

**CITY OF NORTH PLAINS PLANNING COMMISSION.
REGULAR SESSION MINUTES
September 9, 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, Garth Eimers, James Fage, Larry Gonzales, Lonnie Knodel, Doug Nunnenkamp
Excused: Vice Chair Heather LaBonte
Ex-Officio: City Councilor Scott Whitehead
Staff: 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 August 12, 2015, Regular Session Minutes.

Motion by Eimers. Second by Nunnenkamp to approve the August 12, 2015, Regular Session Minutes as written. Motion was approved unanimously.

6. **PUBLIC HEARING**
None Scheduled
7. **NEW BUSINESS**
None Scheduled
8. **UNFINISHED BUSINESS**
 - A. Revisit and discuss code changes and design review.

The Commission reviewed the info in the Agenda Packet. Of note was the letter from Anne Debbaut, DLCD, addressing the Planning Commission's suggested code changes of increasing the minimum lot size for single-family detached dwellings in the R-2.5 zone from 2,500 square feet to 4,000 square feet and an increase in the minimum lot size for attached dwellings. DLCD responded that the City has not provided adequate evidence that the proposed changes meet statewide planning goals for housing and that the City would need to address this before adopting these code changes. The city will need to complete a housing needs analysis and a buildable lands inventory. Mayor Hatcher and Blake Boyles directed Cogan Owens Greene to apply for a grant for funding the housing needs analysis. Heather Austin was directed to put together a Request for Proposals for an economic opportunities analysis. This will be discussed further at the joint work session the Planning Commission and City Council are holding to review the progress of the Comprehensive Plan. Discussion ensued.

The Commission continued their discussion regarding the process of capturing the various changes and revisions that have been made to the code over the past months. A number of drafts have been composed and there are different revisions of these drafts. At this point in time it is not clear which drafts are the most current and if all the suggested changes have been captured. Included in the agenda packet was a copy of the various code chapters that have been worked on. The Commission discussed their options on moving forward with these documents.

All the Commissioners should have had a chance to review the documents. King asked the Commissioners to submit any input of a revision that they are aware of that did not get recorded.

Motion by Gonzales. Second by Eimers to create subcommittee to review all code revisions the Commission has been working on plus any new info they have recently received. This will come back to the Commission for final review before sending on to City Council. Motion was unanimously approved.

The subcommittee will consist of Commissioners Eimers, LaBonte and King. This subcommittee will go over the documents one by one. Their objective to come up with a new clean copy with all the changes that the committee can recall. They will fine tune it with the latest codes revisions and suggestions that have been submitted and modified in public hearing. They will add any new info they have recently received. They will come back with a clean copy for the Planning Commission to approve.

The Commission wants direction as to the next steps. Can these changes be address by an addendum or a memo to City Council along with their recommendations for the code changes, or does the process need to begin again with a public hearing? Do the changes need to be redlined for submission to DLCD or do they require a clean copy?

The Commission will compile a set of questions and get a working direction of where they are going. They will present these questions at the joint session.

A short discussion ensued regarding the attachments in the agenda packet regarding design guidelines. Also mentioned were the curb cut and flare options that could help address the problems we are seeing with parking. Eimers would like to pursue this after the vision process of the Comprehensive Plan is solidified.

Discussion ensued regarding raising the height standard to 45-46 feet in some areas of the zoning. Further research needs to be done before moving forward with this.

Garth would like to see a process be put in place in regards to keeping track of changes. He would like to have the process defined and a mechanism in place for keeping track of revisions. He would like to see a flow chart developed to keep track of where things are in the process.

The Commission also discussed the lack of getting answers to questions asked. Knodel

stated that questions can be asked at a meeting and then a whole month later they still don't have any answers. This makes it difficult to have any forward progress.

9. COMMISSIONER COMMENTS

There will be a joint session with the Planning Commission and City Council to further review the Comprehensive Plan progress at Jessie Mays September 14, 2015.

10. STAFF COMMENTS

Boyles hosted a tour of, the City of North Plains on August 27, 2015 for the Portland Metro Regional Solutions team. Anne Debbaut of DLCD was a member of the team, as well as representatives from the Governor's Office, Department of State Lands, Department of Transportation, Department of Environmental Quality, Department of Energy and Business Oregon. This group could bring support to the City via technical support, funding sources or process assistance.

Staff informed the Commission that we have new Agenda Management Software that will be going live on the September 21 City Council meeting. Staff will also be using the software for Planning Commission and Parks Board. This is a browser driven management system; also will also work well with the Commissioner iPads. There is a free app called AgendaNotes which the Commission can download that provides the ability for annotating documents on their screen.

11. ADJOURNMENT.

Chairperson King adjourned the meeting at 7:47 p.m. The next scheduled regular session of the Planning Commission is Wednesday, October 14, 2015, which is currently scheduled to be held at the North Plains Senior Center.

Submitted by:


Margaret L. Reh, City Recorder

Date Minutes Approved: 10/14/2015