



City of North Plains

Planning Commission

Regular Session Meeting

Wednesday, February 12, 2025 @ 6:00 PM

Jessie Mays Community Center

and also via ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/89199254524?pwd=c2duRlMraFovRzZCNy9nVUlPbUJpTXc3UT09>

Meeting ID: 891 9925 4524

Passcode: 107702

Page

1. CALL TO ORDER:
2. PLEDGE OF ALLEGIANCE
3. ROLL CALL
4. PUBLIC COMMENT:

We encourage those wishing to comment to do so in advance of the meeting by emailing comments to 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**
5. APPROVAL OF MINUTES:
 - A. Review and approval of January 8, 2025, Regular Session Minutes 3 - 6
 - [01 - Planning Commission - Regular Session - 08 Jan 2025 - Minutes](#)
6. UNFINISHED BUSINESS:
 - A. **TGM Code Assistance Program Application** 7 - 29
 - [Code Assistance Staff Report PC](#)
 - [ZDC Analysis Data](#)
 - [Code Assistance Selection](#)
 - [TGM CA PC Presentation](#)
 - [Anonymized TGM Code Assistance Letter of Support](#)
 - [CA Letter of Support Template](#)
7. NEW BUSINESS:
8. LAND USE APPLICATIONS & CITY PROJECT MONTHLY REPORTS
 - A. **Land Use Applications & Building Permits - previous 30 days** 30 - 33
 - [2025 Land Use Applications January](#)
 - [2025 Building Permits January](#)
 - B. **City Project Monthly Update Report** 34 - 35
 - [3J Consulting Update - January 2025](#)
9. PLANNING COMMISSION COMMENTS

10. CITY COUNCIL COMMENTS
Ex Officio - Councilor Aaron Dumbrow
11. STAFF COMMENTS
12. ADJOURNMENT:

North Plains Planning 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 Planning Commission Meetings are scheduled to be held at:
Jessie Mays Community Center - 30975 NW Hillcrest Street

The meetings will be held on the following dates at 6:00 p.m.:

Wednesday, March 6, 2025 Wednesday, April 9, 2025 Wednesday, May 14, 2025

ZOOM LINK INFO:

Join Zoom Meeting

<https://us02web.zoom.us/j/89199254524?pwd=c2duRiMraFovRzZCNy9nVUlpTXc3UT09>

Meeting ID: 891 9925 4524

Passcode: 107702



MINUTES

Planning Commission - Regular Session Meeting
Wednesday, January 8, 2025 6:00 PM
Jessie Mays Community Center
and also via Zoom

COMMISSION MEMBERS:

Chairperson Stewart King; Vice Chairperson Heather LaBonte, Tom Hauth, Lonnie Knodel, Chi Miller, Ignacio (Iggy) Parra, Doug Nunnenkamp

COMMISSIONERS ABSENT:

Commissioners Chi Miller and Lonnie Knodel excused

STAFF PRESENT:

Planning Director Steve Miller, City Recorder Lori Lesmeister, Downtown Coordinator/Asst. Planner Rowan Maiorano

OTHER:

Ex Officio: James Fage in attendance

CALL TO ORDER: 6:00 pm

PLEDGE OF ALLEGIANCE

ROLL CALL

Commissioner Chi Miller was excused.
Commissioner Lonnie Knodel excused.
Ex Officio Councilor James Fage was in attendance.

PUBLIC COMMENT:

Public Comment Guidelines

No public comment as no one was in the audience or on Zoom.

APPROVAL OF MINUTES:

Review and approval of December 11, 2024, Regular Session Minutes

Motion to approve December 11, 2024, Regular Session Planning Commission Minutes.

Moved by Commissioner Hauth. Second by Commissioner Nunnenkamp.
Motion was approved unanimously.

UNFINISHED BUSINESS: None

NEW BUSINESS:

FEMA Flood Plain Code Update - March Hearings

Steve Miller, City Planning Manager, provided an update on the FEMA flood code update. He explained that it was a significant undertaking requiring notification to all property owners with floodplain property. The tentative schedule is aimed for the March Planning Commission meeting, with pop-up notices planned for February 5th and mail/publish notices by February 12th. However, Planning Manager Miller noted that this timeline might be tight, and an April 9th meeting could be more realistic. He mentioned that multiple hearings might be necessary to address all questions from affected property owners. The deadline for adoption was July 31, 2025.

TGM Grant to Update Development Code Update

Planning Manager Miller discussed the Transportation Growth Management (TGM) grant for updating the entire development code. He explained that the grant application process was complicated due to the uncertainty surrounding the Urban Growth Boundary (UGB) expansion. The city planned to proceed with the grant application, with a presentation to the Planning Commission in February seeking a letter of support. The timeline aimed to submit the letter of interest to TGM in late February or early March.

Rowan Maiorano, Assistant Planner, added that the February meeting would include a detailed presentation on the TGM program and examples of its implementation. They will be seeking letters of support from both the Planning Commission and City Council.

Commissioner Hauth expressed concerns about potential limitations on local control in the code update process. Planning Manager Miller and Assistant Planner Maiorano clarified that the process would involve extensive public input and that the Planning Commission and City Council would have final approval on any changes.

UGB Re-Look Update

Planning Manager Steve Miller provided an update on the Urban Growth Boundary (UGB) re-look process. He mentioned that an open house was scheduled for the following day from 4 to 7 PM at Jessie Mays, where the public could view maps and provide comments. Three scenarios would be presented: the council-adopted version, a housing-focused option, and a job-focused option. Steve explained that repealing the Housing Needs Analysis (HNA) could subject the city to new state requirements, potentially leading to higher density requirements.

The commission discussed the implications of various growth scenarios and the potential consequences of halting the UGB expansion process. Concerns were raised about the new city council's apparent intention to stop the process and possibly repeal the HNA.

LAND USE APPLICATIONS & CITY PROJECT MONTHLY REPORTS

Land Use Applications - previous 30 days

Planning Manager Miller provided updates on recent business developments, including the opening of Splinter Alley Axe Throwing that includes miniature golf, and a potential new coffee shop and pizza restaurant. He also mentioned Grate Master's interest in expanding their business.

City Project Monthly Update Report

Chair King inquired about the status of the Brynhill traffic calming project, which was reported to be in a one-year maintenance period despite not being completed. Planning Manager Miller said he would follow up with the contract engineer for clarification.

Commissioner Hauth asked about potential new businesses coming to town, particularly regarding the vacant Subway building. Planning Manager Miller mentioned ongoing early discussions but emphasized the need to avoid spreading rumors.

PLANNING COMMISSION COMMENTS

The commission expressed concern about the new city council's apparent opposition to urban growth expansion. They suggested the need for better communication and understanding between the Planning Commission and City Council regarding the importance of managed growth for the city's future.

CITY COUNCIL COMMENTS

Counselor Fage reported that he had suggested the next 4-6 city council meetings be work sessions to bring new council members up to speed on ongoing issues. He acknowledged the intensity of the new council members' focus on halting expansion but emphasized the need for patience and open-mindedness as they become more familiar with the complexities of city planning.

STAFF COMMENTS

ADJOURNMENT:

Next Planning Commission Meeting is scheduled for Feb12, 2025 at 6:00 pm

Submitted by:

Lori Lesmeister, City Recorder

Date Minutes Approved _____



Date: February 12, 2024

To: North Plains Planning Commission

From: Rowan Maiorano, Assistant Planner

Subject: Transportation and Growth Management Code Assistance Application

Background: The City of North Plains is uniquely situated with respect to the Metro area and faces distinct challenges in managing urban development and growth. Until 2022, planning tasks were managed entirely by consultants, the city manager, and planning commissioners with no dedicated staff planners. The direction of development and growth in North Plains has been net-positive over the previous 20 years; however, a lack of dedicated planning staff resulted in discontinuous planning and many small code updates which do not form a cohesive Zoning and Development Code (ZDC).

The City hired its first dedicated planning staff in 2022 and added an additional staff person in 2024, vastly improving planning capacity. Staff have focused on developing strong protocols and procedures as well as facilitating planning over the past two years. In the course of improving the planning program, staff have accumulated a large list of errant, out-of-date, and/or out-of-alignment code in the ZDC. Some updates (ex. Sign code) have been completed by staff with the involvement of the Planning Commission, but the current staffing level is not sufficient to carry out the broad updates required without negatively impacting the core functions of the planning department.

In a qualitative analysis by staff in late 2024, it was found that 9% of ZDC codes have poor or very poor accuracy, 13% have poor or very poor objectivity, and 38% have poor or very poor functionality. The combined effect of these deficits is a ZDC which often misdirects applicants, confuses staff, and does not support the stated goals of the Comprehensive Plan. Staff estimate that 60% of the ZDC would benefit from updating. Staff have considered several approaches to an update of the ZDC and have taken the advice of DLCD to pursue the Transportation and Growth Management Code Assistance program.

TGM Code Assistance: The TGM Program is a collaboration between DLCD and ODOT which focuses on the alignment of transportation and land use planning. The program was established with the goal of creating more livable and sustainable communities while also saving costs for the public and for private investment. Additional TGM goals include supporting economic growth, smart development, and environmental stewardship. The TGM Code Assistance Program is one branch of TGM aimed at helping local governments identify and update zoning and/or development codes to improve efficiency in the land use and transportation systems. The TGM Code Assistance program prioritizes two project types:

[Type here]

Type 1 – Small Communities and Type 2 – Specialized Projects. North Plains qualifies for a Type 1 project which would occur in an assessment phase and a code development phase carried out by a consultant team over an 18-24 month period. TGM Code Assistance requires a commitment of local staff time and resources to assist the consultant team; however, no financial match or contingency is required.

TGM Code Assistance has a simple application process. To apply, staff will submit a letter of inquiry explaining the City's situation, the request, and how we plan to incorporate TGM goals the code update. Ideally, staff will also submit a letter of support from the Planning Commission stating your commitment to assisting in the project when requested, to supporting TGM principles, and to recommending the adoption of the updated code upon its completion. Staff will also be requesting City Council adopt a resolution in support of the application and commitment to the project. Should we be selected, the ODOT procurement process will begin with scoping work to follow, this process will culminate in securing a consultant around October with a tentative project start date in November. On this timeline, the project would reach completion sometime between June and December 2027.

Request: Submit a letter of support addressed to TGM stating the Planning Commissions support of and commitment to contributing to the Code Assistance project, supporting the principles of TGM, and committing to recommending adoption of an updated code at the conclusion of the project.

Attachments:

Exhibit A – ZDC Analysis

Exhibit B – TGM Code Assistance Selection Criteria and Process

Exhibit C – Anonymized Example Letter of Support

Exhibit D – Letter of Support Template

Section	Title	Accuracy Score	Functionality Score	Objectivity Score	Code Score
155.001	General Provisions Title	5	5	5	15
155.002	Purpose and Scope	3	1	4	8
155.003	State and Federal Regulations	4	4	4	12
155.004	Conformance Required	5	5	5	15
155.005	Stop Order; Hearings	4	5	5	14
155.006	Interpretation	5	5	5	15
155.007	Savings Clause	5	5	5	15
155.008	Conflicting Ordinances	5	5	5	15
155.009	Fees	3	3	5	11
155.010	Termination of Approvals and Extensions	3	3	5	11
155.011	Final Action on Permit Application within 120 Days	5	5	5	15
155.012	Definitions	3	3	3	9
155.025	List of Types of Review Procedures	1	1	5	7
155.026	Pre-Application Conference	2	3	3	8
155.027	Neighborhood Meeting	1	2	3	6
155.028	Traffic Impact Study	5	4	4	13
155.029	Type I Administrative Review by City Staff	4	3	5	12
155.030	Type II Land Use Decisions by City Manager or Planner	2	3	3	8
155.031	Type III Quasi-Judicial Decisions by the Planning Commission	2	3	3	8
155.032	Type IIII Legislative and Other Decisions	2	4	4	10
155.033	Appeals	4	5	5	14
155.045	Design Review Purpose	5	3	1	9
155.046	Design Review Approval Requirements	5	5	5	15
155.047	Design Review Approval Procedures	4	4	5	13
155.048	Filing Procedure	3	3	5	11
155.049	Pre-Application Conference	5	2	5	12
155.050	Application	3	3	5	11
155.051	Filing	4	2	5	11
155.052	Design Review Plan; Submittal Requirements	4	4	5	13
155.053	Engineer's Assessment	5	5	5	15
155.054	Documentation	5	5	5	15
155.055	Type III Design Review Criteria	4	2	1	7
155.056	Design Review Specific Use Standards	3	2	1	6
155.070	Conditional Use Permits Purpose and Scope	5	4	4	13
155.071	Application and Fee	2	3	4	9
155.072	Review Criteria	4	4	1	9
155.073	Conditions of Approval	5	5	3	13
155.074	General Requirements	5	5	5	15
155.075	Marijuana Business and Psilocybin Service Centers	5	1	5	11

155.076	Compliance with Conditions	5	5	5	15
155.077	Revocations of Permit	5	2	5	12
155.090	Temporary Permits Purpose	5	5	5	15
155.091	Application and Fee	3	3	5	11
155.092	Types, Requirements and Procedures for Temporary Uses	4	2	3	9
155.093	Conditions of Approval	5	5	5	15
155.094	Compliance with Conditions	5	5	5	15
155.105	Variances Purpose and Scope	5	5	3	13
155.106	Application and Fee	3	2	5	10
155.107	Type III Variance Review Criteria	3	3	1	7
155.108	Type II Minor Variances	4	3	2	9
155.109	Conditions of Approval	5	5	3	13
155.110	Compliance with Conditions	5	5	5	15
155.125	Comprehensive Plan and Zoning Amendments Purpose and Scope	4	3	5	12
155.126	Application and Fee	5	2	5	12
155.127	Review Criteria	5	4	2	11
155.128	Findings	5	2	5	12
155.129	Conditions	5	5	5	15
155.140	Districts	2	1	5	8
155.141	Boundaries	3	2	5	10
155.142	Zoning in Newly Annexed Areas	5	5	5	15
155.143	Use Table	3	1	5	9
155.155	R-7.5 Zoning District Purpose	4	5	5	14
155.156	Permitted Uses	5	4	5	14
155.157	Conditional Uses	5	1	3	9
155.158	Dimensional Standards	5	3	5	13
155.159	Parking Requirements	5	1	5	11
155.160	Development Standards	5	3	4	12
155.175	R-5 Zoning District Purpose	5	5	5	15
155.176	Permitted Uses	5	5	5	15
155.177	Conditional Uses	5	1	3	9
155.178	Dimensional Standards	5	2	5	12
155.179	Parking Requirements	5	1	5	11
155.180	Development Standards	5	3	4	12
155.195	R-2.5 Zoning District Purpose	2	2	5	9
155.196	Permitted Uses	3	3	5	11
155.197	Conditional Uses	5	1	3	9
155.198	Dimensional Standards	4	2	4	10
155.199	Parking Requirements	5	1	5	11
155.200	Development Standards	5	2	4	11
155.215	C-1 Community Commercial District Purpose	5	4	3	12
155.216	Permitted Uses	5	4	5	14

155.217	<i>Conditional Uses</i>	5	3	5	13
155.218	Limitations on Use	3	3	1	7
155.219	Dimensional and Design Standards	3	2	5	10
155.220	Parking Requirements	5	1	5	11
155.221	Lighting Requirements	5	1	5	11
155.235	C-2 General Commercial District Purpose	4	2	3	9
155.236	Permitted Uses	5	3	5	13
155.237	Conditional Uses; Permits	5	2	5	12
155.238	Limitations on Use	3	3	1	7
155.239	Dimensional Standards	5	2	5	12
155.240	Parking Requirements	5	1	5	11
155.255	NC Neighborhood Community Zone Purpose	3	1	1	5
155.256	Objectives	2	1	2	5
155.257	Permitted Uses	4	1	5	10
155.258	Conditional Uses	3	2	5	10
155.259	Development Standards	4	2	4	10
155.260	Master Plans; Standards and Requirements	4	4	3	11
155.261	Procedure	1	3	3	7
155.275	M-1 Light Industrial District Purpose	5	5	5	15
155.276	Permitted Uses	5	4	5	14
155.277	Conditional Uses	5	3	5	13
155.278	Limitations on Use	5	2	1	8
155.279	Dimensional Standards	5	3	5	13
155.280	Parking Requirements	5	1	5	11
155.295	M-2 General Industrial District Purpose	5	5	4	14
155.296	Permitted Uses	5	4	5	14
155.297	Conditional Uses	5	3	5	13
155.298	Limitations on Use	5	2	1	8
155.299	Dimensional Standards	5	3	5	13
155.300	Parking Requirements	5	1	5	11
155.315	IPU Institutional and Public Use Purpose	4	1	2	7
155.316	Permitted Uses	5	3	5	13
155.317	Conditional Uses	4	2	4	10
155.318	Dimensional Standards	5	1	5	11
155.319	Parking Requirements	5	1	5	11
155.330	FP Floodplain Overlay District Purpose	3	1	2	6
155.331	Definitions	2	1	4	7
155.332	Area of Application	4	1	5	10
155.333	Basis for Establishing Areas of Special Flood Hazard	5	1	5	11
155.334	Compliance	2	1	5	8
155.335	Abrogation and Severability	4	1	5	10
155.336	Interpretation	3	1	5	9

155.337	Disclaimer of Liability	4	1	4	9
155.338	Accessory Structures	1	1	5	7
155.339	Development Permits; Application	3	1	5	9
155.340	Review Authority	1	1	3	5
155.341	Information to be Obtained and Maintained	2	1	3	6
155.342	Alteration of Watercourses	3	1	5	9
155.343	Interpretation of FIRM Boundaries	4	1	5	10
155.344	Changes to Base Flood Elevation	5	1	5	11
155.345	Flood Hazard Protection Provisions	3	1	3	7
155.346	Specific Development Standards	3	1	3	7
155.347	Variance and Appeal Procedure	3	1	3	7
155.360	Historic Overlay District (HO) Purpose	3	1	2	6
155.361	Definitions	5	2	2	9
155.362	Area of Application	3	5	5	13
155.363	Uses Allowed	5	5	5	15
155.364	Ordinary Maintenance and Repair	5	4	3	12
155.365	Compliance	5	4	5	14
155.366	Exterior Alterations	4	3	3	10
155.367	Demolition	2	3	3	8
155.380	SNR Significant Natural Resources Overlay District Purpose	4	4	3	11
155.381	Definitions	3	4	5	12
155.382	Affected Property	5	5	5	15
155.383	Activities Subject to Review	5	4	5	14
155.384	Exemptions	5	4	4	13
155.385	Agency Review	5	5	5	15
155.386	Map as Reference	5	3	5	13
155.387	Development Permit Required	3	3	5	11
155.388	General Development Standards	5	1	5	11
155.389	Natural Resource Enhancement and Restoration	3	2	1	6
155.390	Variances to Subchapter	4	1	3	8
155.391	Mitigation Standards	4	3	3	10
155.405	<i>Sign Standards Definitions</i>	5	5	5	15
155.406	<i>Standards and Permits</i>	5	5	5	15
155.407	<i>Signs in Residential Zones</i>	5	5	5	15
155.408	<i>Signs in Commercial Zones</i>	5	5	5	15
155.409	<i>Signs in Neighborhood Community Zones</i>	5	5	5	15
155.410	<i>Signs in Institutional and Public Use Zones</i>	5	5	5	15
155.411	<i>Signs in Industrial Zones</i>	5	5	5	15
155.412	<i>Temporary Signs</i>	5	5	5	15
155.413	<i>Portable Signs</i>	5	5	5	15
155.414	<i>Additional Regulations Applicable to All Zones</i>	5	5	5	15
155.415	<i>Abandoned Signs</i>	5	5	5	15

155.416	<i>Non-Conforming Signs</i>	5	5	5	15
155.430	Home Occupations Purpose	4	4	3	11
155.431	Administrative Home Occupation Standards	5	4	3	12
155.432	Home Occupations that Require a Conditional Use Permit; Standards	5	2	1	8
155.445	Automobile-Related Services; Wrecking Yards and Junk Yards Standards	5	3	5	13
155.446	Subject to Site Plan Review; Minimum Lot Size	3	3	5	11
155.447	Setbacks	3	3	5	11
155.448	Landscaping	5	5	5	15
155.449	Screening	4	3	5	12
155.450	Lighting	5	3	2	10
155.451	Other Requirements	4	2	5	11
155.452	Abandonment	5	5	5	15
155.465	Heritage Trees Purpose	3	1	1	5
155.466	Definition	5	1	1	7
155.467	Nomination	3	1	5	9
155.468	Review Process	5	1	3	9
155.469	Protection	1	2	4	7
155.470	Recognition	1	1	5	7
155.471	Removal of Designation	5	3	5	13
155.485	Townhouses Standards	5	4	4	13
155.486	Purpose	5	4	3	12
155.487	Standards and Requirements	5	3	5	13
155.500	Requirements for Accessory Uses and Structures	5	4	5	14
155.501	Requirements for Accessory Dwellings	5	1	4	10
155.502	Requirements for Fences and Walls	5	5	5	15
155.515	Manufactured Homes Purpose	5	4	2	11
155.516	Design Standards for Manufactured Homes	3	2	5	10
155.517	Development Standards for Manufactured Home Parks	3	2	3	8
155.518	Review Procedure for Manufactured Home Parks	1	1	3	5
155.530	Projections from Buildings	5	3	5	13
155.531	General Exception to Building Height Limitations	5	3	5	13
155.532	General Exception to Lot Size Requirements	5	5	5	15
155.533	General Exception to Yard Requirements	3	2	2	7
155.545	Lot Line Adjustments	5	4	4	13
155.546	Purpose	5	1	2	8
155.547	Scope	5	5	5	15
155.548	Standards for Lots	4	4	4	12
155.549	Standards for Blocks	4	1	5	10
155.550	Easements	5	4	5	14
155.551	Improvement Requirements	5	2	5	12
155.552	Improvement Procedures	5	5	5	15
155.565	Land Partitioning Definition	5	5	5	15

155.566	General Provisions	4	4	5	13
155.567	Submittal Requirements for Tentative Partition Review	3	3	5	11
155.568	Process for Tentative Partition Review	5	5	5	15
155.569	Partition Approval Criteria	5	1	4	10
155.570	Process for Final Partition Approval	1	1	5	7
155.585	Subdivisions Definition	5	5	5	15
155.586	Conformance	1	3	5	9
155.587	Submittal Requirements for Tentative Subdivision Plans	3	2	3	8
155.588	Preliminary Plat Approval Criteria	3	3	5	11
155.589	Lot Access Provisions	5	4	4	13
155.590	Flag Lot	5	5	4	14
155.591	Conditions of Approval	5	4	5	14
155.592	Preliminary Review of Tentative Subdivision Plan	3	1	4	8
155.593	Expiration of Tentative Approval	5	3	5	13
155.594	Phasing of Development	5	5	5	15
155.595	Final Subdivision Plat	5	5	5	15
155.596	Final Subdivision Plat Review	5	2	5	12
155.597	Improvements Bonding	5	5	5	15
155.598	Recording	5	5	5	15
155.599	Re-Platting, Vacation or Change to Approved Land Divisions	5	5	5	15
155.610	Planned Unit Development Standards	5	4	3	12
155.611	Purpose	5	5	4	14
155.612	Objectives	5	5	1	11
155.613	Standards and Requirements	5	2	1	8
155.614	Procedure	3	3	1	7
155.625	Public Facility and Service Requirements Purpose	5	4	2	11
155.626	Application of Public Facility Standards	5	5	5	15
155.627	Public Facility Standards	5	5	5	15
155.628	Exceptions	5	3	1	9
155.629	Methods to Assure Facilities and Services	5	4	5	14
155.630	Determination of Impacts from Change of Use, New Construction, Alterations and/or Additions	5	5	5	15
155.631	Public Work Permit; Fees; Duration; Security	5	4	5	14
155.632	Restoration	5	5	5	15
155.633	Damage to Substructures	5	5	5	15
155.634	Protection of Adjoining Property	5	5	5	15
155.635	Care of Excavated Material	5	5	5	15
155.636	Construction Standards	5	5	5	15
155.637	Limitations on Liability	5	5	5	15
155.650	Street Standards Purpose	5	4	4	13
155.651	Scope	5	5	5	15
155.652	General Provisions	5	1	4	10

155.653	General Right-of-Way and Improvement Widths; Modifications	5	3	1	9
155.654	Construction Specifications	5	5	5	15
155.655	Reserved	5	5	5	15
155.656	<i>Clear Vision Areas</i>	5	4	5	14
155.657	Street Vacations and Dedications	1	1	1	3
155.670	Off-Street Parking and Loading Purpose	5	4	4	13
155.671	General Provisions	3	2	4	9
155.672	Commercial District Modifications	5	1	5	11
155.673	Automotive Parking Requirements	5	1	5	11
155.674	Off-Street Loading Requirements	5	2	3	10
155.675	Parking and Loading Area Development Requirements	4	3	1	8
155.676	Bicycle Parking Facilities	5	1	5	11
155.690	Similar Uses Purpose and Scope	5	3	3	11
155.691	Application and Fee	5	1	5	11
155.692	Review Criteria	5	3	1	9
155.693	Conditions of Approval	5	4	3	12
155.694	Compliance with Conditions	4	1	4	9
155.705	Non-Conforming Uses Purpose and Scope	5	3	5	13
155.706	Application and Fee	5	1	5	11
155.707	Review Criteria	5	3	1	9
155.708	Conditions of Approval	5	4	3	12
155.709	Compliance with Conditions	4	3	4	11
155.720	Annexations Statement of Purpose	5	4	5	14
155.721	Conditions of Annexation	5	4	5	14
155.722	Criteria	5	4	2	11
155.723	Application Filing, Publication and Posting Deadlines	1	1	5	7
155.724	Application Requirements	5	2	5	12
155.725	Acceptance of Application; Staff Evaluation	3	1	5	9
155.726	Review Criteria	5	3	3	11
155.727	Action by the Planning Commission	4	2	4	10
155.728	Annexation Declaration	1	1	5	7
155.729	Health Hazard Declaration	1	1	5	7
155.730	Island Annexation	5	5	5	15
155.731	Coordination	5	4	5	14
155.732	Effective Date of District Designation	5	5	5	15
155.733	Action by City Council	1	1	5	7
155.999	Penalty	5	4	5	14



Oregon Transportation and Growth Management

Selection of Code Assistance Projects



Eligibility

Projects must meet all of the following.

Eligibility #1: Transportation

The project must have a clear transportation relationship and benefits. It must involve code regulating the provision of transportation facilities, regulating the connection between the public realm (i.e. streetscape) and adjoining land uses, or regulating types and intensities of land uses to make efficient use of the transportation system. The project must also have clear benefits for improving the function or operation of the transportation system. Projects addressing exclusively procedural code provisions or land use without regard to transportation are not eligible.

Eligibility #2: TGM principles

Projects will be considered only if the local government understands the TGM principles and is willing to work towards solutions consistent with them. A key principle of TGM is that transportation and land use decisions ought to be made in a comprehensive process that addresses their complex interrelationship. Another key principle of TGM is that planning and development codes ought to address all relevant modes of travel, with special attention to walking, bicycling, and transit. Additional TGM principles include mixed uses, efficient use of land, vibrant downtowns, and improving the connectivity of the street network.

Eligibility #3: Local jurisdiction involvement

A request for Code Assistance must come from a local jurisdiction; either a city or a county. The local jurisdiction is not required to provide a cash match, but each project does require significant involvement of local staff and support including providing public notice and meeting logistics.

Eligibility #4: Elected official support

The project must have the support of elected officials in the jurisdiction. Decision makers must understand Code Assistance is a voluntary program and be in favor of implementing TGM principles in their community. A letter expressing this support, signed by an elected official, must accompany the request from the city.

Eligibility #5: Support from ODOT and DLCD

The project must have the support of the ODOT region and DLCD. TGM staff will consult with the ODOT regional planner and the DLCD regional representative to assess support for the project.

Project Types

Projects generally fall into one of two categories: Code updates in smaller communities or specialized projects advancing the TGM principles in larger jurisdictions. The amount of money spent on projects is roughly balanced between the two types of projects, but all projects are

selected for the potential to make a significant contribution to the TGM principles relative to the cost. Proposals are evaluated on a first-come/first-served basis; however, projects may be held to a higher standard if it appears that budgeted funds may not be sufficient to cover all of the eligible projects.

Type 1 – Small Communities

Helping Oregon’s small communities to integrate transportation and land use planning is one of the main functions of the Code Assistance program. Communities with a population of 2,500 to 20,000 often have limited staff available for planning efforts. Code Assistance can make a big difference in these communities, laying the foundation for efficient land use and transportation development patterns. Generally these projects use the TGM Model Code to replace all or part of the existing local development code.

Type 2 – Specialized Projects

Innovation in the areas of the TGM objectives (smart growth, integration of land use and transportation planning, alternate modes of transportation, Etc.) is an equally important function of the Code Assistance program. Larger communities with a specialized project that will advance innovation in these areas provide the opportunity to reach a greater population. These projects target a specific area or type of development in the code and are not full code evaluations or updates.

Selection Factors

Projects are selected for the potential to make a significant contribution to the TGM principles relative to the cost. Listed below are some of the factors that are considered when evaluating eligible Code Assistance projects. Not all of the factors will apply to any particular project.

Need

The project would fulfill a significant planning need in the community. This need must include both Transportation and Land Use planning objectives and must be specific. General “housekeeping” type updates are not, on their own, a significant enough reason to grant Code Assistance.

High growth area

The project is located in a faster-growing community where growth pressures are more acute.

Example

The project has significant potential to serve as an example of applying TGM principles for other local jurisdictions, especially an example that would have broad statewide applicability.

State system

The project would benefit a state highway or aid in implementing the Oregon Highway Plan.

Opportunity for success

The project has a high likelihood of adoption by the local jurisdiction.

Innovations

The project would advance an innovative development pattern or practice consistent with TGM principles.

Cost-effective

The project would result in a large benefit to TGM principles relative to the budget.

Implementation of previous planning

The proposal offers the opportunity to further a local plan that is consistent with the TGM principles (e.g. Metro 2040), including plans previously funded by TGM. However, a potential Code Assistance project that would duplicate or largely duplicate work previously funded by TGM would not be appropriate.

Outreach

The proposal provides the opportunity to involve the public in a way that helps disseminate the TGM principles. All TGM projects involve public participation in the code amendment process. Projects will receive extra consideration if they provide opportunities for general education and outreach that would increase the awareness of TGM principles.

Regional balance

TGM seeks to support projects in all regions of the state. Projects located in regions that have not recently had Code Assistance projects will receive additional consideration.

Selection Process

Step 1: Inquiries

Local jurisdiction and regional state staff make inquiries to the program manager about potential Code Assistance projects. The program manager discusses the potential project and advises on the eligibility criteria and selection guidelines to help determine which projects have promise.

Step 2: Written Request

The local jurisdiction must request assistance in writing. The letter must cover the following points.

1. Describe the specific issue or problem in the community that a code assessment or update of plan and code language would address;
2. Explain how a code assistance project would carry out TGM objectives;
3. Describe what the end product of code assistance would be;
4. Identify previous and ongoing land use and transportation planning projects that would have a bearing on a code assistance project;
5. Include a letter or resolution from decision makers – planning commission or city council/mayor – showing support for the project carrying out TGM objectives.

Step 3: Evaluation

The Code Assistance Program Manager (or designated project manager) conducts background research and has follow-up conversations. This will include ODOT region planner(s) and DLCD regional representative and the ODOT and DLCD TGM program managers (or their designees). Investigation may include a site visit, meetings with local government planners and other stakeholders or requests for additional information (e.g. current comprehensive plan, examples of land use applications, zoning or development codes, etc.).

Step 4: Decision

The Code Assistance Program Manager decides whether to proceed with a Code Assistance project and which consultant team is best suited for the project (considering any conflicts-of-interest).

Step 5: Statement of Work (SOW)

The Code Assistance Program Manager (or designated project manager), works with the local jurisdiction to prepare a draft SOW describing tasks, meetings, deliverables, and schedule. The SOW is also negotiated with the consultant for content and payment per deliverable.

Step 6: Work Order Contract

When all reviewers are satisfied with the content of the SOW, it is sent to the TGM Program Grants/Contracts Specialist and Grants/Contracts Coordinator for review and processing.

Personnel

Code Assistance Program Manager: Laura Buhl

Designated to review prospects by ODOT TGM Program Manager: Sue Geniesse

Designated to review prospects by DLCD TGM Program Manager: Matt Crall

TGM Program Grants/Contracts Specialist: Frances Campo

Grants/Contracts Coordinator: Cindy Lesmeister

October 26, 2011



Transportation and Growth Management

Code Assistance

Planning Commission
February 12th, 2025



TGM PROGRAM

- Collaboration between ODOT and DLCD to encourage responsible and sustainable planning that creates vibrant, livable places
- TGM provides local governments with resources to plan long-term and utilize existing assets



OREGON

Department of
Land Conservation
& Development



CODE ASSISTANCE

- Code Assistance helps local governments identify and update regulations to promote efficient land use and transportation
- Community Projects can be one- or two-phased depending on the level of assistance needed
- Work is carried out by consultants hired by TGM and cash/in-kind match is not required
- Local Staff are heavily involved in the process

NORTH PLAINS CODE CONCERNS

Code Usability

- Current code suffers from many technical errors and could be simplified in many areas to improve usability

Housing and Neighborhood Character

- Applying objective standards to improve the character of residential zones

Downtown and Commercial Development Standards

- Adopting standards to encourage a vibrant downtown and robust commercial sector accessible to all

Zoning Map

- Rezoning parcels to improve downtown cohesion, increase housing capacity, and increase development potential

THE STATISTICS

9%

Poor/very poor
accuracy

13%

Poor/very poor
objectivity

38%

Poor/very poor
functionality

60%

Needs updating

80%

Impacted by
necessary updates

CODE ASSISTANCE REQUEST

- **Type 1 – Small Communities Code Assistance**
- **Two Phase Project**
- Address Chapter 155 Zoning and Development *and* Zoning Map
- Improve code accuracy and ensure compliance with Oregon planning law
- Adapt Zoning Districts to better serve the Comprehensive Plan
- Adopt development standards that enable an efficient and attractive development consistent with community desires

QUESTIONS?

PLANNING COMMISSION REQUEST

Submit a letter of support addressed to TGM stating the Planning Commissions support of and commitment to contributing to the Code Assistance project

October 15, 2019

Laura Buhl
TGM Code Assistance Program Manager
Oregon Department of Land Conservation and Development
635 Capitol Street NE Suite 150
Salem, OR 97301
Sent by email: laura.buhl@state.or.us

Re: City of Monmouth Code Assistance Letter of Support

Dear Ms. Buhl,

Thank you for the opportunity to submit an application to the Transportation and Growth Management Program.

On behalf of the ██████████ City Council, please accept this letter of support for the City's Code Assistance project. The Council reviewed the request at our September 17, 2019 meeting. After discussing the City's need for an updated Code and program principles, the Council directed staff to prepare and submit an application on the City's behalf.

The City supports the TGM objectives, many of which are consistent with the City's Community Vision to "Become more bicycle & pedestrian friendly." An updated code is needed to promote the types of housing identified in the City's recently completed housing needs study, and to create a more vibrant, livable community. The City's antiquated zoning ordinance serves as a barrier to much of the development the city wants to encourage.

Thank you for your consideration.

Sincerely,

A large black rectangular redaction box covers the signature area.



February 00, 2025

Nicole Cross
TGM Code Assistance Planner
Oregon Department of Land Conservation and Development
635 Capitol Street NE Suite 150
Salem, OR 97301
Sent by email: Nicole.cross@dlcd.oregon.gov

Re: City of North Plains Code Assistance Letter of Support

Dear Ms. Cross,

Thank you for the opportunity to submit an application to the Transportation and Growth Management Program for Code Assistance.

On behalf of the North Plains Planning Commission, please accept this letter of support for the City's Code Assistance project. The Commission reviewed staff's findings at our February 12, 2025 meeting and support the decision to update the code.

North Plains Vision Statement and Comprehensive Plan Goals are closely aligned with TGM principles. Highlighted in the most recent Comprehensive Plan (updated 2022) are visions of "a range of quality housing for all ages and income levels" and "a well planned and connected city where residents and visitors enjoy pedestrian and bicycle paths." The Planning Commission supports updating the Zoning and Development Code to see these visions become reality.

The City has an updated Housing Needs Analysis and Economic Opportunities Analysis that indicate a large need for creative solutions to housing access and business development. A modern and adaptable code is needed to meet the identified needs. A UGB expansion is also being considered and would require a robust zoning and development code to facilitate smart development in the expansion area. The current Zoning and Development Code is inadequate to meet the City's expanding needs and is a barrier to progressive development.

Thank you for your consideration.

Sincerely,

Stewart King, North Plains Planning Commission Chair

**Land Use Applications
January 2025**

PERMIT #	DATE RECEIVED	DESCRIPTION	APPLICANT
TA 25-001	1/2/25	Type IV Text Amendment - Floodplain Overlay Update	City of North Plains - Rowan Maiorano, Assistant Planner

**Land Use Applications
January 2025**

ADDRESS	SITE ADDRESS
31360 NW Commercial St	Floodplain Overlay District

**Building Permits
January 2025**

PERMIT #	DATE RECEIVED	DESCRIPTION
BP 25-001	1/15/2025	Type I Building Permit for Solar Install
BP 25-002	1/17/2025	Type I Building Permit for Furnance/AC Install
BP 25-003	1/23/2025	Type I Building Permit for Solar Install

**Building Permits
January 2025**

APPLICANT	SITE ADDRESS
Blue Raven Solar	28914 NW Keenon St.
Evergreen Gas	10105 NW 313th Ave.
Western Heating & Cooling	10970 NW 318th Ave.

CITY OF NORTH PLAINS CITY COUNCIL UPDATE

Date: January 21, 2025

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:**
 - 3J has submitted as-builts to both Washington County and CWS to close out the site related permits.
2. **ADA Analysis:**
 - 3J has completed the field collection and is working on processing the data and creating a report summarizing deficiencies and estimating costs for repairs.
3. **Commercial Street Sidewalk Improvements:**
 - Construction is substantially complete. The contractor is working on final punchlist corrections.
4. **Glencoe Sidewalk Improvements:**
 - Construction is substantially complete. The contractor is working on final punchlist corrections.
5. **Main Street Improvements:**
 - Pending permit review comments from CWS.
6. **Jessie Mays Park/309th/311th Improvements:**
 - Pending permit review comments from CWS. The city is working with RR on agreement.
7. **Pacific Street Improvements:**
 - Working on drawing updates/revisions to minimize impact to individual lot. Anticipate permit submittal to CWS within the month
8. **City Standards**
 - Continuing working on draft updates to both the City Engineering Design Manual and Standard Details.
9. **Sign/Street Light Inventory:**
 - 3J will be assisting the city in collecting existing sign and street light inventory in the City.

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. 3J to schedule/perform a maintenance punch walk within the next month.



- **Brynhill Phase 3:**
 - Project is currently in the 1-year maintenance period till March 2025. 3J to schedule/perform a maintenance punch walk within the next month.
- **Brynhill Phase 4**
 - Project is currently in the 1-year maintenance period till March 2025. 3J to schedule/perform a maintenance punch walk within the next month.
- **Brynhill Phase 5:**
 - Project is substantially complete. Lennar and their contractor are working to finalize the project and make corrections to the punch list.
- **Brynhill Traffic Calming:**
 - Project is currently in the 1-year maintenance period till October 2025. Lennar paid a FIL for the traffic Calming improvements along NW 309th Ave., south of NW North Ave. These improvements will be constructed as part of the City's NW 309th Ave. CIP sidewalk project.
- **Brynhill North Ave East Improvements:**
 - Project is in construction. Communication utilities are being relocated, and the contractors are working on the remaining curb and sidewalk sections.
- **Brynhill North Ave West Improvements:**
 - Permit resubmittal has been received from the Developer's Engineer and are currently being reviewed.
- **Holmstead Subdivision:**
 - Maintenance Bond was received on 1/15/20205, Project is currently in the 1-year maintenance period till January 2026.
- **Commercial Street Homes:**
 - Completed 1st round engineering review in Oct 2023. Pending resubmittal.
- **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:**
 - Right-of-way construction to start once developer provide performance bond to the city or enters into a developer's agreement to complete the work.
- **St. Edwards Church:**
 - Initial Public Works Permit submittal received in August 2024, revised plans received January 2025. Permit review is pending review/inspection deposit payment.
- **Brynhill Apartment:**
 - Received Land Use approval on December 11, 2024
- **Commercial Street Partition:**
 - Received Land Use approval on November 25, 2024.
- **31590 NW Lenox Street:** ROW permit plans submitted for a ¾ street improvement. 3J currently reviewing for completeness and will request a Review/Inspection deposit. Once deposit is paid full permit review will be completed.

--- END OF DOCUMENT ---

