

## MINUTES

### PLANNING COMMISSION - REGULAR Session Meeting

Wednesday, December 9, 2015 North Plains Senior Center 7:00 PM

#### **COMMISSIONERS PRESENT:**

Chairperson Stewart King; Vice Chairperson Heather LaBonte  
Planning Commissioners: Garth Eimers, James Fage, Larry Gonzales,  
Lonnie Knodel, Doug Nunnenkamp

#### **STAFF PRESENT:**

Director of Public Works/City Manager Blake Boyles, City Recorder  
Margaret Reh; Paul Elsner, Beery Elsner and Hammond; Heather  
Austin, 3J Consulting; Kirstin Greene, Cogan Owens Greene

#### **1 CALL TO ORDER**

Chair Stewart King called the 12/09/2015 meeting to order at 7:00 p.m.

#### **2 PLEDGE OF ALLEGIANCE**

Chair King led the Planning Commission in the flag salute.

#### **3 PUBLIC COMMENT: None were forthcoming**

#### **4 APPROVAL OF MINUTES:**

- a) Review and approval of November 12, 2015, Regular Session Minutes

*Motion to approve the November 12, 2015 Regular Session Planning Commission Minutes. Moved by Commissioner Fage. Second by Commissioner Nunnenkamp. Motion was approved unanimously.*

#### **5 PUBLIC HEARING:**

- a) File No: 15-031: Review and Recommendation to City Council of Municipal Code 16-Zoning and Development Revisions for Comprehensive Plan process.

King requested the reading of the legislative hearing process statement for the legislative public hearing before the Commission this evening. Following the reading of the rules, King stated he felt the agenda was a bit confusing as there were additional documents listed with the public hearing agenda item that were actually attachments to the staff report. King felt the documents that were listed under the public hearing should have only been what was actually being reviewed by the Commission in this public hearing. Staff will look into this.

King opened the Public Hearing at 7:07 p.m. for File No: 15-031 which are amendments to Municipal Code Chapter 16 which were submitted to DLCD.

Heather Austin, Contract Planner from 3J Consulting, presented the staff report. This group has been looking at these code changes for several years now. The Municipal Chapters to be discussed in this public hearing has been based on information received from this group last spring, at recent meetings and from revisions received from the Planning Commission subcommittee.

There were some specific additional items that need to be reviewed and included in the final approval process. The city engineer submitted recommended language for Chapter 16.125.010(F) Lot Development Standards-Lot Grading that will need to be reviewed, discussed and agreed upon. There is also a language clean-up to be made in Section 16.130.015 Process for Tentative Partition Review. It now reads "A tentative partition that does create a public road to access any of the proposed parcels shall be reviewed administratively by the City." This should read "A tentative partition that does not create a public road to access any of the proposed parcels shall be reviewed administratively by the City." When the Commission gets to those sections, they can discuss that and get clarification. Also, Commissioner LaBonte submitted a list of questions and concerns for the Commission to review for possible code revisions. Austin suggested the Commission walk through these items together to discuss and finalize them.

The staff report shows that generally everything meets requirements for local and state goal tests for Comprehensive Plan text amendment, except for information that could be acquired from on the Buildable Lands Inventory (BLI) and the Housing Needs Analysis (HNA). DLCD has commented that they don't support changing minimum lot size in North Plains, particularly in R-2.5 without more information. Since the City does not have much R-2.5 land left, changing the minimum lot size requirement may not be as urgent and it could be advantageous to wait for those studies to happen. There may be additional funding available from the state to conduct some of the studies that DLCD would support to acquire a foundational basis for code work.

Kirstin Green, Cogan Owens Greene, working with Heather Austin as an extension of staff was allowed to comment. Greene addressed the costs associated with the Comprehensive Plan process. A brief discussion ensued.

King asked if anyone was wishing to testify on this public hearing.

Lori Perkins, 32370 NW North Avenue, North Plains, Oregon expressed her concern regarding the proposed increase in the minimum lot size in the R-2.5 zone. She is representing herself and her husband, Mark Perkins, who are the property owners at this address. They don't want the zoning changed nor do they want to see the minimum size of the lots increased. Laurie Verboort, 11440 NW Gordon Road, North Plains, Oregon, stated she shared the same sentiments as the Perkins. They both own the adjoining properties in the northwest corner of North Plains. These lots are the last developable R-2.5 property in North Plains at this time.

Discussion ensued regarding new chapters that were introduced that the Planning Commission had not had a chance to review yet. Chapter 16.57 Public Facilities Zone and 16.140 PUD were the main concerns. They also felt the version of changes to the R-2.5; R-5 and R-7.5 were not given to them previously to discuss. The Commission felt that they were rushed to get done by this time period. They felt they need more time for discussion. It was suggested to continue the public hearing and send these chapters back to the subcommittee for review.

Concerns and comments were mentioned but no decision was made on any of the proposed revisions to the code chapters.

*Motion to continue the public hearing to a date certain of January 13, 2016 which is the next regularly scheduled Planning Commission meeting. Moved by Commissioner LaBonte. Second by Commissioner Nunnenkamp. Motion was approved unanimously. The Public hearing remains open.*

**6 NEW BUSINESS:**

Technical Assistant Grant from Department of Land Conservation and Development (DLCD)

- a) Technical Assistant Grant from Department of Land Conservation and Development (DLCD)

Boyles stated he received letter from the State last week stating we were awarded a \$20,000 grant to conduct the Economic Opportunity Analysis study. We did not receive any funding for the Buildable Lands Inventory portion. Anne Debbaut, from DLCD has been very helpful. Boyles stated they are working together to get all the paperwork filled out and the grant delivered.

- b) Comprehensive Plan Discussion: Finalize 2035 Vision; Initiation of the 2016 Implementation of Vision

Kirstin Greene, Cogan Owens Green, thanked the Commission for having her at the meeting. Greene updated the Commission on the steps that the City has gone through thus far in the Comprehensive Plan work.

Greene walked the Commission through the proposed Comprehensive Plan Vision Implementation Strategy matrix which was included in the Commission Agenda Packet. There are three parts to the Comp Plan: 1) Vision; 2) Comp Plan Polices; 3) Code Work. Discussion ensued.

- c) Review application for Stewart King for renewal of appointment to the North Plains Planning Commission and make recommendation to City Council.

*Motion to recommend to City Council the reappointment of Stewart King to the North Plains Planning Commission for an additional four year term. Moved by Commissioner Fage. Second by Commissioner LaBonte. Motion was approved unanimously.*

**7 UNFINISHED BUSINESS:**

- a) Discussion of suggested Code modifications to accommodate marijuana facilities in the city limits of North Plains.

Heather Austin updated the Commission on the progress of the code modifications to accommodate marijuana facilities. Austin stated that based on the conversation at the last Planning Commission meeting, the Commission directed staff to remove the buffer for the Montessori School which was not located where the map depicted.

Retail marijuana uses could be conditionally permitted in the C-2 zone outside of the buffered areas on the map. Growing and production marijuana uses could be

conditionally permitted in the M-2 zone outside of the buffered areas on the map. Discussion ensued.

These updates could be part of any text amendments proposed for approval and implementation prior to the expiration of the temporary ban on marijuana businesses, established by Ordinance No. 426 as August 1, 2016. This will come back to Planning Commission as an agenda item at a future meeting.

**8 PLANNING COMMISSION COMMENTS**

The Planning Commissioners asked questions regarding a few items they have seen around town and processes at City Hall. Discussion ensued. Boyles will follow up on those items.

Commissioner Eimers would like to see the Citizen Involvement committee discussion be an agenda item at the February Commission meeting. Stewart King stated he would like to provide assistance on this to Eimers.

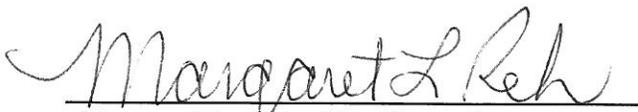
**9 STAFF COMMENTS:**

Ex Officio City Councilor Newton opened a discussion regarding the expenses that can occur with Planning Commission meetings. Many of the costs associated with planning issues are fee-based and the costs are recovered with the fees that are charged with the associated permits. However, items such as the proposed studies needed for the Comprehensive Plan, the marijuana discussions and research, and the code work are not fee-based and come out of the general fund. Legal representation, planning consultant fees, and staff time are also being paid out of the general fund. It was noted in discussion that the Planning Commission meetings can get costly, that it is imperative that the meetings be run efficiently, and that the Commissioners remain cognizant of the financial impact which unproductive meetings could have on the city budget.

**10 ADJOURNMENT:**

The next Regular Session of the Planning Commission is scheduled for Wednesday, January 13, 2016. It is currently scheduled to be held at the North Plains Senior Center. Chair King adjourned the meeting at 8:33 p.m.

Submitted by:

  
Margaret L. Reh, City Recorder

Date Minutes Approved 01/13/2016