

Some additional definitions were added to **Chapter 16.05 - Definitions**, along with some changes in verbiage.

DeBry noted **Chapter 16.60 - Community Service Overlay District (CS)** is a zone the city currently has that she would like to see replaced with a Public Facility Zone (PF). She lifted the description of PF from the City of Wilsonville and said the City of North Plains would need to revise it to fit our City. It would be a way to set aside residential identified land that would never be developed as residential. (Examples include North Plains Elementary School and St. Edward Church which are zoned R-7.5, and Jessie Mays Community Hall zoned R-5). King liked the idea of the replacement of CS with PF as it would more accurately reflect the amount of buildable land available in North Plains.

DeBry noted changes in **Chapter 16.125 - Lot Development Standards**. She took out some excessive wording and made a major change under **Chapter 16.125.010 - Flag Lots**. LaBonte felt the new item **(2)** under flag lots, regarding three foot planter strips, seemed excessive. DeBry asked if the Commission wanted that change noting it tied in to item **(6)**. Nunnenkamp also felt the 12' referenced under item **(6)** was too narrow, noting public safety issues. DeBry stated it was a standard lane width and the wording made it comply with the Uniform Fire Code and Washington County Fire District 2 requirements. King noted it was rare to have a 20' access strip and Low noticed under item **(1)** the shared strip shall have a minimum of 20 feet in width while the improved surface shall be a minimum of 12 feet in width. DeBry said she would work on refining this section a bit more.

In **Chapter 16.125.020 - Easements**. DeBry added verbiage in the Utilities Line section. King asked that she take another look at this section in regards to not allowing zero lot lines and asked that it be reworded.

Chapter 16.125.025(B) - Subdivisions. DeBry separated Lights and Street Trees into their own line items. Nunnenkamp and Gonzales were concerned about the new requirement of three trees on the frontage of corner lots and felt that could cause a Clear Vision problem. Low mentioned one (1) tree being the Washington County standard and asked who would be responsible for maintaining the trees. DeBry noted the owners of the property are responsible for the maintenance of everything behind the curb. DeBry felt three trees on the corner lot would make a nice presentation when entering a subdivision but was fine with making that change. She also noted landscaping could be addressed at other points in the planning process.

DeBry noted **Chapter 16.140.015 - Planned Unit Development** was rarely used and felt the four (4) acre minimum lot size under item **(A)** was a bit too restrictive as there are some small lots along West Union Road. Under item **(C)** several changes were made including removing #6, #10, #13 and #15 and renumbering the list. She also changed the number of years on new #11 to read two (2) years instead of four (4) years. She advised Planning Commission would have the opportunity to address specifics on a case by case basis in other areas of the application process.

Chapter 16.140.020 - Procedure, was changed including the number and types of preliminary development plans from 5 copies to one paper copy and an electronic copy. DeBry changed the wording in **(C)(5)**, and eliminated **(C)(6)** which is Clean Water Services call not Planning Commission. She changed item **(E)** to read Chapter instead of Ordinance, and deleted item **(G)**.

Chapter 16.205 - Annexations. DeBry said the City would probably receive one in the next year. Under **Chapter 16.205.010** excess language was removed. **Chapter 16.205.015(D)** sign size was changed to be "not smaller" than six square feet so that the information would be large and easy for all to see. There was discussion on new language so that outreach would be better defined. DeBry felt expanding the time frames might be a good idea and also broached the idea of applicants maintaining a separate website with current information regarding the application and providing brochures to go out in water bills and be available in the office. Nunnenkamp asked what the timeframe would be to have the website and brochures done. DeBry said these would need to be presented at the time of application. The applicant would be required to maintain and keep their website updated. Low asked why the information wouldn't just appear on the City website so that we could make sure it was updated, to which DeBry said, though staff was capable, it would take too much staff time. King asked if we could charge for that. Gonzales thought it would be a good idea to have the information available to the public, but thought it would be cleaner with the City maintaining it. If not, LaBonte and King wondered how it would be monitored and how much time would be required of staff to do that. Low felt since City staff time would be required to monitor a separate website, why not just maintain it ourselves. DeBry said an application for annexation is huge with a lot of information to manage. Low still felt the City needed full control and adding a fee for this would pay for the extra work. King added there could be a credibility concern depending on the applicant. LaBonte and Nunnenkamp both thought the idea of brochures was good and would be informative to all. DeBry noted they would go out to all residents in the water bills and also sent to property owners that did not reside in the City. LaBonte said the information could also go in the newsletters. **Chapter 16.205.020(C)** was added to address the publicly accessible website and brochures.

LaBonte asked if the City lets Clean Water Services (CWS) know when an application for annexation comes in. DeBry noted **Chapter 16.205.055 - Coordination**, listed the public and private agencies needing notification and had been updated to include CWS.

7. UNFINISHED BUSINESS

Comprehensive Plan Discussion; Chapters 15.02 through 15.05. DeBry felt it important to update this information in preparation for Urban Growth Boundary (UGB) expansions. Some of the updates include, but not limited to, the following: **Chapter 15.02.167** data is from 2005 and needed updated with the possible changes in timelines and/or zones, that

might also need recalculated. **Chapter 15.02.170** was updated to reflect the need for voting for annexations.

In **Chapter 15.02.184(1)(A)** amended policies regarding flag lots by decreasing access strips and reducing setbacks; **Chapter 15.02.184(2)** amended residential setbacks; **Chapter 15.02.184(3)(A)(2)** eliminated half-street improvements for Lot Line Adjustments; and **Chapter 15.02.184(4)(A)** increased the occupancy of single-family lots.

Chapter 15.03.020 had some major changes made regarding the water system infrastructure due to the fact that the City now buys its water from Joint Water Commission (JWC); **Chapter 15.03.027** had a change in ISO fire rating, **Chapter 15.03.028** School information updated, **Chapter 15.03.029** Library info updated, and **Chapter 15.03.032** Parks info updated. DeBry felt the projections in **Chapter 15.03.052** needed a lot of work, noting we were 22% short of the estimated population projection. She said an 18% growth would be expected next year, with relatively nothing after that.

Chapter 15.04 information was updated as to Commercial Overlay and Historic Overlay. with North Plains Elementary School, St. Edward Church, the Fire Department and City Hall being Commercial Service Overlay; and the Lower Tavern, Pythians, and the house at Kaybern and 313th being Historic Overlay. DeBry suggested rezoning the Senior Plaza and Cottage Pointe. With the school being a big piece of 7.5 property, the suggestion was to rezone it too. DeBry noted changing some pieces of property, the Galaway property for instance, to the new PF Zone. She said the City could suggest some zone changes when these changes are submitted to DLCD. Once changes are sent to DLCD they will come back to Planning Commission for recommendation and forwarded to City Council for approval.

LaBonte asked for an update on the proposed subdivision on Commercial Street. DeBry noted the developer had asked to do apartments instead of residential housing but she thought that space ultimately needed to be rezoned C-1. If the City allowed the application to expire by not approving an extension, the area could be rezoned. It is the only property zoned Residential on the north side of NW Commercial Street.

8. **STAFF REPORT**

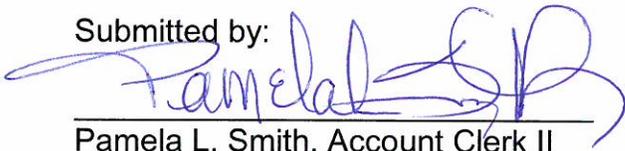
DeBry wanted to let the Commission know about the proposal of apartments on Commercial Street which were just discussed. King asked if the work on Claxtar Street was finished. DeBry noted the majority of the work was done. Nunnenkamp inquired about the DR Horton subdivision on Highland Court. DeBry noted all permits had been pulled and Curtis Street should be opened as a through street in approximately 60 days. Low asked about Sunset Terrace and DeBry noted Public Works was looking over the plans and they expected to move forward in the Spring. King inquired about the McKay Fields subdivision

and DeBry noted another builder was possibly interested. He also asked about the property on Pacific Street and was told administrative changes had been approved.

9. **ADJOURNMENT**

King noted the next scheduled meeting to be March 3, 2014, at 6 p.m., at Jessie Mays Community Hall, as a Joint Work Session with City Council. Although DeBry felt the March 12, 2014 meeting was not necessary with no open planning applications pending, King left it opened unless otherwise notified, and adjourned the meeting at 9:08 p.m.

Submitted by:



Pamela L. Smith, Account Clerk II

Minutes Approved:

5/14/14