



# City of North Plains

## Agenda

Economic Development Commission -  
Regular Session Meeting  
Wednesday, December 4, 2024 @ 6:00 PM  
Jessie Mays Community Center

and also Via ZOOM

Page

1. LOGIN INFORMATION TO ATTEND VIA ZOOM

**Join Zoom Meeting**

<https://us02web.zoom.us/j/89011732060?pwd=MEJIVUs5SjB4N3Z3akpZVknVUURXdz09>  
Meeting ID: 890 1173 2060  
Passcode: 798991

**Call in (no internet)**

253-205-0468  
Meeting ID: 890 1173 2060  
Passcode: 798991

2. CALL TO ORDER:

3. PLEDGE OF ALLEGIANCE:

4. ROLL CALL:

5. PUBLIC COMMENT:

We encourage those wishing to comment to do so in advance of the meeting by emailing comments to [info@northplains.org](mailto:info@northplains.org). Comments will be read into the record. Persons wishing to speak on matters not on the agenda may be recognized at this time.

A. **Public Comment Guidelines**

6. APPROVAL OF MINUTES:

- A. **Review and approval of November 6, 2024, Regular Session Minutes**  
□ [11 - EDC - Regular Session - - 06 Nov 2024 - Minutes](#)

3 - 5

7. UNFINISHED BUSINESS:

A. **Continue Discussion on Online Survey Draft**

8. NEW BUSINESS:

A. **Idea Generation to Help New Businesses Thrive Within North Plains**

B. **End of Year Reflection & Review**

9. STAFF, COUNCIL, PLANNING COMMENTS:

A. **Land Use Applications - Year to Date**

6

□ [November Building Permits](#)

B. **Community Development Monthly Update Report**

7 - 8

□ [City Council Update from 3JC 11.18.24](#)

10. **ECONOMIC DEVELOPMENT COMMISSION COMMENTS:**

11. **ADJOURNMENT:**

\*\*\*\*\*

North Plains Economic Development 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 5 days prior to the meeting. To obtain services, please call City Hall at [\*\*\(503\) 647-5555\*\*](tel:5036475555)

\*\*\*\*\*

**The following North Plains Economic Development Commission Meetings are scheduled to be held the 1st Wednesday of each month on the following dates at 6:00 p.m.:**

Wednesday, January 8, 2025    Wednesday, February 5, 2025    Wednesday, March 5, 2025



## MINUTES

Economic Development Commission  
Regular Session - Meeting  
Wednesday, November 6, 2024 -- 6:00 PM  
Jessie Mays Community Center  
and also via Zoom

**COMMISSION  
MEMBERS:**

Chair Eric Lawson, Vice-Chair Chris Barron, Lisa Beutler, Jacquelyn Hunt, Michael Accuardi, Amy Gibson-Groat, David Amanor

**COMMISSION  
MEMBERS  
ABSENT:**

All members in attendance

**STAFF PRESENT:**

Finance Director Bill Reid, Asst. Planner Rowan Maiorano attended via Zoom, City Recorder Lori Lesmeister excused.

**OTHER:**

Ex Officio Council President Russ Sheldon

**1 LOGIN INFORMATION TO ATTEND VIA ZOOM**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/89011732060?pwd=MEJIVUs5SjB4N3Z3akpZVkNVUURXdz09>

Meeting ID: 890 1173 2060

Passcode: 798991

**Call in (no internet)**

253-205-0468

Meeting ID: 890 1173 2060

Passcode: 798991

**2 CALL TO ORDER: at 6:02 pm**

**3 PLEDGE OF ALLEGIANCE:**

**4 ROLL CALL:**

- a) All members were in attendance.  
Ex Officio Council President Russ Sheldon in attendance.

**5 PUBLIC COMMENT:**

- a) **Public Comment Guidelines**

- b) Carrie Rackey presented information regarding an EPA Brownfield cleanup grant application being prepared for the Glencoe Opportunity Area (GOA). The presentation included an overview of the project, environmental history, and potential benefits.

**6 APPROVAL OF MINUTES:**

- a) **Review and approval of October 2, 2024, Regular Session Minutes**  
***Motion to approve the October 2, 2024 Regular Session EDC Minutes.***

Moved by Jacquelyn Hunt. Second by Chris Barron.  
Motion was approved unanimously.

**7 UNFINISHED BUSINESS:**

- a) **Review and continued discussion on the Business Survey**

Discussion on the EDC-specific business survey being planned to be sent out by the end of the year. This survey will be used to collect data that will help guide future business visits, where questions similar to those in the survey can be asked and discussed face to face with businesses.

Ex Officio Councilor Russ Sheldon said that the approach should be broad, as the Chamber of Commerce is able to target very specific segments of the business community.

Chair Lawson said that they kept this survey like the one that was done in 2019, with small amendments such as making demographic questions non-exclusive and statement consistency.

**8 NEW BUSINESS:**

- a) **Eric Lawson - Application for reappointment to the EDC**

*Motion to recommend Eric Lawson for reappointment to the City Council for a 4-year term beginning January 1, 2025.*

Moved by Chris Barron. Second by Jacquelyn Hunt.  
Motion was approved unanimously.

- b) **Lisa Fry - Application for reappointment to the EDC**

*Motion to recommend Lisa Fry for reappointment to the City Council for a 4-year term beginning January 1, 2025.*

Moved by Chris Barron. Second by Michael Accuardi.  
Motion was approved unanimously.

**9 STAFF, COUNCIL, PLANNING COMMENTS:**

a) **Land Use Applications - Year to Date**

Brief review of ongoing community developments.

b) **Community Development Monthly Update Report**

An update was provided that included community development updates, project timelines, and the status of the Urban Growth Boundary Re-Look process.

Brief discussion on the challenge of recruitment and retention in building and trades.

**10 ECONOMIC DEVELOPMENT COMMISSION COMMENTS:**

a)

The EDC members discussed potential city actions to promote local businesses and considered marketing strategies such as highlighting new businesses or utilizing physical distribution channels like utility bill mailings for promoting businesses.

**11 ADJOURNMENT: at 7:21 pm**

Next scheduled EDC meeting is Wednesday, December 4, 2024, at 6:00 pm

Submitted by:

---

Lori Lesmeister, City Recorder

Date Minutes Approved \_\_\_\_\_

Building Permits  
November 2024

| PERMIT TYPE | PERMIT # | DATE RECEIVED | Subproject: BP TYPE: NEW HOME/FP/DEMO/ELECTRICAL/etc | APPLICANT        | DESCRIPTION/TYPE               | ADDRESS           |
|-------------|----------|---------------|--|------------------|--------------------------------|-------------------|
| BP          | 24-166   | 11/1/2024     | New Home   | Lennar Northwest | Type 1 - New Structure Lot 398 | 11331 NW Main St. |
| BP          | 24-167   | 11/1/2024     | New Home   | Lennar Northwest | Type 1 - New Structure Lot 399 | 11329 NW Main St. |
| BP          | 24-168   | 11/1/2024     | New Home   | Lennar Northwest | Type 1 - New Structure Lot 400 | 11327 NW Main St. |
| BP          | 24-169   | 11/1/2024     | New Home   | Lennar Northwest | Type 1 - New Structure Lot 401 | 11325 NW Main St. |
|             |          |               |  |                  |                                |                   |
|             |          |               |  |                  |                                |                   |

## CITY OF NORTH PLAINS CITY COUNCIL UPDATE

Date: November 18, 2024

The following is a short summary of the current tasks undertaken by the 3J staff for Engineering since the last update.

---

### **ENGINEERING**

1. **Public Works Building:**

- Project is substantially complete. Contract working in punchlist items for both the building and the site. 3J working on completing the close out documents required for Washington County and Clean Water Services.

2. **ADA Analysis:**

- 3J working on data collection and inventory of all ADA ramps within the City right-of-way. Existing data collection to be completed by end of year. 3J is working on a draft report to summarize each ramp and if corrections are required.

3. **Commercial Street Sidewalk Improvements:**

- Construction is substantially complete. The contractor is working in final punchlist corrections.

4. **Glencoe Sidewalk Improvements:**

- Construction is substantially complete. The contractor is working in final punchlist corrections.

5. **313<sup>th</sup> Ave Improvements:**

- Construction is substantially complete. The contractor is working in final punchlist corrections.

6. **Main Street Improvements:**

- Permit Documents in for review with Clean Water Services.

7. **Jessie Mays Park/309<sup>th</sup>/311<sup>th</sup> Improvements:**

- Permit Documents in for review with the Railroad. Working on final permit drawing updates for permit resubmittal to Clean Water Services.

8. **Pacific Street Improvements:** (CIP#ST0.11, ST0.25):

- Working on drawing updates/revisions to minimize impact to individual lot.

9. **Small City Allotment Grant:**

- The city submitted for a SMA project for pavement upgrades along Hillcrest. Applications are being reviewed and decisions will be made by ODOT by end of 2024.

10. **City Standards**

- Continuing working on draft updates to both the City Engineering Design Manual and Standard Details.

11. **Sign/Street Light Inventory:**

- City would like an inventory of all assets owned for street signs and streetlights within the public right-of-way. Currently looking at options to efficiently document all city sign/street light assets.



**DEVELOPMENT REVIEW:**

- **Brynhill Phase 1:**
  - Project is at the end of the maintenance period. Lennar is working on correcting deficient items for final City acceptance.
- **Brynhill Phase 2:**
  - Project is currently in the 1-year maintenance period till March 2025 and when all deficient items noted at that time are corrected.
- **Brynhill Phase 3:**
  - Project is currently in the 1-year maintenance period till March 2025 and when all deficient items noted at that time are corrected.
- **Brynhill Phase 4**
  - Project is currently in the 1-year maintenance period till March 2025 and when all deficient items noted at that time are corrected.
- **Brynhill Phase 5:**
  - Project is substantially complete. 3J has performed a punchlist walk and is pulling together the close out memo required to finalize the project and put it into maintenance.
- **Brynhill Traffic Calming:**
  - Project is currently in the 1-year maintenance period till October 2025 and when all deficient items noted at that time are corrected.
- **Brynhill North Ave East Improvements:**
  - Project is in construction. Currently being delayed due to franchise utility relocations. Lennar working with Luman to provide a schedule for completion.
- **Brynhill North Ave West Improvements:**
  - Completed 2<sup>nd</sup> round engineering review. Pending resubmittal from Developer and their team.
- **Holmstead Subdivision:**
  - Project is substantially complete. Developer and their team working on remaining punchlist items prior to final city acceptance and maintenance period.
- **Commercial Street Homes:**
  - Completed 1<sup>st</sup> round engineering review in Oct 2023. Pending resubmittal. complete.
- **Spec Warehouse (Far West Recycling):**
  - Project in Construction
- **NW West Union (Frank's Excavation):**
  - Land use approved in April 2024. Pending permit formal permit submittal.
- **Kaybern 2-lot Development:**
  - Plan are approved, pending performance bond prior to work being permitted.
- **St. Edwards Church:**
  - Public Works Permit submittal received in August 2024. Review is pending fee payment to City prior to start of review.
- **Brynhill Apartment:**
  - Currently in land use review. 3J provided draft condition of approval to City staff.
- **Commercial Street Partition:**
  - Currently in land use review. 3J provided draft condition of approval to City staff.

- - - E N D O F D O C U M E N T - - -

