

**CITY OF NORTH PLAINS PLANNING COMMISSION.  
REGULAR SESSION MINUTES  
August 12, 2015, 7:00 P.M.  
North Plains Senior Center  
31450 NW Commercial Street**

1. Chairperson King called the meeting to order at 7:00 p.m.
2. The pledge of allegiance was led by Chairperson King.
3. **ROLL CALL**  
Members: Chair Stewart King, Vice Chair Heather LaBonte, Garth Eimers, James Fage, Larry Gonzales, Lonnie Knodel, Doug Nunnenkamp  
Ex-Officio: City Councilor Sherrie Simmons-absent  
Staff: Planning Consultant Heather Austin, 3J Consulting, Inc.; Public Works Director / Interim City Manager Blake Boyles; City Recorder Margaret Reh
4. **PUBLIC COMMENTS**  
None were forthcoming.
5. **APPROVAL OF MINUTES**
  - A. Approval of the July 27, 2015, Special Session Minutes.

Motion by Knodel. Second by Eimers to approve the July 27, 2015, Special Session Minutes. Motion was approved unanimously.

6. **PUBLIC HEARING**  
None Scheduled
7. **NEW BUSINESS**  
None Scheduled
8. **UNFINISHED BUSINESS**
  - A. Revisit and discuss Comprehensive Plan status-previously reviewed at the August 13, 2014 Planning Commission meeting

Chair King stated since only Commissioners were present at this meeting, this portion of the meeting would be conducted as a workshop. King asked for a staff report. Boyles stated he was not present at the August 13, 2014 meeting so he had nothing to report on. King proceeded to give his understanding of the steps and the meetings that were conducted for the Comprehensive Plan. This information was also included in the Commissioners agenda packets.

Discussion ensued regarding recommendations that were to be presented to City Council. There were issues that developed because of the timing of the workshop on May 6, 2015 and the ensuing Planning Commission meeting that took place on May 13, 2015.

The agenda packet had been distributed prior to staff receiving the changes that were discussed at the workshop. These changes were not incorporated into the documents that ended up being discussed at the public hearing of the Planning Commission meeting on May 13, 2015. Also, the timing of staffing changes with the prior City Manager being let go, caused issues with items falling through the cracks. The documents that were approved to be recommended to City Council did not include the most updated changes from the workshop. This was also not caught by any of the Commissioners at the time of the public hearing.

Heather Austin suggested some various ways that this could be addressed. Staff will consult legal and find the best solution for moving this forward. Steps will include sending some documents to the Department of Land Conservation and Development (DLCD) that have been approved—all the Comp Plan changes are ready for submission except for the R-2.5 zone (the R-2.5 will be filed separately once the Lands Needs Analysis is completed); reviewing the changes that were discussed at the May 6, 2015 workshop; incorporate those changes into the documents. Chapters 16.60; 16.170; 16.205 and 16.45 were removed from the public hearing held on May 13, 2015 and need to be reviewed further.

After consulting with legal, Austin may draft a memo to Council stating that due to the staff changes, the documents submitted were not representative of the final iteration of the Planning Commission. The language in packet did not reflect what the Planning Commission really wanted to send to Council. Austin will work with staff to make sure that the suggested revisions are what will be moved forward for approval.

Discussion ensued regarding current code and the possible changes to the code and issues that could arise during the transition.

Discussion ensued regarding density requirements from the state and how the development in the city is fulfilling or falling short of those requirements.

Discussion ensued regarding the Lands Needs Analysis that will be required for the Comprehensive Plan submissions. Austin will work on the Public Facility Zone documentation. Properties will need to be adjusted that are not truly available for residential development and they may not have to be included in the available land inventory. This may strengthen the case for an UGB expansion in the future. Staff will need to draft a request for proposal to hire a company to conduct the Housing Needs Analysis.

## **9. COMMISSIONER COMMENTS**

Discussion ensued regarding the process for documents getting updated after workshops and meetings. There are issues with multiple versions of documents going through the system. There is not a good system of keeping track of what has been revised. The

changes need to get put into the documents. Discussion ensued regarding the processes. Normally a city planner would be the one responsible for keeping track of changes and making revisions to documents. Austin suggested the Planning Commissioners could take this role on. Funding is not there for the consultant to do this work.

**10. STAFF COMMENTS**

None at this time.

**11. ADJOURNMENT.**

Chairperson King adjourned the meeting at 8:26 p.m. The next scheduled regular session of the Planning Commission is tentatively set for Wednesday, September 9, 2015, which is currently scheduled to be held at the North Plains Senior Center.

Submitted by:

  
Margaret L. Reh, City Recorder

Date Minutes Approved: 09/09/2015