



City of North Plains

Agenda

City Council

Tuesday, February 18, 2025

Work Session - 6:30 - 7:00 PM

Business Meeting - 7:00 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/83210485716?](https://us02web.zoom.us/j/83210485716?pwd=Pq3g9iwecTRafKi164KOtwEMzRjlas.1)

[pwd=Pq3g9iwecTRafKi164KOtwEMzRjlas.1](https://us02web.zoom.us/j/83210485716?pwd=Pq3g9iwecTRafKi164KOtwEMzRjlas.1) Meeting ID: 832 1048 5716

Passcode: 677419

Phone in (no internet)

253-215-8782

Meeting ID: 832 1048 5716

Passcode: 677419

2. WORK SESSION - 6:30-7:00 PM

A. **Planning: TGM Code Application for Development Code Rewrite**

4 - 29

- ☐ [Res. No. 2298 - TGM CA Application Staff Report](#)
- ☐ [TGM CA CC Presentation](#)
- ☐ [Exhibit A - TGM Mission Goals Objectives](#)
- ☐ [Exhibit B - ZDC Analysis Data](#)
- ☐ [Exhibit C - Selection Criteria and Process](#)

3. CALL TO ORDER

4. PLEDGE OF ALLEGIANCE

5. ROLL CALL

6. APPROVAL OF MINUTES:

A. **Approval of City Council Minutes.:**

30 - 99

January 6, 2025 Regular Session Meeting
January 15, 2025 Emergency Meeting
January 21, 2025 Regular Session Meeting
February 3, 2025 Regular Session Meeting

- ☐ [01 - City Council Meeting - 06 Jan 2025 -- Minutes v3](#)
- ☐ [01 - City Council - Special Session - 15 Jan 2025 - Minutes v2](#)
- ☐ [01 - City Council - Regular Session - 21 Jan 2025 - Minutes v2](#)
- ☐ [02 - City Council - Regular Session - 03 Feb 2025 - Minutes](#)

7. **PUBLIC COMMENT:**

Persons wishing to speak on matters not on the agenda may be recognized at this time. The public comment period is a limited public forum and comments are therefore appropriately limited to matters of City concern, official action, or other matters that may come before the City Council.

*Written comment in advance of the meeting is welcome and should be emailed to info@northplains.gov. **An individual or community group that wishes to provide public comment virtually must register with the City Recorder by 3:00 pm the day of the meeting and provide their name, address, email, phone, and a general topic.***

8. **STAFF REPORTS**

- A. **Library Department Monthly Report** 100 - 101
 - [Staff Report - Library Feb 2025](#)
- B. **Police Department Monthly Report** 102
 - [Staff Report - Police Dept. Feb 2025](#)
- C. **Public Works Monthly Report** 103 - 107
 - [Staff Report - Public Works Feb. 2025](#)
 - [3J Consulting Update - January 2025](#)
- D. **Community Development Monthly Report** 108 - 110
 - [Staff Report - Planning Manager - Feb. 2025](#)
 - [3J Consulting Update - January 2025](#)
- E. **Finance Department Monthly Report** 111 - 117
 - [Staff Report - Finance Department Feb. 2025](#)

9. **RESOLUTIONS:**

- A. **Res. No. 2296 - Adopting Parks Board Bylaws** 118 - 123
 - [Res. No. 2296 - Parks Board Bylaws - Staff Report](#)
 - [Res. No. 2296 - Adopting Parks Board Bylaws with Exhibit A](#)
- B. **Res. No. 2297 - Creating Library Supervisor Position** 124 - 131
 - [Res. No. 2297 - Staff Report Creating Library Supervisor 2025-03](#)
 - [Res. No. 2297 - Creating Library Supervisor Position with Exhibit A](#)
- C. **Res. No. 2298 - TGM CA Application** 132 - 137
 - [Res. No. 2298 - TGM CA Application Staff Report](#)
 - [Res. No. 2298 - TGM CA with Exhibit A](#)

10. **UNFINISHED BUSINESS:**

- A. **Jessie Mays nonprofit fee waiver criteria direction to Parks & Rec Board**
- B. **City Council & Planning Commission joint work session update: UGB Re-Look March 3rd**

11. **NEW BUSINESS:**

12. **REPORTS**

- A. **City Manager Report**
a. March 16 Retreat & Goal Setting Planning

B. **Council Reports**

C. **Community Corner**

D. **Review March 2025 Council Calendar** 138 - 140

- ☐ [2025 March Calendar of All Monthly Meetings](#)
- ☐ [2025 Calendar of all NP City Meetings & Ex Officio duties v3](#)
- ☐ [2025 Council Committee Appointments](#)

13. **ADJOURNMENT:**

North Plains City Council 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 48 hours prior to the meeting. To obtain services, please call City Hall at [\(503\) 647-5555](tel:5036475555)

**The following City Council Meetings are scheduled to be held at:
Jessie Mays Community Center - 30975 NW Hillcrest Street North Plains, OR**

The meetings will be held on the following dates at 7:00 p.m.:
Monday, March 3, 2025 Monday, March 17, 2025 Monday, April 7, 2025



Date: February 18, 2024

To: Honorable Mayor and City Councilors

From: Rowan Maiorano, Assistant Planner

Subject: Res. No. 2298 - Transportation and Growth Management Code Assistance Application

Request: Adopt Resolution 2298 to express support for staff to pursue Code Assistance from the Transportation and Growth Management program and to implement Transportation and Growth Management principles in the North Plains Zoning and Development Code.

Background: The City of North Plains is a uniquely situated in that it is a small city on the periphery of the state's largest metro region with independence in land use planning. Historically, with a population of less than 3,000 through the mid-2010s, North Plains relied on the use of consultant planners to carry out the current planning needs with the city manager acting as the community development director. This model was effective but did not facilitate the development of a dedicated and purposeful planning process. In 2022, the city hired its first planning manager and, in 2024, after utilizing the Resource Assistance for Rural Environments (RARE) AmeriCorps program to fill various community development needs, an assistant planner was hired out of the program. With two full time planning members on staff, numerous concerns have arisen regarding the accuracy and efficacy of the North Plains Zoning and Development Code (ZDC). Staff have been nursing a growing list of inaccuracies in the ZDC while also confronting the fact that much of the ZDC does not fit within the current planning paradigm or the State's planning priorities. Historically, the ZDC would be periodically updated, section by section, when issues were raised by planning commissioners or city councilors. This has resulted in a code which is stylistically inconsistent, contradictory, and lacking a coherent direction or vision. As North Plains continues to grow and Metro development continues outward, it is imperative that the ZDC is accurate and effective in enacting the goals of the North Plains Comprehensive Plan.

Transportation and Growth Management: The Transportation and Growth Management (TGM) Program is a collaboration between the Department of Land Conservation and Development (DLCD) and Oregon Department of Transportation (ODOT) which seeks to help local governments align land use and transportation planning and create livable, sustainable communities. TGM was started in 1993 and is founded on the principles of improving choices in transportation, creating vibrant and livable communities, supporting economic growth and development, saving costs by growing smart, and environmental stewardship. The program offers many resources to local governments such as planning grants, code assistance, education opportunities, plan assessments, model codes, and funding

assistance. Assistance from TGM regularly helps small cities, including North Plains, achieve planning goals that would otherwise be out of reach.

North Plains ZDC Analysis: The North Plains ZDC regulates all land use within the City and enacts the goals and vision of the Comprehensive Plan (2019, updated 2022). The ZDC and zoning map utilize Euclidean zoning and a series of overlay districts accompanied by use or development standards to segregate land uses within the city and specify the allowable development in each district. The ZDC in present form suffers from a number of critical issues. In an analysis by planning staff (Exhibit B), 9% of the ZDC was identified as having poor or very poor accuracy, 13% of the ZDC has poor or very poor objectivity, and 38% of the ZDC has poor or very poor functionality. Altogether, staff estimates 60% of the code would benefit from being updated.

TGM Code Assistance: The Code Assistance Program by TGM helps local governments identify and update zoning and/or development codes to improve efficiency in land use and the transportation system. North Plains qualifies for Type 1 – Small Cities code assistance which is aimed at helping communities with a population between 2,500 and 20,000 who have limited planning capacity tackle major updates to the zoning and/or development code. The scope of these projects is large and can have a transformational effect on the community. Staff estimates that a Code Assistance project in North Plains would affect 80% of the ZDC in some capacity. Selection for Code Assistance is dependent on a variety criteria including planning need, growth rate, state system connection, success likelihood, innovation, cost-effectiveness, implementation of previous planning, and outreach potential. Staff believe North Plains meets or exceeds most selection criteria and have received feedback from TGM staff that the City would be a good candidate.

City Plans Alignment: The North Plains Comprehensive Plan specifically calls out several community needs which could be better met with an updated ZDC. These include “a range of quality housing for all ages and income levels...a well-planned and connected city...pedestrian and bicycle paths between neighborhoods... and is a vibrant, walkable, attractive place” among other important goals which are aligned with the goals and principles of TGM. In addition to whole community goals, the North Plains Downtown Improvement Plan (NPDIP, adopted 2023) identifies key aspects of downtown to be expanded upon or improved in line with the priorities of TGM. The community of North Plains has specifically outlined goals in close alignment with TGM making North Plains an ideal candidate for the Code Assistance program. Completion of a Code Assistance project would further the goals of the Comprehensive, Transportation System, Parks, and Downtown Improvement Plans.

Fiscal Impact: The TGM Code Assistance program is not a traditional grant and does not require a direct monetary contribution from the subject city. After selecting a city to participate, TGM procures the funds through the ODOT procurement process, works with the city to scope the process and select a consultant, and sees through the contract. The City is responsible for providing staff time and facilities for public meetings. Staff time is the largest contribution the city makes in the code assistance process; however, this impact is near entirely mitigated by the fact that staff currently use time to conduct essential updates and will continue to do so for several years without Code Assistance.

Recommendation: Adopt Resolution 2298 to support an application for Code Assistance from the Transportation and Growth Management and commit to implementing the principles of Transportation and Growth Management in North Plains Zoning and Development Code.

Sample Motion: I move to adopt Resolution 2298 to support an application for Code Assistance from the Transportation and Growth Management and commit to implementing the principles of Transportation and Growth Management in North Plains Zoning and Development Code.

Attachments:

Exhibit A – TGM Mission, Goals, and Objectives

Exhibit B – ZDC Analysis Data

Exhibit C – TGM Code Assistance Selection Criteria and Process



Transportation and Growth Management

Code Assistance

City Council Work Session
February 18th, 2025



NORTH PLAINS PLANNING

PRE-2022

Planners: Consultants

Capacity: Minimal, focused on current planning with specific long-range tasks, no formal planning department

2022-2024

Planners: Staff, RARE Members, Consultants

Capacity: Moderate, current planning managed in-house, long-range managed by consultants, planning program expanding

2025 ON

Planners: Staff, Consultants

Capacity: Moderate, current planning and some long-range managed in-house, planning program maturing and improving

NORTH PLAINS ZDC

WHAT?

The Zoning and Development Code (ZDC) is the means by which the goals of the Comprehensive Plan are realized

HOW?

The ZDC regulates a series of Euclidean zones, overlay districts, and use/development standards to guide the development pattern in North Plains

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?

CITY COUNCIL REQUEST

Adopt Resolution 2298 to support an application for Code Assistance from the Transportation and Growth Management and commit to implementing the principles of Transportation and Growth Management in North Plains Zoning and Development Code.



Better Ways To Better Places
Since 1993

Transportation & Growth Management Program

Mission

Oregon's Transportation and Growth Management Program supports community efforts to expand transportation choices. By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit, or drive where they want to go.

Goals and Objectives

The TGM Program works in partnership with local governments and other stakeholders to accomplish the following interrelated goals and objectives:

1. **Provide transportation choices** to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.
 - 1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
 - 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
 - 1.3 Mobility choices for underserved communities and those with limited options.
 - 1.4 Safe and convenient walking, biking, and public transportation opportunities to support a healthy, active lifestyle.
2. **Create communities** composed of vibrant neighborhoods and lively centers linked by accessible transportation.
 - 2.1 Livable towns and cities with a mix of housing types, work places, shops, schools, and parks for people of all ages, incomes and abilities.
 - 2.2 Well-located activity centers, including schools and other government services, which are accessible to pedestrians, bicyclists, and transit users.
 - 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.

3. **Support economic vitality and growth** by planning for land uses and the movement of people and goods.
 - 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
 - 3.2 Well-located and accessible industrial and employment centers.
 - 3.3 Housing with access to education, jobs, and services.
4. **Save public and private costs** with compact land uses and well-connected transportation patterns.
 - 4.1 Urban growth accommodated within existing communities, thus minimizing, delaying, or providing an alternative to an urban growth boundary expansion.
 - 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
5. **Promote environmental stewardship** through sustainable land use and transportation planning.
 - 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

TGM
Better Ways to Better Places

www.oregon.gov/LCD/TGM

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	Conditional Uses	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



MINUTES

City Council - Regular Session Meeting
Monday, January 6, 2025 7:00 PM
Jessie Mays Community Center
and also via Zoom

**COUNCIL
MEMBERS:**

Mayor Ariel Goodwin; Councilors: James Fage, Trista Papen, Aaron Dumbrow, Mandy Hagedorn, Katie Reding, Michele McCall-Wallace

STAFF PRESENT:

City Manager Bill Reid, City Recorder Lori Lesmeister, Police Chief Nick Jones, Library Director Robin Doughty, Public Works Director Dustin Lueckenotte, Planning Manager Steve Miller, Asst. Planner Rowan Maiorano

OTHER:

1 LOGIN INFORMATION TO ATTEND VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/83210485716?pwd=Pq3g9iwecTRafKi164KOtwEMzRjlas.1>

Meeting ID: 832 1048 5716

Passcode: 677419

Phone in (no internet)

253-215-8782

Meeting ID: 832 1048 5716

Passcode: 677419

2 CALL TO ORDER at 7:00 pm

3 PLEDGE OF ALLEGIANCE

4 ROLL CALL

- a) Mayor Teri Lenahan, Councilors Sheldon, Kindel, Fage, Papen and Martinez in attendance until December 16, 2024. minutes were approved.
- b) **Outgoing Mayor, Teri Lenahan read a prepared statement.**
- c) **Outgoing Council President, Russ Sheldon read a prepared statement**

5 APPROVAL OF MINUTES:

- a) **Approval of December 16, 2024 City Council Minutes.**
Motion to approve the December 16, 2024 City Council Meeting minutes by the outgoing Mayor and Councilors

Moved by Councilor Sheldon. Second by Councilor Kindel.
Motion was approved unanimously.

*** Mayor Goodwin, Councilors Fage, Papen, Dumbrow, Hagedorn, McCall-Wallace, and Reding then took the meeting.**

6 SWEARING IN OF NEWLY ELECTED OFFICIALS

- a) **OATH OF OFFICE - MAYOR ELECT ARIEL GOODWIN**
- b) **OATH OF OFFICE - AARON DUMBROW**
- c) **OATH OF OFFICE - MANDY HAGEDORN**
- d) **OATH OF OFFICE - MICHELE MCCALL-WALLACE**
- e) **OATH OF OFFICE - KATIE REDING**
- f) Mayor Goodwin read a prepared statement.
Councilor Hagedorn read a prepared statement.
Councilor McCall-Wallace said she is excited to be here and looks forward to working with everyone in terms of carrying everything that's happened in this city forward and moving on.

7 ELECT COUNCIL PRESIDENT

- a) **Nominate and elect Council President for 2025**
Councilor McCall-Wallace nominates Councilor Papen. Councilor Fage seconds the motion.
Councilor Papen nominates Councilor McCall-Wallace. No second, the motion dies.
Councilor Hagedorn nominates Councilor Dumbrow. Councilor Reding seconds the motion.
Mayor Goodwin chooses to run through each nomination one by one.
City Attorney Chris Crean noted that when there is a motion on the floor that motion must be resolved before you can move on to the next motion.

Discussion on the first nomination of Councilor Papen.

Councilor Fage noted that the role of Councilor President is to step in when the mayor is not available to run meetings. Councilor Papen has experience in the city council environment, so Councilor Fage feels it is best to go with a person that has that experience to help run through the sequencing of council meetings.

Councilor McCall-Wallace said that is exactly why she nominated Councilor Papen. Being Council President is a lot of just following the steps between motions and following protocol for what happens after a motion has been made, when you ask for discussion and when a vote is taken, and Councilor McCall-Wallace feels like Councilor Papen's experience fits that need.

Councilor Hagedorn then asked to expand on Councilor Dumbrow's experience stating that he is not only experienced with Robert's Rules, he has leadership experience with the Knights of Pythias, and in diverse situations in the public sector.

Mayor Goodwin then asked City Attorney Crean for clarification on the next step. Mr. Crean said that a vote is taken on the first motion. If it succeeds, then we are done. If that vote fails, you vote on the next motion, and you continue doing that until someone gets enough votes.

The question was asked if you can vote for yourself. Answer: yes, you can vote for yourself.

Mayor Goodwin asked for all of those that vote aye. It was unclear who all voted aye, so Mr. Crean suggested a roll-call vote.

McCall-Wallace - aye

Dumbrow- abstain

Papen - aye

Hagedorn - nay

Fage - aye

Reding - nay

Goodwin - abstain

Discussion about the first vote for Councilor Papen. The vote was 3 ayes, 2 nays and 2 abstentions.

Mayor Goodwin then changed her vote on Councilor Papen to nay from her first vote, which was an abstention.

Final Vote for Councilor Papen

McCall-Wallace - aye

Dumbrow - abstain

Papen - aye

Hagedorn - nay

Fage - aye

Reding - nay

Goodwin - nay

Final: Ayes - 3 Nays - 3 Abstain – 1

Roll call vote for nomination of Councilor Dumbrow:

McCall-Wallace - nay

Dumbrow - aye

Papen - nay

Hagedorn - aye

Fage - nay

Reding - aye

Goodwin - aye

Final: Ayes - 4 Nays – 3

Mayor Goodwin announces Councilor Dumbrow is Council President for 2025.

8 PUBLIC COMMENT:

- a) The following people provided public comment:
- Larry Gonzales - North Plains resident
 - Don Weber - North Plains resident
 - Patti Perrin on behalf of Linda Galas-Merten
 - Chris Edmonds - representative of east side property owners
 - Greg Brown - Hillsboro resident
 - Rudy Kadlub - Costa Pacific Communities
 - Cindy Hirst - North Plains resident
 - Mike Shurts - North Plains resident
 - Aaron Nichols - Hillsboro resident
 - Eric Lawson - North Plains resident, Chair of NP Economic Development Commission
 - Jeremy Anderson - North Plains resident
 - Makiha Wedge - North Plains resident
 - Cory Parsons - North Plains resident

*The mayor then announced there would be a short break before continuing the meeting.

9 NEW BUSINESS:

- a) [Ex Officio Duties for 2025](#)

Discussion on what Ex Officio duties entail. City Recorder Lesmeister requested that all councilors look over their schedules and email her with dates that they will not be available.

The group then went through the February meetings and Ex Officio's were appointed.

b) **Council Committee Appointments**

The Council discussed appointments to external committees. After brief discussion it was agreed that Councilor Dumbrow would be the primary representative for the Metropolitan Area Communications Commission (MACC) with Councilor Hagedorn as the alternate. Mayor Goodwin will be the primary representative to the Metro Policy Advisory Committee (MPAC) with Councilor Dumbrow as the alternate. Mayor Goodwin will be the primary representative for the Washington County Coordinating Committee with Councilor Dumbrow as the alternate. Councilor Papen will remain the primary representative for the Washington County Office of Community Development and Councilor McCall-Wallace will be the alternate.

c) **City Manager Report**

City Manager Bill Reid offered to arrange work sessions to bring the new council members up to speed on city operations, budget processes, and ongoing projects. The council expressed interest in holding an all-day workshop to review key information and begin goal-setting discussions. They discussed the need to balance transparency with the ability to have candid conversations about sensitive topics.

10 REPORTS

a) **Council Reports**

Councilor Fage gave a brief update on the December 11, 2024, Planning Commission meeting that he attended as Ex Officio, where commercial zoning was a topic discussed.

b) **Review Council Calendar**

11 ADJOURNMENT: 9:02 pm

Ariel Goodwin, Mayor

Lori Lesmeister, City Recorder

Date Approved _____

Thank You and Farewell Speech

As I stand before you today, I am filled with a profound sense of gratitude and pride. After serving on the City Council and as Mayor for a combined 16 years, I've had the privilege of working alongside some of the most dedicated and passionate people in North Plains, throughout the County, and across the State.

To the many residents who care deeply about our city, thank you. Your involvement, your voices, and your commitment to our community have been the cornerstone of what makes North Plains so special. Whether it was attending meetings, volunteering at events, or simply sharing your ideas and concerns, you have all played a vital role in shaping our city. Your support and encouragement over the years, means the world to me. Thank you.

To the city staff—Lori, Chris, Bill, Robin, and all the others—I am incredibly grateful. Lori, thank you for your steady hand in guiding us through procedures and rules. Your job is far from easy, but you handle it with such grace and encouragement. You are truly salt of the earth, and it has been an honor to work with you.

Chris, thank you for your unwavering dedication to keeping the city on track, even in the most challenging times. Your expertise has been invaluable, and it has been a pleasure tackling North Plains' issues with you over the years. Your calm demeanor and thoughtful advice have guided us through many complex situations.

Bill, what can I say? Your wit, sense of humor, and vast knowledge have brought light and wisdom to our work. If ever I find myself on a game show needing to phone a friend, you'll be that guy. Your ability to find the humor in tough situations has kept us all grounded and reminded us not to take ourselves too seriously.

To my fellow Council members, thank you for showing up and doing the hard work. You should be incredibly proud of what we've accomplished together. Beyond our projects and initiatives, the resolutions and ordinances, we have nurtured the spirit of community that defines North Plains. That is our greatest legacy. It's been an honor to collaborate with each of you, sharing ideas, debates, and ultimately, a shared vision for our city's future.

To those who will follow in our footsteps, good luck. This volunteer role is far from easy. I hope you will continue to build on the culture of community that we have laid and keep the spirit of openness, transparency and community involvement. It's about building bridges, not walls.

Thank you all, from the bottom of my heart. It has been a pleasure and an honor to serve this community. It has truly been one of the most rewarding chapters of my life. I will cherish the memories, the friendships, and the lessons learned.

Now, Councilor Martinez, Councilor Kindel, and Council President Sheldon, our job here is done. Good luck, Councilor Papen and Councilor Fage. The future of North Plains is in great hands. Thank you. Teri Lenahan, Mayor of North Plains 01/06/2025

To: North Plains City Council and Citizens of North Plains

On or about October 24, 2024, Aaron Nichols, representing the Friends of Smart Growth, filed a complaint through the Oregon Secretary of State's web portal. The complaint accused myself and Bill Reid, Finance Manager for the City of North Plains, of violations related to elections law and breaches of Oregon Ethics Rules. This complaint was lodged following a letter sent to Nichols and his candidates for city council races from the City of North Plains, which addressed the removal of a campaign video posted on the 'Save North Plains' website—an action that itself violated elections law and presented evidence of criminal trespass on city property by unnamed individuals.

Subsequently, an article titled "Outright Intimidation" appeared in the *Hillsboro News-Times*, amplifying the baseless and unsubstantiated allegations put forth by Aaron Nichols. The article further mischaracterized our actions, claiming that Bill Reid and I were accused of colluding to intimidate, retaliate, and misuse public officials' time with regards to the campaign video in question.

I write today to set the record straight.

I have recently been informed that the complaint filed by Aaron Nichols with the Oregon Secretary of State has resulted in **no investigation**. The Oregon Secretary of State has **declined to pursue** any further action, citing the complete lack of merit to the allegations. Specifically, they stated that Aaron Nichols "has not presented evidence that would demonstrate the claims in the city's communication is false or politically motivated," and that "the contents appear to be carrying out administrative duties of the city." In addition, no ethics complaint was ever filed against either myself or Bill Reid, as confirmed by the Oregon Government Ethics Commission.

The allegations of intimidation and violations of ethics laws made by Aaron Nichols, along with the subsequent publication of the misleading and defamatory article in the *Hillsboro News-Times*, were clearly a coordinated effort to spread misinformation and harm the reputations of myself and my colleague. These claims are **false**, and the actions described in the article are entirely without basis.

It is deeply unfortunate that these smear tactics were deployed at such a critical time, with the intention of undermining our integrity and distracting from the important work we are doing in North Plains. The defamatory claims made by Aaron Nichols and his associates represent a deliberate effort to distort the truth and mislead the public about the actions of the City of North Plains' staff and Council.

Moving forward, I will continue to focus on my responsibilities to this community, rising above the distractions and focusing on what matters most: the future growth and well-being of North Plains.

I will not allow myself to be derailed by the petty actions of others.

Additionally, I request that the **entire case record and the declination letter** from the Oregon Secretary of State be entered into the personnel file of Bill Reid, City Manager, to counter the false claims and defamatory publicity that have been circulated as a result of these baseless allegations.

Thank you for your attention to this matter. I remain committed to serving the City of North Plains with integrity and dedication.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Russ R. Sheldon", with a large, sweeping flourish at the end.

Russ R. Sheldon | *Council President* | **URA Chair**
CITY OF NORTH PLAINS
russ.sheldon@northplains.gov Email

Statement read by Mayor Ariel Goodwin at the start of the
January 6, 2025, City Council meeting.

Thank you so much to everyone here in the room tonight and on Zoom. It means a lot to see friendly faces coming out to support us, and I'm truly grateful to everyone who's helped us along the way. It's been a wild ride. And now the real adventure starts. I'm looking forward to partnering with an amazing team. This council is full of people with different skills and experience that really makes me hopeful for the new journey that we're on together and what we're able to help do for our community. Aaron, Mandy and Katie, I already know you well. And I'm excited to leverage the unique skills and community knowledge that they bring to Council along with the fresh ideas. Michele, I'm looking forward to the valuable experience you've gained in previously elected roles, and I'm so glad you could join us. Trista and James, we are really lucky to have you as our senior members of council. Thank you, in advance, for your help. I appreciate your guidance as we learn together.

While this is technically day one, I'm already impressed by the collaboration I've personally had a chance for with city employees. Thank you for all the hard work you do behind the scenes, and for being willing to answer my endless questions. I've truly enjoyed our conversations and can't wait to dive in.

I want to invite our former mayor and councilors to work with us. That applies to our most recently elected officials, but also those whose terms are farther in the past, as well. Whether we agree on a particular topic or not, differences make us stronger, so I hope they'll share their experiences and mentor this group.

I'm also going to ask for your patience. We have a lot to dig into and our access starts now. Good decisions need to be well informed and community guided. We're going to prioritize what's most urgent, increase transparency and start improving processes. This won't happen overnight. And I'd appreciate your patience with us and with city employees as we build more ways to communicate and provide services. There are going to be missteps, and we'll readjust. Let's keep assuming positive intent, and giving grace when progress is messy. We've made commitments to this community and intend to follow through slowly and deliberately to do it the right way.

All that said, we can't please people all the time. There will be plenty of ways we have to compromise and adapt along the way. Please continue to share constructive criticism and collaborative dialogue as we move forward. I'm asking folks to remember that the other side of any issue are our neighbors and friends, and let's be kind. Let's find common ground.

I certainly never expected life to lead me down this path, but I've always tried to do the next right thing. And I've kept standing up and speaking out, even when it makes my inner introvert twitch. I want to thank everyone for being part of the process tonight. Please keep coming and speak up when you have ideas. If you're passionate about something, let's talk about it. If you have a skill to share or see a solution to a problem, I'm all ears. I'm here to listen and it lights me up to be a part of what's next. Community builds community. The greatest resource North Plains has is our people. You're what makes this a place we all want to live. Even more than the land we've chosen to protect.

Let's create the hometown we want to share. Together.

Transcribed from the video recording of the January 6, 2025, City Council meeting.

Mandy Hagedorn, 1/6/25 City Council Meeting Statement

As I prepare to be sworn in as your city councilor, I am reminded of why I took on this challenge: to bring positive change to our community.

While some say the public sector is different and progress takes time, there is one undeniable truth in both sectors: the customer is #1. And as your next city councilor, I know exactly who I work for: you.

I'm excited to get down to work making North Plains the hometown we all want. Thank you.

Good Evening:

My name is Linda Galas-Merten

North Plains

First congratulations to the new Council. So many here tonight are excited to get to work- with you all at the helm.

I'd like to use my time to speak not against the ReLook Committee, rather to speak FOR something better. By now, most of the Council and some of the Staff have been made aware of a significant movement in the United States to rethink how we rebuild our cities and towns. Not by never-ending expansion and sprawl, but by driving growth from inside out and bottom up. The approach- known as Strong Towns - has proven to create towns that are more livable, sustainable, and prosperous. For decades we've been told that the only way to alleviate a town's financial struggles – is through growth and development. This model has failed us.

Strong Towns – on the other hand- teaches us that our older, under-developed or abandoned areas can be far more productive -financially- than the spanking new housing development. Strong Towns teaches us that towns that

focus on the broad creation of wealth have the means necessary to resist encroachment.

That is why I am here tonight to announce the launch of the North Plains Chapter of Strong Towns. We join the growing number of Chapters being formed this year in many of our surrounding communities: Hillsboro, Helvetia, Beaverton, Bethany, Banks, and Portland.

The North Plains Chapter is made up of all of us who live in 97133. It is automatic membership – not a committee that has been manipulated to reflect the preferences of big development.

As our starting point we embrace Principles #5 and 6 of the Strong Towns movement. “Strong cities, towns, and neighborhoods cannot happen without strong citizens (people who care). And by recognizing that local government is a platform for Strong Citizens to collaboratively build a prosperous town. As one Strong Town advocate has observed cities endure when residents and stakeholders take ownership of their towns. This is quite different from the passive role conventionally played by residents.”

Strong Towns urges local governments to re-frame their role and re-focus their attention. Local government should not be the implementation arm of state and federal policies. Yet

too often, local government finds itself looking up the “food chain” for money and direction.

Strong Towns opens our future development to all of you who have been asking the City for a voice. Now – you have one. Let’s all get involved, let’s all speak up, Let’s all contribute. Let’s all volunteer. Together we can make North Plains becomes the Strong Town she deserves to be.

Thank you

Good Evening Mayor, Councilors and Staff.

I am Cynthia Hirst, Board Secretary for the Chamber of Commerce. I live in the City of North Plains at the address on the public comment registration form.

I respectfully request that what I say be included in the meeting minutes verbatim.

I am specifically addressing the newly elected Mayor and Councilors.

One of my duties as Board Secretary is to plan, coordinate and execute community events revolving around businesses and business interests.

These include ribbon cuttings, groundbreakings, public business events and anything else that comes along. I also work with Patti Burns and the North Plains Events Association on events that are too large for one organization to support.

Separately from my position on the Chamber Board, for the past four years, as a veteran and the wife of a disabled veteran, I have planned and executed the Memorial Day and Veterans Day events at the North Plains Veterans Memorial Park.

Since the election in November, there have been three major community events – Veterans Day, the North Plains Jingle and the Public Works Building Dedication. **None of you** attended these significant community events. The Public Works Building Dedication is one of the **most significant community event** since the North Plains Public Library opening in 2006.

Those events, and others, have always respected the offices that you now hold by providing a special invitation and sometimes an invitation to speak at the events. The planning, coordination, expense and implementation of an event takes a lot of our volunteer time and effort.

During this past year, and specifically through your electioneering, you have displayed significant hostility to both the North Plains Chamber and the North Plains Events Association, and have **never** volunteered to help with any of the community events in the past.

I am asking you directly, on behalf of the North Plains Chamber and, with their permission, the North Plains Events Association, if you are interested in attending, and possibly speaking at such events in the future. If not, we will be able to exclude one item from our checklist. I would like your replies now.



MINUTES

City Council - Special Session Meeting
Wednesday, January 15, 2025 - 7:00 PM
Jessie Mays Community Center
And also via Zoom

**COUNCIL
MEMBERS:**

Mayor Ariel Goodwin, Council President Aaron Dumbrow, Councilors James Fage, Mandy Hagedorn, Michele McCall-Wallace, Trista Papen, Katie Reding

COUNCIL ABSENT: Councilor James Fage excused

STAFF PRESENT: City Manager Bill Reid, City Recorder Lori Lesmeister

1 LOGIN INFORMATION TO ATTEND VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/84624241829?pwd=NnBBd09uOUVGSVhXUXQzMjlUMHpaUT09>
Meeting ID: 846 2424 1829
Passcode: 831831

Phone in (no internet)

253-215-8782
Meeting ID: 846 2424 1829
Passcode: 831831

2 **CONSENT AGENDA:**

(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)

a) Approval of Special Session agenda.

Move to approve Special Session Agenda

Moved by Councilor Dumbrow. Second by Councilor Hagedorn.
Motion was approved unanimously.

3 EXECUTIVE SESSION

- a) **Executive Session under ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection**

**Note - Executive Sessions are closed to the public*

Executive Session called to order at 7:07 pm
Executive Session script read by City Recorder
Roll call take. Councilor Fage excused
Out of Executive Session at 7:37 pm

4 OPEN COUNCIL MEETING CALLED TO ORDER at 7:48 pm

- a) **Mayor Goodwin read a statement at the start of the City Council meeting.**

5 PLEDGE OF ALLEGIANCE

6 ROLL CALL: Councilor James Fage excused

7 PUBLIC COMMENT:

- a) Public Comments from:
Cindy Hirst
James Adkins representing Chris Edmonds
Rudy Kadlub
Councilor Katie Reding read a statement
Robert "Butch" Kindel
Aaron Nichols

8 UNFINISHED BUSINESS:

- a) **EXECUTIVE SESSION**

Executive Session under ORS 192.660(2)(h) to consult with counsel concerning the city's legal rights and duties regarding current litigation

Urban Growth Boundary (UGB) Referendum Decision Appeal Discussion

**Note - Executive Sessions are closed to the public*

City Manager Bill Reid noted that Councilor McCall-Wallace may not quite be up to speed on this topic and suggested that they may want to have some brief discussion before going into the executive session.

City attorney Chad Jacobs said that he got word this afternoon that based on City Attorney Chris Crean's family emergency a joint motion with the plaintiff was filed today to extend the hearing date with a requested day of either February 18th or 19th, or possibly March 10th and because it is a joint motion the court will most likely grant the request for an extension.

The council discussed whether to proceed with an executive session on this topic or postpone to the next regular meeting. There was debate about ensuring all councilors could participate versus addressing time-sensitive issues.

Questions and discussion ensued.

City Manager Bill Reid noted that the opposing counsel did ask the city for an extension which we granted, so he would hope they would do the same for us in this instance with Chris Crean having a family emergency.

Councilor Dumbrow asked if it would be able to ask the plaintiff's attorney, who is on the Zoom call, if they would grant an extension. Jessie Buss, the plaintiff's attorney, said that they would be willing to grant the extension but the settlement offer is a separate issue and he cannot extend the settlement offer deadline.

City attorney Jacobs said that it appears that the council may not be able to reach consensus tonight so he suggested someone make a motion, and if the motion passes then based on how the majority of the council votes they can decide what to do.

Councilor Papen moves to postpone the Executive Session until the January 21, 2025, City Council meeting so that Councilor Fage can be a part of the discussion. Brief discussion.

Moved by Councilor Papen. Second by Councilor McCall-Wallace. ‘

Motion was approved with the following votes:

Councilor Papen - aye,

Councilor McCall-Wallace - aye,

Councilor Dumbrow - aye,

Councilor Reding - nay,

Mayor Goodwin - nay,

Councilor Hagedorn - abstains.

Abstention goes with the majority vote.

Final vote is 4 ayes and 2 nays.

Motion passes.

b) **Urban Growth Boundary (UGB) Re-Look Discussion**

The council discussed the next steps for the UGB re-look process. There was interest in holding a work session to review data gathered so far and include input from the RAC committee. Councilors expressed a desire to ensure comprehensive community engagement continues.

Mayor Goodwin noted the need to consider how questions were framed in previous outreach efforts.

Councilor Hagedorn asked for a comprehensive report on all legal costs spent so far on the UGB matter, as well as costs pending.

Councilor McCall-Wallace asked about the fourth document that was provided to the councilors at the start of the meeting noting that the other three documents had been read into the record, but the fourth document had not. Mayor Goodwin told Councilor McCall-Wallace that she was welcome to read the fourth document into the record.

Councilor McCall-Wallace also noted that in terms of this special meeting, she did not see anything on this agenda that could not have been done in a regular session meeting that is scheduled for January 21, 2025.

Councilor McCall-Wallace then read into the record the document that is a contract between Friends of North Plains Smart Growth (FNPSG) and Katie Reding.

9 NEW BUSINESS:

a) **City Attorney Contract Discussion**

Questions and discussion on the items and processes that the city uses when it comes to the city attorney's services.

The council requested additional information on legal billings and expenditures, including:

- Itemized billing for the referendum appeal and recent work
- Historical billing information
- Summary of any lawsuits/settlements
- Breakdown of legal services budgets by department
- Comparison of legal spending to the overall city budget

City Manager Bill Reid agreed to compile available information for the next meeting. The council emphasized the importance of transparency around legal spending and strategic use of legal resources going forward.

Councilor McCall-Wallace asked why this item was on the agenda, specifically if there were a budget shortfall of some kind that would require this topic to be brought up now. City Manager Reid said no, there is no shortfall in the legal fees' lines of the current budget. The previous city council made a contingency resolution in December because the previous legal fees regarding all of the UGB legal issues had been charged, correctly, to the Community Development fund. But when the budget was made in 2023 there was no way of knowing that these legal expenses would come up, so it was a matter of realigning funds to reimburse the Community Development fund for those legal expenses that were unknown at the time of budgeting in 2023. Brief discussion continued.

10 ADJOURNMENT: 9:53 pm

- a) Councilor McCall-Wallace moves to adjourn meeting.
Councilor Dumbrow seconds.
Motion is approved unanimously.

Ariel Goodwin, Mayor

Lori Lesmeister, City Recorder

Date Approved _____

Statement read by Mayor Ariel Goodwin at the beginning of the
January 15, 2025, Emergency City Council Meeting.

Thanks, everybody, for coming tonight. When we have other things to do, this definitely was necessary to address time-sensitive actions needed from council before a court hearing scheduled for next week. And it wasn't able to be included in the previous meeting due to agenda limitations due to the transition. We take our responsibilities to use taxpayer money wisely very seriously and by meeting tonight we can help North Plains keep from spending any more than we have to. I'll talk about that in a moment, but I hope that we can work towards feeling comfortable, asking questions about agenda items for clarification without raising anyone's blood pressure. I think there was a lot more angst over tonight's meeting than maybe the actual agenda items warrant.

Sometimes the council business have to be discussed in closed executive session. Those aren't our rules to make, and the city has legal guidance advising when topics need specific Oregon revised statutes criteria. Setting up this meeting was done in good faith and took longer than usual for the city due to circumstances beyond anyone's control and the only option was tonight. There are two executive sessions based on our city attorney review, since there are two items with different ORS codes that we were told had to be held separately. I'll always try to share what I can, but there are restrictions on what I can say so this will sometimes be high level without additional details. This is meeting number two for us and we're still actively learning, so I appreciate your patience as we walk through this agenda tonight a little bit differently with more focus on conversational dialogue between the new team. I'm good at lots of things, but not Robert's procedure yet, so I'm gonna talk through the steps as we go along and I'm going to leverage Bill's expertise. That's going to let me focus on the content of our discussion. The last thing I ever want to do is watch myself on YouTube. Thank you so much to the kind people who have given me some really heartfelt support, it means a lot. Imagine how most of us would feel doing this up in front of everybody, right?

So, I'm considering this new council's first meeting a win for several reasons. We were human, and connected with the community, which is a core value for me personally. We had sensible things to say on topics that were sometimes new and require further review. We functioned as a group without having interacted that way before, and I'm excited to keep building rapport.

With the election over and a new council seated, it's time to look forward ground and move past the knee-jerk negativity about whatever doesn't come from the 'right' side. I'll say again that if any previously elected officials want to come share their experience

with us and be part of where we're going, I honestly welcome input from all perspectives and would like to listen. I hope we can stop tearing down when we have a community in need of healing. Aside from that, I appreciate any suggestions on how to improve communication and encourage folks to ask questions directly rather than jumping to conclusions. There was an awful lot of heartburn about tonight, which really doesn't bare out what the actual agenda is going to be.

Back to why we're together tonight. This agenda was proposed in partnership with the City Manager and Attorney to follow up on the ballot referendum case which attempted to keep our votes from being counted on the Urban Growth Boundary issue. That was originally authorized by the outgoing Council and during campaigning members of the new council were very clear about having a different viewpoint. It's time sensitive for us to discuss whether to continue the appeal on that case, and a quick decision will keep us from spending more of our tax dollars before the next hearing happens next week. Our community voices, through our votes, spoke up strongly against a proposed UGB expansion in May and again November. Unfortunately, that case still ended up in court with the city on the wrong side of the constitutional argument to make sure our votes were counted, and the city lost the case. As part of that standard legal process, the city will have to pay for attorney expenses incurred by Friends of Smart Growth, the activist organization that advocated for North Plains citizens. The previous council chose to continue appealing the referendum case despite what ended up being a clear loss according to the judge, and lack of community support for pursuit of the original oversized UGB. While it's unfortunate that we have to pay that bill now, this council will review options to negotiate the cost down and reallocate contingency budget funds already authorized to continue the appeal to help cover those legal fees, instead.

The other executive session that we had earlier today is to inform this council about another item initiated by the previous council related to our community policing for some city owned property. We are just now hearing about it, so we will be determining next steps and how much we can say about it, but it does not involve any urgent safety issues, and I'd like to take a moment to thank our chief and deputies for all the hard work they do. I'm looking forward to a more thorough review of opportunities to address.

Transcribed from the video recording of the January 15, 2025, City Council meeting.

Under Unfinished Business on this agenda, this Council will go into executive session to discuss the Urban Growth Boundary (UGB) Referendum Decision Appeal. Since there is no public agenda item regarding the Appeal, I have a few comments and questions about the executive session.

- Mayor Ariel Goodwin, Councilors Mandy Hagedorn, Aaron Dumbrow and Katie Reding were elected in the City of North Plains in November and sworn in on January 6, 2025.
- Why are these newly sworn officials, Mayor Ariel Goodwin, Councilors Mandy Hagedorn, Aaron Dumbrow and Katie Reding, being party to confidential legal discussion in which they each have a conflict of interest?
 1. Each, as candidates, received \$2,566.79 from the Friends of Smart Growth. There were no other campaign contributions shown on the Oregon Campaign Finance Activity report for each candidate.
 2. The Friends of North Plains Smart Growth Political Action Committee is now discontinued, but not before giving funds to the Friends of Smart Growth.
 3. Friends of Smart Growth is Political Action Committee controlled by Ariel Goodwin, Aaron Dumbrow and Mandy Hagedorn with Aaron Nichols as Director.
 4. Aaron Nichols is a plaintiff in the UGB Referendum suit against the City of North Plains.

5. Newly-sworn Councilor Katie Reding is the chief plaintiff in the UGB Referendum suit against the City of North Plains.
6. Other plaintiffs in the suit against the City of North Plains are:
 - a. Lorretta Furrow
 - b. Jason Reynolds
 - c. Benjamin Williams
 - d. David Vanasche
 - e. James Long
 - f. Linda Galas-Merton
 - g. Friends of North Plains Smart Growth which received cash contributions from two of the plaintiffs - Linda Galas and Dave Vanasche.
 - h. Save Helvetia is a plaintiff and Dave Vanasche and Aaron Nichols are Steering Committee Members or the organization.
7. Councilor Mandy Hagedorn has also made a contribution to the Friends of North Plains Smart Growth.

How can you four elected officials participate in a discussion about litigation against the City of North Plains when you have received money, goods and/or services from some of the plaintiffs through Political Action Committees to get elected to your positions?

How is this NOT a financial conflict of interest when the ONLY contributor for the campaigns is Friends of Smart Growth, which is controlled by Aaron Nichols, a plaintiff in the suit against North Plains?

How is this NOT a financial conflict of interest when Aaron Nichols, David Vanasche, Linda Galas and Mandy Hagedorn made cash contributions to the plaintiff Friends of North Plains Smart Growth through the Friends of Smart Growth?

Integrity is a person's quality of being honest.

Mayor Goodwin, Councilors Hagedorn, Dumbrow and Reding, recusing and absenting yourselves from any discussions about the UGB Referendum lawsuit is a sign of integrity, especially when you took campaign money from some of the plaintiffs.

All of you are active members of the Friends of Smart Growth.

And Councilor Reding, as the chief plaintiff, you should not even be allowed to participate in lawsuit discussions and decisions no matter what loophole your attorney goes through.

Your ‘gang of four” accused the former Council of corruption. What is this if not putting the lawsuit plaintiffs ahead of what is best for the City of North Plains?

Any decision about the litigation should be made by the three City Councilors who are not involved in this convoluted, financially-driven tangle: James Fage, Trista Papen and Michelle McCall Wallace.

Under Unfinished Business on this agenda, this Council will go into executive session to discuss the Urban Growth Boundary (UGB) Referendum Decision Appeal. Since there is no public agenda item regarding the Appeal, I have a few comments and questions about the executive session.

- Mayor Ariel Goodwin, Councilors Mandy Hagedorn, Aaron Dumbrow and Katie Reding were elected in the City of North Plains in November and sworn in on January 6, 2025.
- Why are these newly sworn officials, Mayor Ariel Goodwin, Councilors Mandy Hagedorn, Aaron Dumbrow and Katie Reding, being party to confidential legal discussion in which they each have a conflict of interest?
 1. Each, as candidates, received \$2,566.79 from the Friends of Smart Growth. There were no other campaign contributions shown on the Oregon Campaign Finance Activity report for each candidate.
 2. The Friends of North Plains Smart Growth Political Action Committee is now discontinued, but not before giving funds to the Friends of Smart Growth.
 3. Friends of Smart Growth is Political Action Committee controlled by Ariel Goodwin, Aaron Dumbrow and Mandy Hagedorn with Aaron Nichols as Director.
 4. Aaron Nichols is a plaintiff in the UGB Referendum suit against the City of North Plains.

5. Newly-sworn Councilor Katie Reding is the chief plaintiff in the UGB Referendum suit against the City of North Plains.
6. Other plaintiffs in the suit against the City of North Plains are:
 - a. Lorretta Furrow
 - b. Jason Reynolds
 - c. Benjamin Williams
 - d. David Vanasche
 - e. James Long
 - f. Linda Galas-Merton
 - g. Friends of North Plains Smart Growth which received cash contributions from two of the plaintiffs - Linda Galas and Dave Vanasche.
 - h. Save Helvetia is a plaintiff and Dave Vanasche and Aaron Nichols are Steering Committee Members of the organization.
7. Councilor Mandy Hagedorn has also made a contribution to the Friends of North Plains Smart Growth.

How can you four elected officials participate in a discussion about litigation against the City of North Plains when you have received money, goods and/or services from some of the plaintiffs through Political Action Committees to get elected to your positions?

How is this NOT a financial conflict of interest when the ONLY contributor for the campaigns is Friends of Smart Growth, which is controlled by Aaron Nichols, a plaintiff in the suit against North Plains?

How is this NOT a financial conflict of interest when Aaron Nichols, David Vanasche, Linda Galas and Mandy Hagedorn made cash contributions to the plaintiff Friends of North Plains Smart Growth through the Friends of Smart Growth?

Integrity is a person's quality of being honest.

Mayor Goodwin, Councilors Hagedorn, Dumbrow and Reding, recusing and absenting yourselves from any discussions about the UGB Referendum lawsuit is a sign of integrity, especially when you took campaign money from some of the plaintiffs.

All of you are active members of the Friends of Smart Growth.

And Councilor Reding, as the chief plaintiff, you should not even be allowed to participate in lawsuit discussions and decisions no matter what loophole your attorney goes through.

Your 'gang of four" accused the former Council of corruption. What is this if not putting the lawsuit plaintiffs ahead of what is best for the City of North Plains?

Any decision about the litigation should be made by the three City Councilors who are not involved in this convoluted, financially-driven tangle: James Fage, Trista Papen and Michelle McCall Wallace.

CONFIRMATION OF WAIVER AND ASSIGNMENT OF INTEREST

WHEREAS I am one among many plaintiffs in *Reding et al. vs. Lesmeister et al.*, Washington County Circuit Court Case No. 24CV13251 ("the Litigation");

WHEREAS I became involved in the Litigation because I was the Chief Petitioner for North Plains Referendum Petition NP-23-02, which became Measure 34-327;

WHEREAS I am not involved in the financial aspects of the Litigation; I have not paid my lawyers any money for or related to the Litigation (my fellow plaintiffs have been fully responsible for that, and have indemnified me against any costs and expenses related to the Litigation); and my lawyers do not expect payment from me;

WHEREAS, should the court award attorney fees and/or costs to plaintiffs in the Litigation or any appeal, I have waived any portion of that recovery and instead have assigned it in equal shares to my fellow plaintiffs in the Litigation;

WHEREAS I have recently been elected to serve on the North Plains City Council;

WHEREAS I wish to inform my fellow members of the City Council and the public at large that I have no financial interest in the Litigation;

NOW, THEREFORE, I hereby represent and affirm that:

1. I believe I have no personal financial interest in the Litigation;
2. To the extent I have any personal financial interest in the Litigation, I irrevocably assign it to the other plaintiffs in the Litigation in equal shares. This includes any right or interest in attorney fees, costs and disbursements, or other recovery that may be obtained in the Litigation.

DATED this 6th day of January 2025.



Katie Reding

Bill Reid

From: Chris Edmonds <chris@coastlinepr.com>
Sent: Wednesday, January 15, 2025 6:34 PM
To: Bill Reid
Subject: Testimony for tonight

Hi Bill,

I apologize that I will not be able to attend in person tonight given the late scheduling. James Adkins from my team will be filling in, and will provide the following testimony to the Mayor and City Council. Sending this to you in written form as well:

--

Mayor Goodwin and Council President Dumbrow, Councilors:

My name is James Adkins and I am here filling in to provide this testimony on behalf of Chris Edmonds and the eastside property owners group, which are the lands that stretch between McKay Creek, Jackson School Road and Hwy 26. This group includes the Vandomelons, Boboskys, Maltases, Van Radens and Vanderzees. These are all long-term property owners, and most families have lived in or farmed around North Plains for a century or more.

This meeting was scheduled very abruptly and concerns several very serious steps that it appears this council is contemplating. While we respect the desire of this council to determine issues within its purview, there are several points we would like to ensure are considered.

The lands owned by the eastside group do not grow food crops. There is not a viable subsistence option for these families from the land, due in part to the size of the parcels and the dissection of Jackson School Rd. All these families rely on outside, non-farm income to earn a living.

These lands have been planned for development for roughly three decades. Nearly 30 years ago, clean water services installed high-capacity sewer lines through the property in anticipation of growth. The streets to the south and west of sunset ridge have been stubbed for a decade. The elementary school was built with a capacity in anticipation of completion of the neighborhood around sunset ridge.

We share your view that the prior expansion was too large, however, expanding to the SE makes sense for the city and has long been a part of this community's plans. These lands were intentionally left undesignated during the grand bargain, with 1000 Friends support, so that North Plains could control this boundary to Jackson School Rd. and Hwy 26, which offers a lucrative opportunity for the city to derive revenue from non-residents, rather than increase water fees or property taxes.

In fact, if you look at the city's transportation systems plan, you will see that the city has long planned for an extension of Pacific Street that would cross McKay Creek to Jackson School Rd. This means that SDCs are creditable to that project and development would pay to construct this long-desired asset that would alleviate pressure on Glencoe Road.

We would urge you to not throw the baby out with the bathwater and instead proceed with consideration of a reasonable, smart, 20-year urban growth boundary, proceeding with confidence that this council will retain control over zoning, concept planning, and the pace and complexion of development. Our coalition looks forward to working with the city on what that plan would look like over a twenty-year horizon.

Please continue the planning work that these families have participated in since 2016, in good faith and at personal expense, based on the city's expressly stated desire to complete the city, enhance revenues and amenities without increasing taxes to homeowners, and take the lead in maintaining its SE boundary as Hillsboro encroaches ever closer.

Thank you again for your service and we look forward to continuing to work with you.

Chris Edmonds
Coastline
503.961.4115



Please continue the planning work that these families have participated in since 2016, in good faith and at personal expense, based on the city's expressly stated desire to complete the city, enhance revenues and amenities without increasing taxes to homeowners, and take the lead in maintaining its SE boundary as Hillsboro encroaches ever closer.

Thank you again for your service and we look forward to continuing to work with you.

Chris Edmonds
Coastline
503.961.4115



Bill Reid

From: James Fage
Sent: Wednesday, January 15, 2025 6:41 PM
To: Chris Barron; Stewart King
Cc: Bill Reid; Lori Lesmeister; Michele McCall Wallace; Trista Papen; rdoughty@wccls.org; emily@gov-law.com; Steve Miller; dougill@gov-law.com; chris@gov-law.com; Dustin Lueckenotte; Nicholas_Jones@washingtoncountyor.gov; Ariel Goodwin; Aaron Dumbrow; Mandy Hagedorn; Katie Reding; mamey576@yahoo.com; narh.amanor@gmail.com; e_law@frontier.com; Jacquelynhunt4@gmail.com; lisafry2022@gmail.com; maccuardi3@gmail.com; Chi@millermob.com; Douglas.nunnenkamp@gmail.com; heather.m.labonte@gmail.com; lakerspride75@gmail.com; lonnieknodel@gmail.com; thauth1960@gmail.com; rudy@costapacific.com; president@northplainschamberofcommerce.org; admin@northplainschamberofcommerce.org; John Howorth; jeff@jensenconsult.com; demchak@gmail.com; mandyhagedorn01@gmail.com; shelleyjteraoka@gmail.com; peggyjudah@yahoo.com; lbishop@pamplinmedia.com; Laura.kelly@dlcd.oregon.gov; mmiller@pamplinmedia.com; matt.lyman@gmail.com; mike@actc.pro
Subject: Re: City Council - Special Session - 15 Jan 2025 - Agenda

Please include this in the record for tonight's Special session.

This is self-dealing. The only way to get these damages is to not have the decision appealed. Planning this meeting on a day I can not show up is low. I think it is corrupt to vote to pay your selves as lead plaintiffs against the city and your friends that paid for your election.

The decision to appeal is a matter of mathmatics. it is cheaper to appeal then it is to pay the judgement.

If the plaintiffs agree to not sue for triple damages, then I would support the not appeal. However, if we do appeal and loose, they get nothing.

This smells. It is low and self-dealing. Let the appeal process play out to save the City over \$100k. There is no measurable reason to revoke the appeal.

James Fage

James Fage
| North Plains, Oregon
503.647.5555 | www.northplains.gov





MINUTES

City Council - Regular Session Meeting
Tuesday, January 21, 2025 7:00 PM
Jessie Mays Community Center
and also via Zoom

**COUNCIL
MEMBERS:**

Mayor Ariel Goodwin; Councilors: James Fage, Trista Papen, Aaron Dumbrow, Mandy Hagedorn, Katie Reding, Michele McCall-Wallace

STAFF PRESENT:

City Manager Bill Reid, City Recorder Lori Lesmeister, Police Chief Nick Jones, Library Director Robin Doughty, Public Works Director Dustin Lueckenotte, Planning Manager Steve Miller, Asst. Planner Rowan Maiorano

OTHER:

1 LOGIN INFORMATION TO ATTEND VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/83210485716?pwd=Pq3g9iwecTRafKi164KOtwEMzRjlas.1>

Meeting ID: 832 1048 5716

Passcode: 677419

Phone in (no internet)

253-215-8782

Meeting ID: 832 1048 5716

Passcode: 677419

2 WORK SESSION - 6:00 PM

City Operating Budget Review

3 CALL TO ORDER at 7:07 pm

4 PLEDGE OF ALLEGIANCE

5 ROLL CALL

- a) All councilors in attendance
- b) [Mayor Goodwin read a written statement after roll call.](#)

6 CONSENT AGENDA:

(The items on the Consent Agenda are normally considered in a single motion. Any item may be removed for separate consideration upon request by any member of the Council.)

- a) [Approval of January 6, 2025 City Council Minutes.](#)

Councilor McCall-Wallace requested that item A - Council Minutes be removed from the consent agenda, as she has some questions about Item #7 - vote for Council President, it is missing the second vote with the change in Mayor Goodwin's vote on that second vote. The minutes will be removed from the Consent Agenda so that items B and C can be voted on. The minutes (item A) will be amended and brought back to a future meeting for approval.

- b) [Approval of January 21, 2025 City Council Regular Session Agenda](#)
- c) [Res. No. 2295 -Removing Teri Lenahan & Russ Sheldon and Adding Ariel Goodwin & Aaron Dumbrow to Heritage Bank Signer List](#)

Move to approve items B and C on the Consent Agenda

Moved by Councilor McCall-Wallace. Second by Councilor Dumbrow.

Motion was approved unanimously.

7 PUBLIC COMMENT:

- a) People providing public comment:
 - Don Weber
 - Chris Barron
 - Chris Edmonds
 - Greg Brown (2 items)
 - Aaron Nichols
 - Jeremy Anderson

8 STAFF REPORTS

- a) [Library Department Monthly Report](#)

Library Director Robin Doughty provided an updated county statistic report to the councilors prior to the start of her report.

Brief questions and discussion.

b) **Police Department Monthly Report**

Chief Nick Jones noted that he added a year-end wrap of stats for 2024. Chief Jones also gave an update on the schedule for the traffic enforcement program that the city received a grant to cover, noting that the first round will begin at the end of January or the first part of February.

Brief questions and discussion.

Mayor Goodwin asked Chief Jones if there has been any resolution on the semi-truck parking issue in Brynhill. Chief Jones said that there isn't really anything in the city's code that addresses this issue, so the city is still looking into options.

At that time a resident, Jeremy Anderson, came up to the table and wanted to make a public comment. Councilor Papen noted that there is a time at the start of each meeting when public comment can be given, and that is when it should be given.

Mayor Goodwin said that if it is a preference rather than an actual restriction, she is going to give Mr. Anderson his 30 seconds to speak.

City Manager Reid noted that if one person is allowed to make a public comment outside of the public comment period at the beginning of each meeting it opens the door to having to allow others the same opportunity in the middle of meetings. Mr. Reid noted that written comments are always accepted.

Mr. Anderson did not make a public comment at this time.

c) **Public Works Monthly Report**

Public Works Director Dustin Lueckenotte gave a brief update on things going on in the Public Works Department and said he would like to have a work session with the City Council in the near future.

Questions and discussion ensued.

Mayor Goodwin asked if there was an update on the work being done on North Avenue. Mr. Lueckenotte said that there is a utility company that is slowing the process down and that the city's engineering company, 3J, is doing their best to keep things moving forward.

d) **Community Development Monthly Report**

Planning Manager Steve Miller said that there will be a work session with the City Council in February to go over the new FEMA code updates that are set to be put in place later this year.

Questions and discussion ensued.

Brian Feeney with 3J Consultants attended the meeting via Zoom and addressed the North Avenue question saying that the utility franchise has started work on the area in question and should be wrapping things up shortly, because it is costing Lennar (the developer) more money by having their contractor sitting around waiting for that part of the job to be completed.

Mr. Feeney also committed to following up with contractors and project managers to address issues with flaggers and pedestrian safety during construction.

e) **Finance Department Monthly Report**

Finance Report to be provided as part of the City Budget Orientation Work Session

City Manager Bill Reid reported that the city continues to operate within budget for most funds, with the exception of the Jesse Mays facility fund. He noted that the expenditure control budgeting system has been effective in incentivizing departments to save money and use resources wisely.

9 UNFINISHED BUSINESS:

a) **UGB Referendum Appeal Discussion**

Mayor Goodwin introduced the topic, noting the need for a decision by the following morning due to a time-sensitive concession offer. She emphasized that none of the recently elected council members had any financial interest in the decision. After some discussion about the public nature of certain aspects of the appeal, the council decided to move into executive session to discuss legal strategy and potential financial implications.

Executive Session Script read. Room cleared, all Zoom attendees removed from meeting.

8:52 pm - City Council enters Executive Session.

10:17 pm - City Council out of Executive Session

b) **Regular Meeting Resumed at 10:19 pm**

City Council agreed to move all remaining agenda items to the February 3, 2025, City Council meeting

c) **UGB Re-Look / Future Plans Discussion**

d) **Attorney Contract Discussion**

10 NEW BUSINESS:

11 REPORTS

a) **City Manager Report**

b) **Council Reports**

c) **Review February 2025 Council Calendar**

12 ADJOURNMENT:

- a) **Councilor McCall-Wallace moves to adjourn meeting at 10:20 pm**
Councilor Dumbrow seconds.
Motion passes unanimously.

Ariel Goodwin, Mayor

Lori Lesmeister, City Recorder

Date Approved _____

Statement read by Mayor Ariel Goodwin at the beginning of the
January 21, 2025, City Council Meeting.

Thanks for coming tonight and being a part of the conversation. We're working on better ways to get information out via available city methods, but for now, I'm going to just talk to you openly in these meetings and address what seems to be coming up in the community. First of all, I'm going to ask that folks skip the rumor mill and ask questions directly rather than making assumptions, particularly about the most recently elected members of council. With misinformation moving at the speed of social media, please remember that we're operating in good faith, and assume positive intent. For a variety of reasons, any transitional information we received was extremely limited and not provided by outgoing council. We made our own efforts to connect with staff and get up to speed without anything resembling a handoff, which is genuinely unfortunate. We're working with an imperfect system that we're still learning about. And as we walk through processes firsthand, we are discovering some opportunities for improvement. For instance, we have important feedback to incorporate about notices for meetings and internal communications that left some councilors understandably frustrated. Circumstances beyond our control contributed to a perfect storm that's unlikely to happen again, but it's important for us to have processes that help everyone to stay informed and participate. What you see is what you get. There are no ulterior motives here. We have been transparent about our intentions and following through on what we were elected to do, which is fundamental representative government. North Plains voters put their faith in us. We're continuing to earn that through actions that are in our community's interest. I'm past the point in my life where I care about sticks and stones, but it's worth considering who benefits by tearing us down at this point. That may be a perspective to think about if you hear something inflammatory as we keep moving forward together.

We do have a full agenda today and need to keep things moving a bit more so we can get to key votes on time sensitive topics. So, I really appreciate your patience and your cooperation. I will try not to cut anybody off. I love having dialogue. That is my favorite part of all of this. But we're going to keep moving forward as a group. Thank you so much.

Transcribed from the video recording of the January 21, 2025, City Council meeting.

From: [Stoneboat Farm](#)
To: [Lori Lesmeister](#)
Subject: Testimony regarding agenda item 9C
Date: Tuesday, January 21, 2025 6:36:52 AM
Attachments: [Order-1.pdf](#)
[Testiomny on 4026-1.pdf](#)
[Testimony exhibitsFNPSG-1.pdf](#)

Hello,

I would like to submit the following testimony, and attachments, for agenda item 9 C. I would like to submit my earlier testimony, submitted on Jan 16, with it's attachments under Agenda item 9 A.

Thank you,
Aaron Nichols

Mayor and Councilors,

My name is Aaron Nichols, as you know I've been an advocate with Friends of North Plains Smart Growth and heavily involved in the UGB issues over the last two years or so. I know that there are many discussions to come on this issue and I very much look forward to taking part as the city looks to craft a better growth plan.

However, I do want to raise a concern I have about the process and particularly the role played by Mr. Crean in the past. Mr Crean seems to be a strong advocate for the expansion of the city and against the right of the people to participate, particularly though referendums. While this personal opinion is acceptable and he may, of course, express his professional opinion to the mayor and council in public sessions, I believe and have proof that his strongly held belief has blinded either his competence or his ethical responsibilities to advise the council and allow them to make informed but impartial decisions. In short, he is a key employee in many decisions, particularly in UGB related ones, and I do not believe his advice can be trusted. Please take the time to look at the facts submitted here and backed up in the attachments.

Mr. Crean repeatedly told the previous council that the city was "locked in" to its EOA lands and that the city was required to expand per state law. Both of these are factually untrue, the first was the subject of a rare letter by the DLCD correcting what it called "incorrect facts" made by Mr. Crean and the city in County hearings. While it is possible that these were mistakes on two of the most central facts of the expansion it is extremely concerning that Mr. Crean would repeatedly and under direct questioning make such a basic mistake in his direct area of expertise - land use law. However, we also have meeting minutes from a meeting with the DLCD, just a day before Mr. Crean made these false claims at the county, showing that top managers including then City Manager Andy Varner and then Finance Manager Bill Reid, knew that the EOA claim, at least, was factually incorrect. As they were sitting next to Mr. Crean and undoubtedly prepared testimony together, it is unlikely that Mr. Crean did not know of this meeting.

I make this case in testimony I wrote during the legislation around 4026 which is attached. The documentation and exhibits are also attached. I call your attention particularly to exhibits C, D, and E.

After this, Mr. Crean advised the council, again incorrectly, that it had the authority to direct

the city recorder to remove an already qualified referendum from the ballot. This is authority the council does not and did not have and, further, was not purported to be given by HB 4026 (now declared unconstitutional). This, too, was a serious overstepping of both the law and his authority and put not just the city but the city recorder in the middle of a case they had very little chance of winning. After the case was fully heard, Mr. Crean lost on every single point, failing not only to overturn the referendum but, according to the judge, failing to even raise the correct issues properly before the bench. While this hubris speaks to the absolute lack of professionalism at the cost to the taxpayers, Mr. Crean made it more clear by calling the judge's initial ruling "Bullshit" in the judge's own courtroom. The judge's order to be briefed on this incident is attached.

Considering all of this, a clear lack of professionalism, and a lack of either competence or ethical responsibility, I would ask that you consider any briefing or advice from Mr. Crean as, at the least, subject to verification. In public at least he has never apologized or acknowledged his inaccurate advice, despite public correction. Please be careful acting on his advice and consider his record or misstatements and repeated losses in court and at the county on this issue rather than simply the authority he claims to have.

Thank you for your time and your work to do what is best for the city,
Aaron Nichols

Verified Correct Copy of Original 4/22/2024

IN THE CIRCUIT COURT OF THE STATE OF OREGON
FOR THE COUNTY OF WASHINGTON

Katie R. Reding, Aaron P. Nichols, Friends of North
Plains Smart Growth, Loretta A. Furrow, Jason C.
Reynolds et al,
Plaintiff,

Case No. 24CV13251

AFFIDAVIT AND ORDER

vs.

Lori Lesmeister, North Plains City Council, Daniel
Forester
Defendant.

AFFIDAVIT

I, the undersigned, being first duly sworn, say as follows:

- 1) I am the Judicial Assistant for Judge Andrew R. Erwin for Washington County Circuit Court.
- 2) On April 22nd, 2024, the parties on the above-named matter appeared before Judge Erwin at the Washington County Circuit Court for a Status Check as to an extension of the response deadline to defendant North Plains City Council's Motion for Summary Judgment.
- 3) After granting the response extension to June 21st, 2024, Judge Erwin stepped off the bench and the Court Clerk concluded the record.
- 4) As the parties exited the courtroom, attorney Christopher Crean proceeded to make two remarks indicating that the ruling was "bullshit." These remarks were made in the courtroom in front of the parties as well as the court staff.

Siena Van Dyke

SUBSCRIBED AND SWORN to me this 22nd day of April, 2024

Katie Lytle
Clerk of the Court

ORDER

Based on the Affidavit of the above, it is hereby ORDERED that the parties submit a response to the Court regarding these facts within 7 days.

DATED: 4.22.2024

Andrew R. Erwin
Andrew R. Erwin
Circuit Court Judge

24CV13251
Oft
Order
17965118



This document is a list of evidence to support Aaron Nichols's testimony on HB 4026A.

Exhibit A: North Plains Public Communications on UGB

Exhibit B: Testimony analysis showing consistent levels of disapproval in and outside the city.

Exhibit C: Letter from the DLCD correcting North Plains' use of incorrect facts in public hearings.

Exhibit D: A list of notes and timestamps to show North Plains' use of and reliance on incorrect facts to pass their plan and move it through the county. Also shows the county's determination that UGB expansions are inherently legislative.

Exhibit E: Notes from a meeting between North Plains and the DLCD showing that the city knew, prior to the 11/15 meeting where they continued to use incorrect facts, the correct interpretation of the DLCD's position on the referendum and how and EOA is appropriately used.

Exhibit A:

North Plains Public Communications on UGB

From North Plains' website:

https://cms3.revize.com/revize/northplains/Documents/Departments/Planning/ugb_project_public_communications_web_8_25_23.pdf



Urban Growth Boundary Project Public Communications (2021-2023*)

Updated 8/25/23

Facebook Posts (17):

2023 -

- August 25 - North Plains awarded State grant for UGB concept planning to begin this fall
- August 9 - UGB Amendment public hearing at Planning Commission tonight
- August 7 - City Council meets tonight, agenda includes consideration of rescinding UGB ordinances for public hearings on amendments to add
- Aug 4 - August E-news is out including info on new UGB public hearings
- July 25 - UGB update message, new hearings
- June 22 - City Council approved UGB expansion report and HNA
- June 8 - UGB in June E-news content headline
- June 5 - City Council meets tonight, agenda includes UGB
- March 3 - UGB Public Advisory Committee (PAC) Consensus on expansion area, next steps
- Feb 24 - UGB PAC to hold its 8th meeting on Feb 28 to consider expansion area scenarios
- Jan 24 - UGB PAC to hold its 7th meeting on Feb 2 to consider expansion area scenarios

2022 -

- Oct 21 - City awarded grant for UGB Concept Planning/Expansion Project info
- Aug 2 - UBG PAC meets Aug 4 to review preliminary results of UGB study
- May 4 - Join us for May 4 UGB PAC mtg to review preliminary results from the North Plains Urban Growth Boundary analysis.
- April 25 - Same as above

2021 -

- Nov 29 - Update on the UGB Project
- May 17 - UGB Public Meeting

Connected Print Newsletter:

(all available here: <https://www.northplains.org/community/page/city-newsletter>)

1. August 2023 - UGB update message and new hearings

2. July 2023 - Mayor's Corner: Planning for our Future (UGB)
3. June 2023 - UGB FAQ
4. February 2023 - City Manager's Message
5. October 2022 - UGB Update
6. September 2022 - Economic Opportunity Analysis Public Hearing
7. July 2022 - City 101: Budget Perspective Part 3
8. May 2022 - 5/4 UGB Expansion Project Advisory Committee in Calendar/EOA Public Hearing article
9. May 2021 - UGB Public Meeting Flyer

E-Connect E-Newsletter:

(all available here: <https://www.northplains.org/community/page/city-newsletter>)

1. August 2023 - UGB update message, new hearings
2. June 2023 - UGB FAQ available
3. March 2023 - UGB Project update
4. October 2022 - UGB Concept Planning Grant/UGB Update
5. August 2022 - UGB Aug 4 PAC mtg in calendar
6. May 2021 - UGB Public Meeting

Website Pages/News Articles:

1. North Plains Awarded State Grant for UGB Expansion Area Concept Planning:
<https://www.northplains.org/planning/page/north-plains-awarded-state-grant-ugb-expansion-area-concept-planning>
2. UGB Expansion Update; New Hearings:
<https://www.northplains.org/planning/page/urban-growth-boundary-expansion-update-new-hearings>
3. UGB FAQ -
<https://www.northplains.org/planning/page/north-plains-urban-growth-boundary-faq>
4. UGB Project Page: <https://www.northplains.org/UGB>
5. City FAQs -
<https://www.northplains.org/cityhall/faq/what-urban-growth-boundary-ugb-and-what-does-ugb-expansion-mean>
6. Oct 1, 2022 News Article -
<https://www.northplains.org/planning/page/urban-growth-boundary-expansion-project-update>
7. June 1, 2021 News Article -
<https://www.northplains.org/planning/page/north-plains-exploring-urban-growth-boundary-expansion>

OTHER:

- March 2023 - Included in the Mayor's State of the City
- All public meetings posted to City website calendar - www.northplains.org/calendar

- Hillsboro News Times Article March 10, 2023 -
https://www.hillsboronewstimes.com/news/local/north-plains-in-home-stretch-of-expanding-its-urban-growth-boundary/article_81b1439a-bf9f-11ed-be7d-aff098709652.html

**Public meetings among the current administration date back to 2018 when City Council and Planning Commission held joint hearings to discuss a UGB expansion approach. There were also many years of public planning that pre-date this North Plains UGB Expansion Project with cities, counties, and farmland advocates in the Portland metropolitan region setting the current urban and rural reserves, along with the urban growth boundary. This list is not meant to be exhaustive of all communications applicable to the UGB expansion efforts.*

Exhibit B:

Testimony analysis showing consistent levels of disapproval in and outside the city.

Compiled from testimony submitted to public hearings at the city and county. Compiled by Aaron Nichols for Friends of North Plains Smart Growth

Written testimony analysis for ord. 899 by Aaron Nichols for Friends of North Plains Smart Growth.
Details and full testimony available on request

Location:	At North Plains city council hearing	At the County Planning Commission hearing	Testimony submitted, in total, NP and PC	# who live in North Plains city limits	# of unique responses
Total in support	12	14	26	5	23
Total in opposition	42	50	92	17	75
Total submitted	54	64	118	22	98
% opposed	77.78%	78.13%	77.97%	77.27%	76.53%

Exhibit C:

Letter from the DLCD correcting North Plains' use of incorrect facts in public hearings.

From Public testimony to the county and available in a staff report:

https://washingtoncounty.civicweb.net/document/285673/&source=gmail&ust=1709418417519000&usg=AOvVaw12hN_Ogiui6ysk-1ubJiA6

Todd Borkowitz

Subject: FW: [EXTERNAL] Letter to Board of County Commissioners - Washington County
Attachments: WashCo_ResponseLetter_NPExpansion_DLCD_231117_Signed.pdf
Importance: High

From: KELLY Laura * DLCD <Laura.Kelly@dlcd.oregon.gov>
Sent: Tuesday, November 21, 2023 10:07 AM
To: Erin Wardell <Erin_Wardell@washingtoncountyor.gov>
Cc: HOWARD Gordon * DLCD <Gordon.HOWARD@dlcd.oregon.gov>; BATEMAN Brenda O * DLCD <Brenda.O.Bateman@dlcd.oregon.gov>; Theresa Cherniak <Theresa_Cherniak@washingtoncountyor.gov>
Subject: [EXTERNAL] Letter to Board of County Commissioners - Washington County

Ms. Wardell,
 Please find attached a letter of comment from Oregon Department of Land Conservation and Development (DLCD) Director Brenda Bateman. During its November 15 meeting on Ordinance No. 899, the Planning Commission engaged in a lengthy q&a with city of North Plains staff, counsel, and mayor. During this exchange, several statements were made which do not accurately represent DLCD's position. The department respectfully requests the attached letter, providing DLCD's official position on these subjects, be submitted to the record for Ordinance No. 899. Please let me know if a discussion would be helpful or if I can answer any questions.

Sincerely,

Laura



Laura Kelly

Regional Representative for Metro, Washington County,
 and select cities of Columbia County | Portland Metro Regional Solutions
 Oregon Department of Land Conservation and Development
 1600 SW Fourth Avenue, Suite 109 | Portland, OR 97201
 Cell: 503-798-7587 | Main: 503-373-0050
laura.kelly@dlcd.oregon.gov | www.oregon.gov/LCD



Oregon

Tina Kotek, Governor

Department of Land Conservation and Development

Director's Office

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2540

Phone: 503-373-0050

Fax: 503-378-5518

www.oregon.gov/LCD

November 20, 2023

Board of County Commissioners
Washington County
155 N. First Ave.
Hillsboro, OR 97124
Sent via email



Dear Chair Harrington and Commissioners:

On behalf of the Oregon Department of Land Conservation and Development (DLCD), I am writing to respond to several topics raised at the November 15, 2023 Planning Commission meeting regarding Ordinance No. 899, relating to the expansion of North Plains Urban Growth Boundary (UGB). Several comments provided at the meeting by non-departmental staff appeared to represent departmental positions on various topics. We appreciate the opportunity to speak about these matters directly. In the paragraphs below, DLCD responds to each statement. If useful, we are available to meet and to discuss these statements further.

Incorrect statement: The department has concerns with, and has notified the city about, the validity of the upcoming referendum.

It is our understanding that the city's ordinance to expand its UGB has been referred to the voters, with the signatures certified by the County's Elections and the matter to be placed on the May 2024 ballot. The department has taken no official position on the referendum, nor does it have any official opinion about the measure's legality or validity. The department does not have jurisdiction over elections issues and does not provide formal legal advice on such matters. Should legal advice be needed, the department would recommend the city and county rely on their own respective counsels.

Incorrect statement: The amount of land needed for UGB expansion is based on the use of state-mandated forecasts and is "locked in" by state-acknowledged EOA and HNA:

The city's proposed Housing Needs Analysis (HNA) includes its housing needs projection, based on its 20-year population forecast as required by ORS 197.296 and Goal 10 administrative rule. When a city's analysis identifies a deficit in the supply of buildable residential land within its UGB, it is required to adopt one or more of the actions described in statute to remedy the identified deficit, which may include UGB expansion. Because the city identifies a deficit of

167.4 acres of land for needed housing and proposes to remedy this deficit through UGB expansion, the department will review both the HNA and UGB expansion proposals concurrently. The department's review of the HNA and UGB expansion can occur only after the city and county adopt an identical UGB expansion and submit to DLCD for review.

Unlike an HNA, the use of a population forecast to determine land need in an Economic Opportunities Analysis (EOA) is optional. Through an EOA, a city identifies the land needed to accommodate future industrial and other employment uses based on the types of industries the city wishes to attract, consistent with its comprehensive plan. It is our understanding that a recent change to community economic development aspirations led the city of North Plains to select an approach focused on attracting tech-based and supporting industries and businesses, and through its EOA, to conclude that it did not have sufficient buildable employment land within its UGB to accommodate them. The city adopted this EOA, which was filed with the department on 12/9/22 and acknowledged 12/31/22. The city's proposal includes bringing 687.8 acres into its UGB for employment uses, based on this acknowledged EOA. The city is not "locked in" to its acknowledged EOA, nor is it required to amend its UGB to resolve this identified employment land deficit, as it has the discretion to modify its economic development approach and adopt a revised EOA at any time. However, it has the option to use the acknowledged EOA as justification for UGB expansion based on employment land need, which the department would review only after the city and county adopt an identical UGB expansion and submit to DLCD for review.

Incorrect statement: The state has acknowledged that the city's process for public engagement related to the UGB expansion proposal complies with the statewide planning program:

The department has not yet reviewed the city's UGB expansion proposal and has not taken a position about the city's process for public engagement. The department would review these matters only after the city and county adopt an identical UGB expansion and submit to DLCD for review.

Conclusion:

We recognize the hard work of both city and county staff to navigate the UGB amendment process; department staff have been engaged in this effort for several years now and are committed to continued assistance as needed.

If you have further questions, please feel free to contact Laura Kelly, our Regional Representative for Washington County (Laura.Kelly@dlcd.oregon.gov or 503-798-7587)

Sincerely,



Brenda Bateman, Ph.D.
Director

cc:

Erin Wardell, LUT Planning and Development Services Manager, Washington County
Rob Bovett, Senior Assistant County Counsel, Washington County
Theresa Cherniak, Principal Planner, Washington County
Todd Borkowitz, Senior Planner, Washington County
Andy Varner, City Manager, City of North Plains
Bill Reid, Finance Director, City of North Plains
Gordon Howard, Community Services Division Manager, DLCD
Kirstin Greene, Deputy Director, DLCD
Laura Kelly, Regional Representative, DLCD

Exhibit D:

A list of notes and timestamps to show North Plains' use of and reliance on incorrect facts to pass their plan and move it through the county. Also shows the county's determination that UGB expansions are inherently legislative.

From public meeting testimony. Links to each meeting referenced are available above the notes and timestamps

Exhibit D:

Below are examples of North Plains misstating the facts in its public hearings. The examples in bold are uses of what the DLCD calls "Incorrect facts" including a long explanation before the hearing closes that informs the councilors that they must take all the EOA land or be in violation of goal 14. This is directly contradicted in the DLCDs letter.

City planning commission meeting, 8/9/23:

<https://www.youtube.com/watch?v=TdS9WwCuCOs&t=9505s>

2:34, Commissioner LaBonte asks directly if all the acreage has to come in. Heather (consultant) answers yes for HNA, no for EOA but you are compelled to look at 20 year needs. Mr. Crean jumps in saying the growth "has to be based on our need." He goes on to say that it would violate goal 14 rules and taking all the acreage in the EOA is required by state law.

3:27 A discussion of notice - LaBonte shows the misnoticing and reads the incorrect notice - stating that only the amendments can be commented on when the entire plan is up for a hearing. Chris Crean says it doesn't exist or was corrected despite actual evidence to the contrary in front of him.

North Plains meeting 9/5/23: <https://www.youtube.com/watch?v=5GqFqlDrqSY>

47:42 land need explained

56:12 need is acknowledged and defined in the EOA

56:41 A consultant from Hillsboro, says "Goal 14 mandates that you bring in all the EOA land"

On Second 9/5/23 video: <https://www.youtube.com/watch?v=dfPZblAHnr8&t=2178s>

17:10 Chris Crean gives a long explanation of how you can't expand a UGB because you want to or not want to. "There are laws that have to be followed. "Goldmine" [hard to hear name of case] is the one for industrial and commercial lands which does show, which is now an acknowledged part of your comprehensive plan it is no longer subject to review and it shows a need for more land and now we have a housing needs analysis that shows a need for additional land and state laws do require you to address that and provide the necessary lands."

36 Mayor asks re regional partners, Bill lists many agencies but highlights the DLCD

38:16 Hearing closes

Washington County Planning Commission, 11/15/23

<https://washingtoncounty.civicweb.net/document/274045/?splitscreen=true&media=true>

Statements which are corrected by the DLCD letter of 11/20/23 in bold, number references the statement order of the DLCD letter:

At 1:24:14 Mr. Bovett, the county's land use attorney explains how this is a legislative hearing and the rules for such.

1:38:30 Bill Reed, the city's finance director, argues that the EOA "locks them in" to the expansion they are asking for here. This is corrected by the DLCDs letter as incorrect fact #2.

2:49:52 Bill Reed says that the state recognizes that the city's public outreach was done correctly. This is corrected in the DLCDs letter as incorrect fact #3

2:51:14 Chris Crean, the city attorney, says he received a letter from the state planning authority and it raised serious concerns about the referendum. This letter did not exist and was corrected in the DLCDs letter as incorrect fact #1. The only evidence of any letter existing is a letter signed by Mr. Varner, the North Plains City manager, stating that the UGB expansion is an administrative action and therefore not referable to the voters.

Washington County Planning Commission, 12/6/23 meeting:

3:48 Informed that the county commissioners, on advice from council, continued the hearing until after the referendum.

17:03 Mr. Bovett explains that UGB matters are legislative hearings and explains the rules for such.

45:00 In explaining the impact of the referendum, Mr. Bovett acknowledges getting both the city's letter and Mr. Dobson's letter submitted on behalf of Friends of North Plains Smart Growth. He acknowledges that the county's position is consistent with Mr. Dobson's position, i.e. that the UGB expansion is clearly legislative in nature and can be referred to the ballot.

Exhibit E:

Notes from a meeting between North Plains and the DLCD showing that the city knew, prior to the 11/15 meeting where they continued to use incorrect facts, the correct interpretation of the DLCD's position on the referendum and how and EOA is appropriately used.

From the DLCD via public records request.

Exhibit E: These notes were obtained in a public document request of the DLCD. It shows the record of a meeting the day before the planning commission where North Plains staff misrepresented the DLCD's position on the referendum, public involvement, and the proper understanding of an EOA. These incorrect facts were corrected by the DLCD's letter, Exhibit C in this document.

Emphasis is added in this document to show what the city knew before the 11/15 meeting.

North Plains and DLCD check in on UGB amendment

Tuesday, November 14, 2023 9:36 AM

Meeting Date: 11/14/2023 11:00 AM

Location: Microsoft Teams Meeting

Link to Outlook Item: [click here](#)

Invitation Message

Participants

-  [KELLY Laura * DLCD](#) (Meeting Organizer)
-  [HOWARD Gordon * DLCD](#) (Accepted in Outlook)
-  [YOUNG Kevin * DLCD](#) (Accepted in Outlook)
-  [Bill Reid](#) (Accepted in Outlook)
-  [Andy Varner](#) (Accepted in Outlook)

Notes

BR: update on process. Sept 18 council adoption of ordinance 490
 County PC has taken up their own ord. PC meeting in Oct, tomorrow is deliberation.
 Referendum on may ballot. Challenges ordinance.
 Washco BOCC work session: whether to delay county ordinance.
 Could be paused until June 24.
 County opinion: should delay. Referendum renders process incomplete.
 NP to argue it isn't incomplete. Possibly ambiguous. Don't want a delay

AV: NP think the legislative action can be challenged by referendum and this could be dangerous precedent. If local ordinance adoption to comply with state goals or law, this could delay. No certainty after June. What must city do to accommodate the county's wishes. What resources will be needed for this?

GH: county must approve in addition to city. Most times, that's not a big deal. But Millersburg is example of county rejection. County does have a role here. Referendum: as policy matter, agency opposes planning by referendum. **City to resolve whether referendum is legal, not DLCD issue.** GH- there are court cases; administrative v legislative. legislative decisions that are based on state laws. Referendum could fail in May and petitioners could lead to serial referenda. Could make this point to county. We'd need to talk to our atty and director about whether to weigh in to county. And would be advice, not binding. GH doesn't think referenda on land use issues is good policy but **DLCD may not formally comment to that**

LK: county finds itself in a bind; looking for path of least political resistance so makes sense to delay action until after vote

BR: NP thinks this is driven by those outside the city. Referendum is second one, as first was not valid

GH: vote will tell. Opponents may be signaling they don't have a good legal case. NP need to make your arguments to county, not DLCD about why to keep going. Whats to prevent serial referenda? Challenging the legality of the referendum could be another avenue for NP research. GH doesn't know if referendum can be used for this,, what repercussions. e.g. what if referendum is about no more building permits?

AV: DLCD willing to comment on other ?

GH: **don't think we could act quickly enough to comment. If we had time, we could ask our attorney and director about whether to comment.**

AV: NP have a placeholder letter in. there is likely time to put in a letter of comment. Would love a paragraph about UGB process for cities with their own UGBs. Commissioners and PC members are confused about this. What are the steps. Comp plan, zoning, where does it occur in the process.

SM: 20 year land supply issue: people think it's only for residential. Applies to employment lands too.

GH: we can help explain that. **Although unlike residential lands, you're not required to cure your employment lands**

deficit GH: If county continues for further discussion, we can talk further- to KG, BB, SS about whether we weigh in on this.

AV: could you include clarification about processes, etc. BOCC: they're behind this and would like to move forward. Looking for best info possible, not over the top advocacy.

GH: when it comes to UGB, county can be a co-equal part of process. That's not always clearly understood. Some think they must rubber stamp. Its up to them to make a decision. how much deference to give city decision is up to the county. Counties tend to respect the city's process.

North Plains Page 1

Dear chair and members of the committee,

Thank you for this chance to testify and bring the important issues around the North Plains Referendum and HB 4026A to your attention. I have attached the evidence I refer to in this testimony in a separate pdf submitted as testimony.

A lack of public engagement: North Plains has contended, both in testimony and in lobbying prior to the bill becoming public, that they went through the full process, “crossed all the ‘t’s and dotted all the ‘i’s” and were ambushed at the last minute by outside groups. This is false. Of the 26 meetings North Plains points to as public evidence, only three of these were public hearings that **both** followed proper noticing requirements **and** had an opportunity for the public to engage. Other meetings on their list were either noticed only on their website or by invitation to people who knew about the expansion and requested information and landowners who would bring land in. North Plains, a city that puts up banners and signs for every parade and event, never advertised the process in the city, with mailers, or in any way a person not within 250 feet of the proposed boundary or already following the North Plains website would understand. Certainly, the meetings early in the process, which took place in 2020, showed no serious attempts at outreach and had very little citizen participation. North Plains’ own list of outreach around this issue - an issue that will change the city and the surrounding working land for generations - is primarily a list of city website pages and facebook posts. I have attached it as [Exhibit A](#) in the evidence.

The first time the public was really invited to a meeting - through proper notice by the city and extensive, intentional outreach by groups opposing the expansion - the hearings brought more than forty people with the vast majority in the opposition. This trend continued at the county with a four hour public meeting and 64 pieces of testimony. While it certainly would have been better to have this testimony earlier in the process, North Plains can hardly be surprised that they only heard from the public the first time they actually asked to hear from them.

North Plains also contends that the opposition is entirely from outside groups. The evidence doesn’t support this. The attached testimony analysis (Exhibit B) shows that, similar to the 78% of the total pieces of testimony submitted were opposed, the testimony from inside North Plains was 77% opposed. The only groups that could be identified as being disproportionately in favor of this expansion (and in fact make up almost all of the support) are city staff (who do not live in North Plains), land owners whose land will come into the UGB, and developers. Out of state and out of region interests were nearly 100% supportive, those in the region nearly 80% opposed.

Lastly, and in many cases, North Plains has specifically told residents who live outside the city - even if they live one farm over from the city as I do or will farm across the street from the new UGB as Jacque Jones, a cofounder of this group would - that their comments and opinions simply are not welcome. In the public hearings councilors repeatedly blame outsiders for the difficulty with the UGB plan ignoring that 12% of their voters signed the referendum in two weeks and that recent meetings have had about half residents and half close neighbors. Before

voting, the council president, after hours of opposition testimony, said he didn't need to consider that testimony because he didn't represent those people. Certainly, farmers on the edge of a UGB are heavily affected by UGB decisions. It is not easy to move a farming operation: there is not much farmland left to move it to, and it is impossible to cart the class one soils with you. We farmers are stuck with this decision and the council's contention that they are only responsible to those who have the power to vote for them in this process, not those who will be affected by their actions, is ridiculous.

While the lack of voter engagement is likely what led to a plan that has been exceptionally controversial, the plan itself has been poorly supported and much of the basic evidence has been exaggerated or is simply missing. North Plains is attempting the biggest UGB expansion by percentage basis ever, the largest by acres in the metro counties outside of Metro, and with an end result of more than doubling the town's size. This kind of expansion should be well planned and carefully thought through; North Plains' plan is not. The city has relied on an exemption intended for small cities outside of Metro to grow in small ways, mostly to accommodate housing. They are trying to fit 855.2 acres, about 700 of those for industrial and commercial lands, through that exemption. They have not done the regional studies to see if we need, as their EOA envisions, another 92-acre data center, they have not considered traffic impacts or where the infrastructure money will come from. Certainly they haven't shown how they will pay for this sort of development - Hillsboro's similar expansion onto approximately 200 acres required bonding authority of 340 million dollars and a tax increment finance district that will not break even in 20 years.

To justify this plan North Plains makes many assertions, as they have here in Salem, but rarely backs those up with facts. In fact, in the last public hearing for this bill at the Washington County Planning Commission, the city was called out in a public letter from Dr. Brenda Bateman, the director of the DLCD, for relying on "incorrect facts." This letter is Exhibit C in your packet. These misstatements ranged from misstating the DLCD's position on North Plains' voter engagement, to misinforming the county about the existence of a letter from DLCD regarding the legality of the referendum (no such letter existed), to misunderstanding or misusing the role of their EOA - the document that purports to mandate 700 acres of the expansion. DLCD explained that, far from guaranteeing the city the full amount of acreage, as they had claimed in their own meetings and at the county, the city was expected to do the Goal 14 test knowing they could take anywhere from 0-700 acres. Exhibit D gives timestamps and meeting links so you can see the many times the city relies on its EOA erroneously, including a long explanation by the city's attorney, minutes before the council goes to start voting, relying precisely on what the DLCD calls "incorrect information." Other uses of incorrect facts meant to move the UGB plan past the contentious hearings at the County Planning Commission are also listed. Lastly, Exhibit E is a set of meeting minutes from the DLCD's meeting with North Plains the day before they used these incorrect facts. It shows that, in at least two of the cases, they had been told that their contentions were unsupported by the evidence. The fact that they chose to use these in the meeting the following evening and claim support from DLCD is likely why such a strongly worded letter was sent in the first place. This looseness with the facts in

public meetings also calls into question the city's assertions here in Salem- especially when they are not backed up by real evidence.

Given the anger over the lack of public engagement and the poor quality and unprecedented size of the UGB plan, neither this bill nor any other legislative action will protect North Plains and its UGB plan from its own unpopularity and critical flaws. I believe that this is one reason that the legislators who were most familiar with this issue - those in districts that included or boarder North Plains, all voted against HB 4026A. HB 4026A however, is a particularly poor way to go about helping North Plains. The results of this bill in North Plains have so far been much angry testimony at the council meeting and talk of following King City's example of recalling their entire council. Our group has not supported any recalls as we believe that the councilors made a mistake in this one instance, partially based on incorrect facts, but are good people who want the best for their town. What we want to do is bring North Plains to the table to negotiate, not flip the table over and storm out of the room. By removing the most precise tool voters have to hold elected officials accountable for their votes, this bill invites the use of much more broad and less discriminate ballot options. That is not good for North Plains and it is not good for Oregon. Furthermore, as my colleague Nellie McAdams' testimony states, this bill has immense legal liability, will invite a court challenge as soon as it is signed, and almost surely be declared unconstitutional. HB 4026A is a bad bill being rushed through to address a problem it can't fix. If this remains a problem after North Plains has had its vote, the legislature can make a more tailored and constitutional bill in the next long session after hearing from all sides on the issue.

Lastly, I believe that the city is not being entirely forthright about why they seek this bill. The city is well aware that a UGB ordinance is a legislative matter and therefore referable to the ballot and that that right is protected in Oregon's constitution. If North Plains had reasonable doubt in the matter, they would have sued to have the referendum removed from the ballot. They have not. What HB 4026A does, in fact the only thing HB 4026A does, is have the legislature insert itself into a local issue to put a roadblock in the way of a community group. This bill forces our group to sue the state and, though as we and the city know full well, the law will be quickly overturned, the city hopes that we will either be unable to raise the money for the lawsuit or it will exhaust our resources harming our campaign. It is obvious that this, placing a hurdle in the road for one side in one election, is not the place of the state legislature nor worth the time used on this bill in a short session.

For all of these reasons, and particularly for the evidence that is accumulated here and in Ms. McAdam's testimony, I ask you to vote no on HB 4026A.

Aaron Nichols,
Friends of North Plains Smart Growth

“ Good evening council members, mayor, and city staff,

My name is Chris Barron, and I’m a resident of North Plains. In December 2020, my wife and I purchased our first home here in North Plains, where we reside today.

After a year of familiarizing myself with the community, and getting acclimated to being a new father, I sought opportunities to serve. In February 2022, I was appointed to the City’s Economic Development Commission, where I now serve as Vice Chair.

I believe community involvement in local government is not just important—it’s vital to ensuring representation in decisions that shape our city. Perhaps because of that belief— or perhaps because I have a hard time saying “no” - I joined an ad hoc committee in 2023 to explore a local option levy that would have funded 24/7 police coverage and improved parks and recreation programs. I also joined the City’s Budget Committee.

Through these roles, I learned two key facts:

1. The city is facing financial challenges.
2. The citizens of North Plains strongly oppose tax increases.

These challenges are not the result of mismanagement but rather simple economics. One of the main reasons my wife and I—and many others—chose North Plains is its low property taxes. However, this, combined with a minimal business tax base, leaves us with a limited budget that our city staff has miraculously stretched to meet our needs for years.

Some argue that expanding our residential tax base alone would solve this issue, but that logic is flawed. Each new home increases the demand for services, keeping us in the same financial predicament. The solution is a more diverse tax base, supported by stronger business development.

For years, the city—working with experts and the community—developed a UGB (Urban Growth Boundary) plan to bring 855 acres, or about 1.5 square miles, into the city’s boundaries to accommodate growth for the next 20 years. However, the four newly elected council members ran on a platform opposing that plan.

To call this a “sprawl,” as you characterized it to voters, is misleading. If I can run the length of the expansion in under 30 minutes, it’s hardly the expansive development you made it out to be.

What I find more troubling, though, is how you misrepresented personal choices to be uninvolved in the community as systemic barriers to participation. It took me a year to get involved after moving here, but when I did, I found the city more than willing to welcome volunteers. Cities thrive on community involvement and actively seek it out.

It's apparent from your lack of understanding of basic meeting procedures that you've had no prior involvement in city government, only stepping in when you potentially saw an opportunity for personal gain. This lack of preparation—passed off as “we're still learning”—is an embarrassment to myself, to the many others who serve voluntarily, and to the residents of North Plains. Worse, your inexperience and mishandling of your duties are dangerous for the city.

I implore all of you: learn your jobs. Your ignorance wastes our time and tax dollars, and exposes the city to unnecessary risks.

It is also clear to me, Madam Mayor, that you approach meetings with a personal agenda far removed from your stated goal of “gathering public input.” At the first council session of the year, Councilor Fage clearly stated he was unavailable on Wednesdays and would not be available on January 15th due to a boxcar derby. Yet, you scheduled a special session on that date, with no urgent justification, for the apparent purpose of excluding his voice. The topic in question had a decision deadline of January 22nd and could have been addressed at the regular session already planned for January 21st. This decision to schedule a special session was a blatant misuse of power, wasting everyone's time and undermining trust in your leadership.

I stand here not just to voice my frustration but to remind you that your positions come with responsibilities—to the city, its residents, and to the principles of fairness and transparency. I hope you'll take this opportunity to reflect on your actions and rise to the level of leadership that this community truly needs.

Thank you for your time and for considering these remarks.”

Take Care,

Chris Barron

Public comment provided at the January 21, 2025 City Council meeting



MINUTES

City Council - Regular Session Meeting
Monday, February 3, 2025 6:00 PM
Jessie Mays Community Center
and also via Zoom

**COUNCIL
MEMBERS:**

Mayor Ariel Goodwin; Council President Aaron Dumbrow: James Fage, Mandy Hagedorn, Michele McCall-Wallace, Trista Papen, Katie Reding

STAFF PRESENT: City Manager Bill Reid, City Recorder Lori Lesmeister,

OTHER:

1 LOGIN INFORMATION TO ATTEND VIA ZOOM

Join Zoom Meeting

<https://us02web.zoom.us/j/83210485716?pwd=Pq3g9iwecTRafKi164KOtwEMzRjlas.1>
Meeting ID: 832 1048 5716
Passcode: 677419

Phone in (no internet)

253-215-8782
Meeting ID: 832 1048 5716
Passcode: 677419

2 EXECUTIVE SESSION - 6:00 pm - 6:30 pm

- a) **ORS 192.660(2)(f) to consider information or records that are exempt by law from public inspection.**
UGB Referendum Appeal Decision

3 WORK SESSION - 6:30 pm - 7:00 pm

- a) **FEMA Update**

4 CALL TO ORDER at 7:00 pm

5 PLEDGE OF ALLEGIANCE

6 ROLL CALL

- a) The mayor and all Councilors in attendance.

7 APPROVAL OF MINUTES:

- a) **Approval of January 6, 2025, amended City Council Minutes.**
Approval of the January 15, 2025, Emergency Meeting Minutes
Approval of the January 21, 2025, City Council Minutes

The minutes require some corrections so they will be brought back to a future meeting for approval. Councilor Dumbrow asked City Attorney Chad Jacobs asked if there was a required timeline for council minutes to be approved. Mr. Jacobs said that there is not really a timeframe, it is just whatever is considered a reasonable amount of time, and in this case, he feels there is no concern.

8 PUBLIC COMMENT:

- a) Lora Dexheimer with the North Plains Food Bank provided an update on their services and growth. Ms. Dexheimer said that she has spoken to Senator Weber about possible plans for a \$2 million community center project that would include not only a food bank, but showers and laundry facilities.
Ms. Dexheimer then requested that the city council waive the rental fees for the Jessie Mays Community Center for an upcoming food fund raiser event. The council reached a consensus to waive the rental fee for this specific event. Chris Edmonds, representing the east side property owners of the Urban Growth Boundary (UGB) area, provided testimony regarding the UGB relook process. He cautioned against abandoning the planning process, noting the city stands to lose at least \$300,000 in TGM grants. Mr. Edmonds also expressed support for the current city attorney, Chris Crean, describing him as highly respected.

9 RESOLUTIONS:

- a) **Resolution No. 2296 - Adopting Boards Board Bylaws**

City Manager Bill Reid presented Resolution No. 2296 regarding adoption of bylaws for the Parks and Recreation Board. He explained the bylaws were modeled after the Economic Development Commission's bylaws and the Parks and Recreation Board had unanimously voted to approve these bylaws for council's consideration. Councilor Dumbrow noted some inconsistencies between the proposed bylaws and existing city code. After discussion, the council determined more review was needed.
Move to return the bylaws to the Parks & Recreation Board to review and make sure they are consistent with the city code, make any corrections and bring it back to the council for approval.

Moved by Councilor McCall-Wallace. Second by Councilor Dumbrow.
Motion was approved unanimously.

10 UNFINISHED BUSINESS:

a) **UGB Re-Look / Future Plans Discussion**

Mayor Goodwin introduced discussion on the UGB relook process, noting community input and council commitments related to the UGB.

Councilor Dumbrow moved to direct staff to bring an ordinance rescinding Ordinance 490 and schedule a work session on supporting documents including the HNA, EOA, and comprehensive plan changes.

This brought on serious discussion among the councilors.

Councilor Dumbrow withdrew his motion.

After extensive discussion about the status of the UGB relook process and contract with 3J Consulting, the council decided more information was needed before making decisions.

Move to postpone this discussion to March 3, 2025, work session that will include the UGB Relook Committee.

Moved by Councilor Dumbrow. Second by Councilor Hagedorn.

Motion was approved unanimously.

b) **Attorney Contract Discussion**

Mayor Goodwin requested the city manager compile an RFP for potential changes to city legal counsel. This sparked a debate among council members about the necessity and appropriateness of seeking new legal counsel. Several councilors expressed concerns about pursuing an RFP without clear justification for changing attorneys. Councilor McCall-Wallace noted that the mayor does not have the authority to make this kind of decision alone.

City Attorney Chad Jacobs provided information about his firm's capabilities and experience. The council did not reach consensus on pursuing an RFP, but requested more information about the current firm's capabilities to help inform future discussions.

Resident and former Councilor, Robert 'Butch' Kindel, gave public comment, saying that it is not a good idea to change attorneys in the middle of litigation and that he hopes that the current council will keep the current counsel, as they have been through the UGB legal process from the beginning.

- c) After a short break, the councilors reconvened to discuss the offer from the plaintiff's attorney on the appeal of the UGB referendum lawsuit. City attorney Chad Jacob said that he presented the plaintiff's attorney with the offer that the council had decided on at their January 21, 2025, Executive Session. The plaintiff's attorney came back with a counteroffer of \$72,000.

Discussion ensued.

Move to accept the plaintiff's offer of \$72,000

Moved by Councilor Dumbrow. Second by Councilor Reding.

The motion passed with 4 ayes and 3 nays. Motion was approved with the following votes:

McCall-Wallace – nay
Papen - nay
Fage - nay
Reding – aye
Hagedorn – aye
Dumbrow – aye
Goodwin - aye

11 NEW BUSINESS:

a) City Council Voting Rules

Councilor McCall-Wallace raised concerns about confusion regarding voting rules during recent meetings. She read aloud the relevant section of the city code explaining voting procedures, including how abstentions are counted. Councilor McCall-Wallace proposed scheduling a work session to review the city charter and code sections related to council procedures.

The council agreed to include this topic in a longer work session scheduled for March 16th.

12 REPORTS

a) City Manager Report

City Manager Bill Reid discussed plans for using \$60,000 refunded to the city from the Oregon Employment Department. He proposed using the funds for AV improvements in the Jesse May Center to enhance meeting capabilities. The council reached consensus to allow Mr. Reid to move forward with gathering estimates for the improvements.

The City Council agreed to have an all-day work session on Sunday, March 16th, to discuss goals, as well as the city's code and charter.

b) Council Reports

Councilor McCall-Wallace reported that she attended the ribbon cutting event at Chadwick's BBQ las weekend. She also attended the January Parks and Recreation Board meeting, highlighting discussions about budget constraints, plans for updating the parks master plan, and a joint fundraising effort with the Parks Foundation to upgrade the Jesse May Center kitchen.

Councilor Reding attended the Library Board meeting where the board recognized Carol Lofgren for her 24 years of service to the city. The board also congratulated Brianna Sowinski on receiving an award for excellence in service to teens from the Oregon Library Association.

Councilor Hagedorn reported that she represented the city at City Day at the Capitol in Salem, noting that affordable housing and federal funding were key topics of discussion. She also met with Senators Weber and Edwards regarding potential capital project funding.

c) **Review February 2025 Council Calendar**

City Manager Bill Reid discussed the upcoming budget process and emphasized the importance of adopting the budget before July 1st. He outlined the various resolutions that need to be passed, including adopting the budget, authorizing the property tax rate, and electing to receive shared revenues from the state. Council members discussed the timeline for budget committee meetings and the need to provide direction on priorities. They agreed to include budget-related items on upcoming meeting agendas to ensure adequate preparation and discussion time.

13 ADJOURNMENT:

a) Adjourn at 9:49 pm.

Move to adjourn at 9:49 pm.

Moved by Councilor Dumbrow. Second by Councilor Hagedorn.

Motion was approved unanimously.

Ariel Goodwin, Mayor

Lori Lesmeister, City Recorder

Date Approved _____



Date: February 18, 2025
To: Mayor Goodwin and City Councilors
From: Robin Doughty, Library Director
Subject: Monthly Staff Report

ANNOUNCEMENTS:

The library closed on Monday, February 17th in observance of Presidents' Day.

Library Legislative Day at the capitol is an opportunity for library leaders to provide legislators with information about bills that impact library services. Robin attended on behalf of North Plains this month to share about local impacts of the State's Ready to Read funds, and the link between strong school library programs and student success statewide.

New Library Resource Alert! Enjoy Digital Magazines On-The-Go with Libby & your WCCLS library card. Instantly download and read magazines on any device 24/7. Top titles include The New Yorker, Rolling Stone, Bon Appetit, People, and more. Perks of digital magazines include:

- No waitlist or holds
- Do not count towards checkout limits
- Option to renew your selections
- Instantly download titles for offline use. Download Libby or visit the **WCCLS website at wccls.org**.

In a public work session earlier this month, **Washington County Board of Commissioners** directed county administration to pursue consultant recommendations on short-term funding strategies for countywide public library services. These are planned to go into effect along with the next WCCLS levy cycle beginning July 2026. Member libraries will receive a newly formulated funding allocation and participate in a countywide project to change workflows over the following year.

PROGRAM SPOTLIGHT:

Emily West has rebooted the library's **Oregon Battle of the Books (OBOB)** practice sessions in the library. Those participating in 3rd to 5th grade category teams can sign up for the next session on March 12th, 4-5 p.m. Discussion and snacks followed by mock battles. Registration required.

Save the date for the upcoming **Estate Planning Made Simple** class in the library on Saturday, March 15th from 10:30 a.m.-12:30 p.m. Free, registration required.

NORTH PLAINS PUBLIC LIBRARY

MONTH-AT-A-GLANCE

2025
JANUARY

COLLECTION

BORROWED FROM OUR LOCATION:	6,966	SAME MONTH, LAST YEAR:	7,326
-----------------------------	--------------	------------------------	--------------



Items Added to Our Local Collection	Holds Sent	Holds Received
169	6,395	4,317

USAGE AND PATRONAGE

OPEN HOURS:	226	VISITORS:	2,793
SAME MONTH, LAST YEAR:			2,231

NEW PATRONS

14

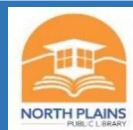
ITEMS BORROWED FROM THE NPPL COLLECTION:	8,697	HOURS OF FREE COMPUTER AND INTERNET ACCESS:	TBA
--	--------------	---	------------

PARTICIPATION

	PROGRAMS	BOOK BABIES	PRESCHOOL STORYTIME	EARLY LITERACY CLASSES
# OF SESSIONS	11	4	4	6
ATTENDEES	238	120	104	145
	VOLUNTEER HOURS		STAFF HOURS	
THIS MONTH	185		886	
SAME MONTH, LAST YEAR	188		856	



Washington County
Cooperative Library Services





Date: February 18th, 2025
 To: Honorable Mayor and City Council
 From: Nick Jones, Chief of Police
 Subject: Police Department Staff Report

January 2025 Calls for Service: NPPD Officers responded/self-initiated to 270 calls for service. These calls include but are not limited to dispatched calls for service, investigative stops, community contacts, assist person calls and city ordinance violations.

Deputy Schutz will be enjoying a much-deserved vacation for the next few weeks. His absence will be covered by WCSO deputies, so expect to see a few new faces around town.

As reported in my January staff report, we were hoping to have begun our grant funded traffic enforcement by the end of January or beginning of February. Unfortunately, this has been delayed. With some of the grant funding coming via federal programs, there was some uncertainty given recent executive orders around federal grant funding. This has been clarified and is no longer a barrier for us moving forward. Additionally, the program management has had difficulty building our online profile for grant activity submissions. Once that is complete, we should be up and running.

An update on the burglary case from the Sunset Ridge neighborhood: Several arrests were made with the assistance of other law enforcement partners. This case is a strong testament to the importance of collaboration across jurisdictions. This case also highlights the reality of our current public safety service levels in North Plains.

Contract *Deputies Activities* (Only NP deputy activities in All of the county)

Year	Month	R	Y2	Y3	TS	PD	SI	Total
2025	January	15	62	2	45	43	227	270
2024	January	21	22	2	21	33	201	234
2023	January	14	40	5	44	53	207	260
2022	January	20	47	3	40	51	129	180
2021	January	22	57	12	63	71	121	192

North Plains *Calls in the City* (All police activities within NP)

Year	Month	R	Y2	Y3	TS	PD	SI	Total
2025	January	21	54	5	40	61	225	286
2024	January	24	24	4	24	38	198	236
2023	January	16	31	4	34	55	219	274
2022	January	21	43	3	35	66	135	201
2021	January	21	45	9	47	81	113	194



Date: February 12, 2025
To: City Council
From: Dustin Lueckenotte – Public Works Director
Subject: Public Works Staff Report

North Plains Public Works – Operations Update

Public Works Facility Transition

- Shelving in the bay from SpeedRack has been installed, awaiting County permitting/inspection.
- Once approved, the crew will relocate supplies and materials while coordinating with Garbarino and Far West Recycling for facility cleanup.
- Transition expected to continue through July.

Operations

- Routine maintenance and operations.
- Cody completed CDL training.
- **Water Service Requests:** 40 in January; 270 since July 2024.
- **Waterline Locate Requests:** 25 in January; 201 since July 2024.
 - *Note: Locates can take anywhere from 10 minutes to multiple days, depending on project complexity. We are working on a tracking method to capture labor hours moving forward.*
- **Water Quality Concern:** A couple of residents reported a strong chlorine smell west of Jessie Mays.
 - Javier tested water from a nearby hydrant, and results were normal.
 - He also reached out to a resident for in-home testing but received no response.
- **JWC Agreement (IGA):** Nearly complete. We are working with the water legal team on final details to secure the city's water supply for approximately the next 10 years.

Emergency Management

- **City-Wide Communication Failure (12-26-24):**
 - An overnight windstorm caused a city-wide communications failure, impacting Comcast, AT&T FirstNet, T-Mobile for Government, and Verizon. The outage extended from Brookwood Pkwy (HWY 26) to Banks, forcing City Hall to close.
 - Coordination with the county and service providers is ongoing. An investigation is underway, and updates will be provided as more information becomes available.
- **CERT Program Interest:**
 - A resident has expressed interest in developing a **Community Emergency Response Team (CERT)** in North Plains. This could be a valuable partnership for enhancing local emergency preparedness.



Technology & Communication

- **Device Management:** Tablet and cell phone management by Datatel is underway, resolving minor transition issues.
- **Cell Service Transition:** The switch from AT&T FirstNet to T-Mobile for Government is nearly complete, with all devices switched and awaiting final cancellation.
- **BUG Network in New Facility:**
 - Pre-construction with Comcast begins in late February; final construction TBD.
 - Successfully negotiated out of the \$13K installation fee despite receiving a MACC grant.
 - We will retain a T-Mobile for Government WiFi hotspot at the new facility for backup, as it will eventually integrate with Starlink. Estimated cost: \$40/month.

Fleet Update

- Matt continues fleet maintenance improvements, including a management and preventive maintenance program and surplus identification.
- Ensured three-yard dump trucks were ready for snow season.
- Upgraded the Water Distribution Van with strobes, work lights, and a workstation.

Engineering Update

- **3J Consulting:** Continued collaboration and management—see their report.
- **Right of Way (ROW) Management:** Met with 3J to discuss updating the ROW program to better address resident requests, developer improvements, and utility construction oversight.

Flooding & Environmental Update

- **Beaver Management:**
 - Long-term efforts will focus on mitigation and coexistence strategies, with an access and responsibility agreement in development.
- **McKay Creek Responsibilities:**
 - The city is responsible for maintaining its McKay Creek property. A **property owner south of this parcel has offered to deed their land to the city**. This property is in a flood zone but would require similar maintenance as the existing city-owned land.
 - **Maintenance Costs (Tualatin SWCD Estimates):**
 - **Both properties (13.2 acres):** \$5,000–\$8,000 annually
 - **Current city-owned property alone:** \$2,500–\$5,000 annually
 - The **2025 Local Government Grant Program** may provide funding to develop **maintenance trails**, which could also serve as **seasonal nature trails (open Late Spring to Early Winter)**, enhancing the city's park and trail system.
 - More details will be discussed in an upcoming **City Council meeting**.



Staffing Update & Future Considerations

- **Operations Technician (Water):** Evaluating the need for a full-time technician to focus on water distribution. This aligns with potential changes from TVWD and the possible early conclusion of our supplemental operations agreement.
- **Engineering Technician (or similar title):** Exploring an in-house Engineering Technician/Inspector role to manage construction inspection, code enforcement, and ROW oversight. This could reduce reliance on consultants and will be assessed further during biennial budget planning.

Budget Planning Update

- **Early Stages:** Initial planning for the next biennium is focused on aligning resources with operational priorities and long-term goals.
- **Key Program Updates Underway:**
 - Backflow Management Program
 - Water Meter Replacement Program
 - AMI Program
 - Landscape and Facilities Management
- **Landscaping Contract:** An addendum is being made to the current landscaping contract to include maintenance of the new facility with little/no change to current costs.
- **GIS & Asset Management:**
 - Currently using Diamond Maps to track asset locations.
 - Exploring a more robust system that integrates work order management and ties service requests to assets for improved data and operational efficiency.

This report highlights key developments across Public Works. Additional efforts are ongoing, and updates will be provided as more details become available.

Dustin Lueckenotte
Public Works Director

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 1/15/2025, 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 $\frac{3}{4}$ street improvement. 3J currently reviewing for completeness and will request a Review/Inspection deposit. Once deposit is paid full permit review will be completed.

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





Date: February 12, 2025
To: City Council
From: Steve Miller, Planning Manager
Subject: February Staff Report

PLANNING

1. Brynhill

- Staff are continuing to receive a high volume of building permit applications from Lennar for the homes in Ph. 5, which is the last phase of the project.

2. Development Code Update

- Staff will be presenting an update on the Development Code Update to the Planning Commission at the regularly scheduled February 12th meeting. As part of the presentation, Staff will be looking for the Planning Commission Chair, Stewart King, to sign the TGM letter of support. As part of the grant application process, the folks at DLCD are looking for support from both the Planning Commission and City Council.

3. UGB Re-Look

- Staff recently completed the UGB Re-Look Advisory Committee (RAC) Meeting #4. After reviewing the results of Community Meeting #3 and the subsequent online survey (the report is available on the UGB webpage), the RAC went around the room and each member shared what they believed was the best course of action. Surprisingly, and without debate, the group reached a unanimous decision that a UGB expansion similar to the Housing Focus Alternative Map was the preferred option. Members emphasized the need to create buffers and gradual transitions between residential and commercial/industrial uses, and the importance of Lind Reservoir as a community asset. Staff also announced that a joint work session between the RAC, Planning Commission, and City Council will be taking place at 6pm on March 3rd.

4. Miscellaneous/Planning Related Code Enforcement

- Nothing at this time.

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 exiting 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 1/15/2025, 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 $\frac{3}{4}$ street improvement. 3J currently reviewing for completeness and will request a Review/Inspection deposit. Once deposit is paid full permit review will be completed.

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





Date: February 13, 2025
 To: City Council
 From: Bill Reid, City Manager
 Subject: Finance Department Monthly Report – Month Ending January 31, 2025

This memorandum is intended as a snapshot of how City of North Plains expenditures and revenues compare to the FY2023-25 biennial budget through January 31, 2025. This report specifically summarizes activity to-date for all Operating Funds after 19 months of the FY 2023-25 biennium. Other Finance topics of monthly City Council interest are also discussed.

OPERATING FUNDS: GENERAL FUND (110), STREETS FUND (111), WATER FUND (210) AND JESSIE MAYS FUND (310)

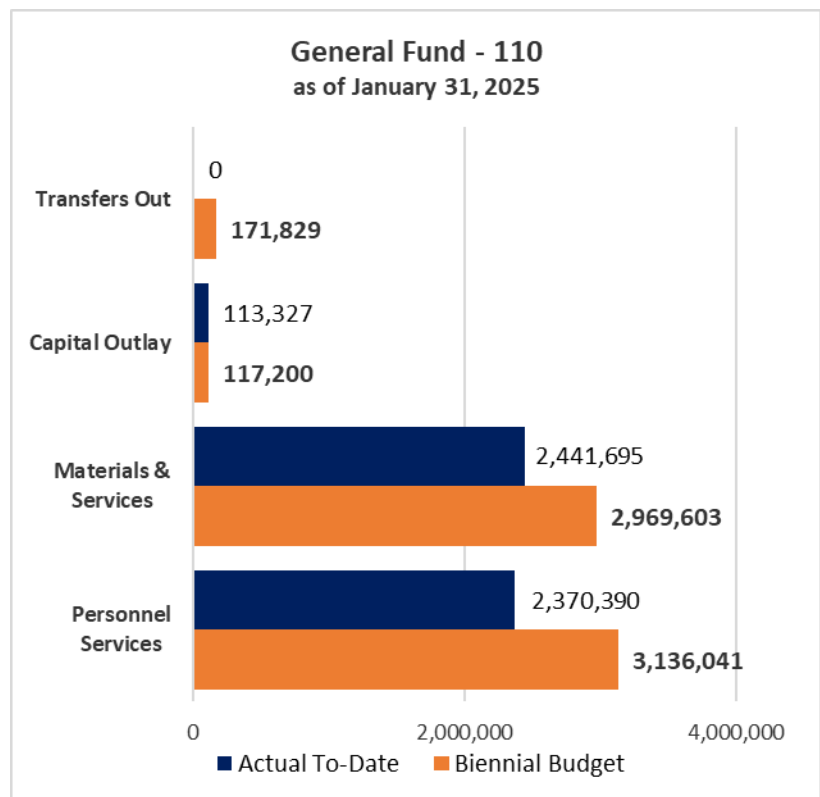
General Fund (110) Summary

Total General Fund expenditures through January 31, 2025 were \$4.93 million, which amounts to 97% of budget to-date in the biennium.

As a reminder, two important changes occurred regarding the reported totals for the General Fund:

- The total 2023-25 biennial budget for the General Fund was increased by \$188,000 with Resolution 2292 approving a supplemental budget.
- With no net impact on the General Fund budget, \$100,000 was authorized

transferred from Contingency to the Boards & Commissions and the Community Development Departments for legal services need unforeseen in 2023 when the budget was considered and adopted. This was done with Resolution 2293.

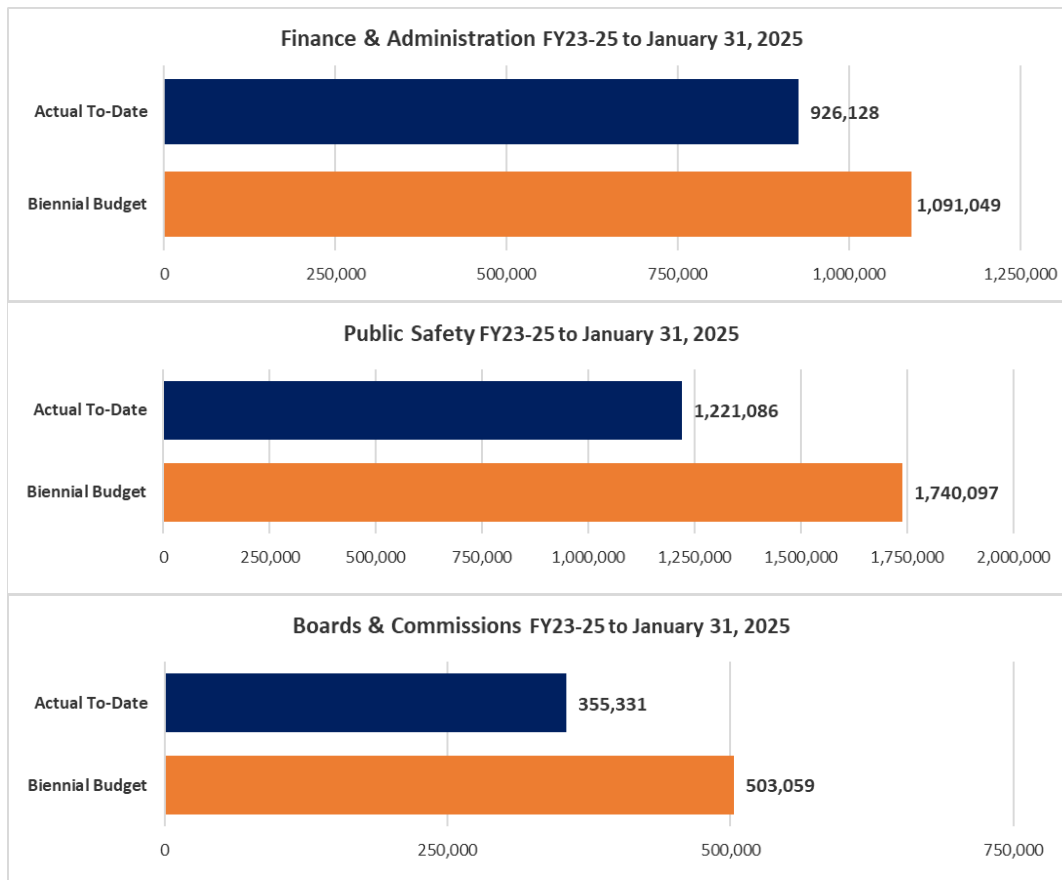


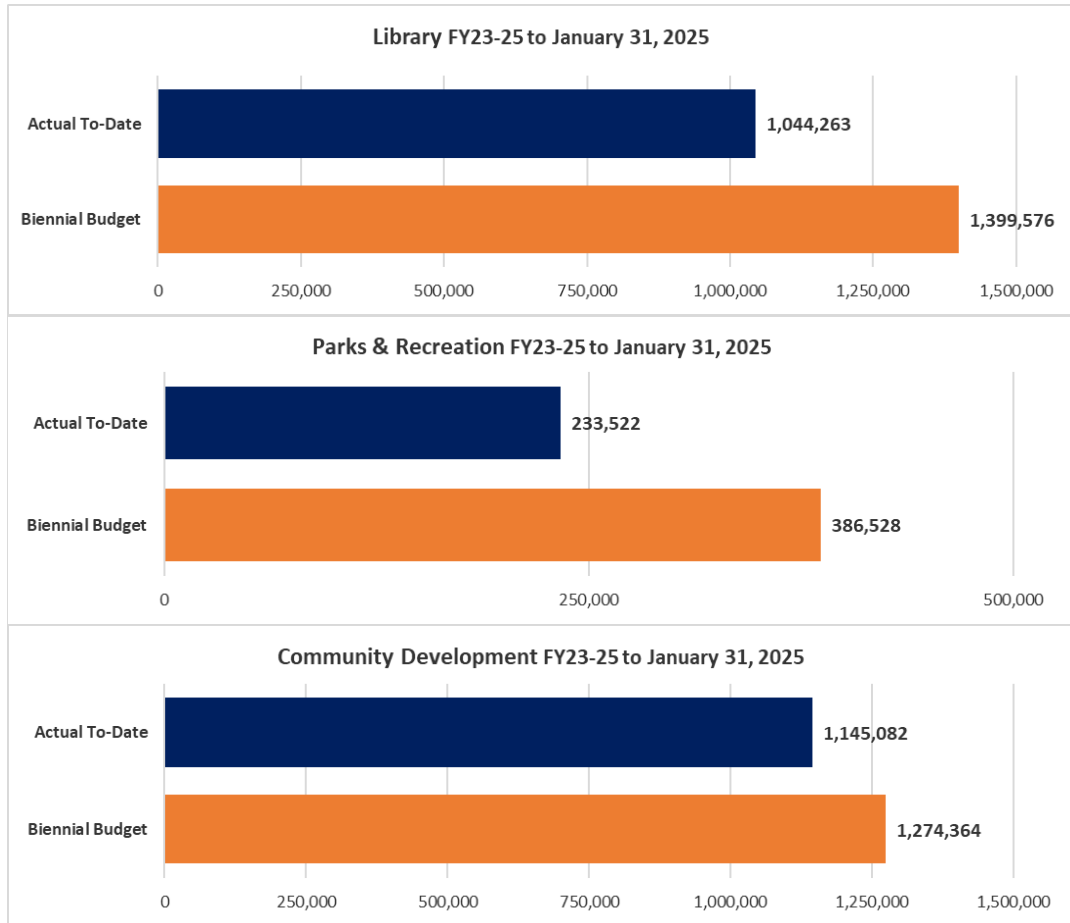


General Fund Departments Detail

All departments have recorded total expenditures through January 31, 2025 still within total FY2023-25 biennial budget. The supplemental budget and the contingency transfers approved by City Council in December of 2024 did the following by department:

- \$98,000 budget increase for Public Safety speed radar signs purchased.
- \$65,000 budget increase for IT services in Finance & Administration.
- \$25,000 budget increase for audit support in Finance & Administration.
- \$40,000 Contingency allocation for Boards & Commissions UGB legal expense.
- \$60,000 Contingency allocation for Community Development HNA and UGB legal and planning expense.



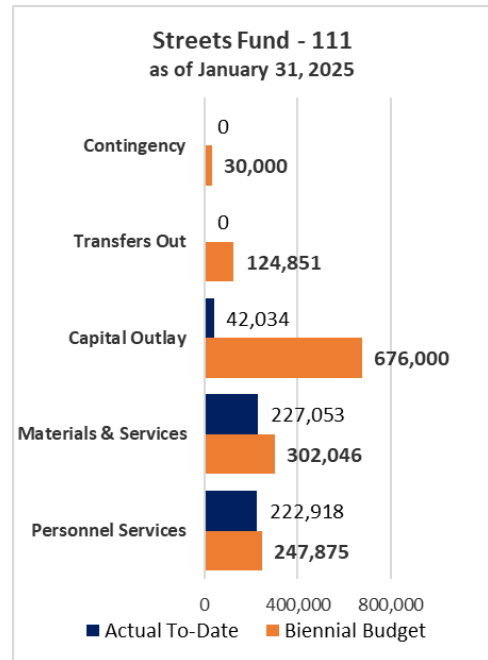




Streets Fund (111) Summary

As of January 31, 2025, Streets Fund expenditures totaled \$492,005 after 19 months of the biennium (45% of budget to date). Personnel followed by Materials & Services comprised the nature of service costs.

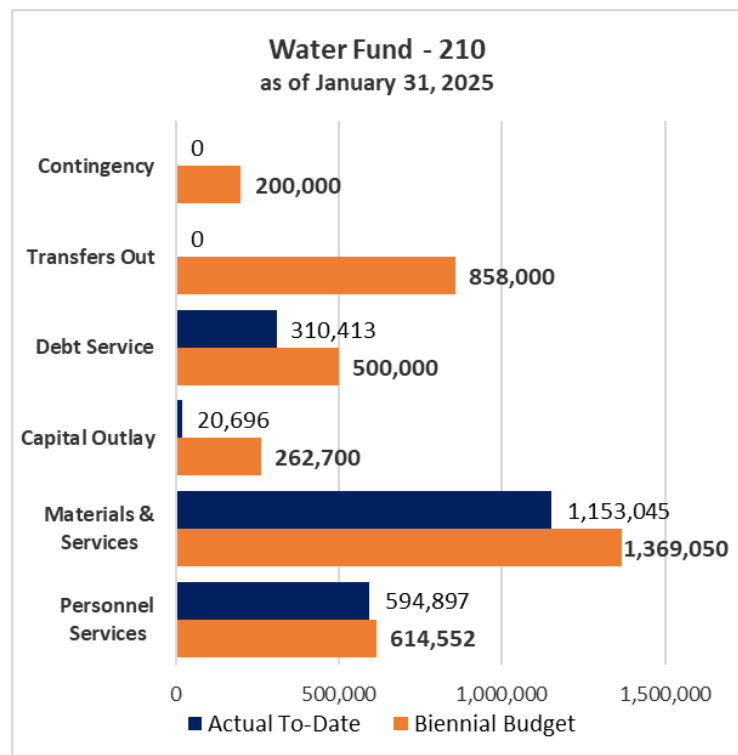
\$852,469 in revenues have been posted through January 31, 2025 (103% of expected to-date). Most revenues were Intergovernmental such as gas tax shared revenues from the State and Washington County. In addition, the TUF has raised \$322,564 so far since July 1, 2023.

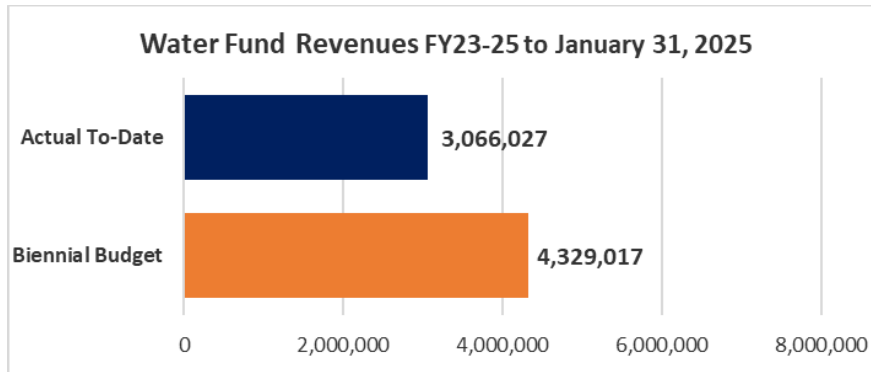


Water Fund (210) Summary

The Water Fund recorded \$2.079 million in expenses through January 31, 2025 (69% of budget to date). Materials & Services then Debt Service led expenditure activity with Fund service provision to-date.

On the revenue side, the Water utility has brought in roughly \$3.07 million through the end of January (89% of expected to date). Seasonally, water revenues continue to be at their lowest per-month and we would expect warmer weather to bring higher water use and revenue landing closer to and above projection.



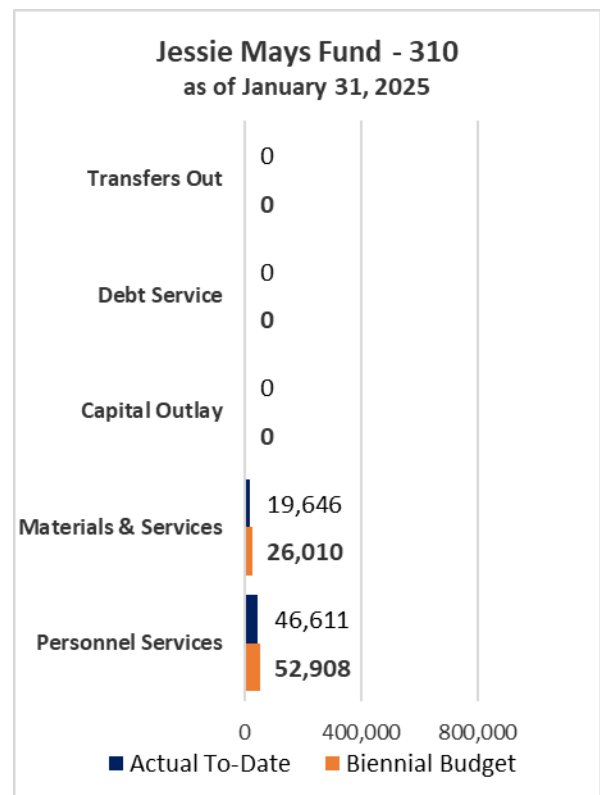


Jessie Mays Community Center Fund (310) Summary

Rentals of Jessie Mays continue to be limited since last February due to facility issues, so financial performance of the fund has reflected that operational reality. Rental revenues to-date have been \$14,031. Monthly, we optimistically projected that Jessie Mays would earn \$1,771 on average across the 24-month biennium.

Fund expenses have been \$66,257 to-date, 72% of that Personnel expense for staffing rental process, clean-up, and other related service needs.

Rental activity and income should increase a bit through June 30, 2025 as we ease rental restrictions but still avoiding significant use of the kitchen where equipment risk or excessive clean-up cost might be a cost issue for the City.





Finance Department Activities

- April Meyers joins us as Administrative Support Specialist:** Monday February 10 was the start date for April, our new Admin Support Specialist. She's covered a ton of new information stepping into the Finance Department with Bailey's assistance. Residents can expect to see April now at the front desk and the first welcome to City services. Welcome April, we're delighted you have joined the team!
- Accountant Kristen Gearhart leaving the City for her next chapter:** We are disappointed, but also happy for Kristen's next chapter planning, to report that Kristen will be leaving the City effective Friday, February 21. Kristen has done a ton of good while she has been here, and we're grateful she joined us to try very small city finance. We wish her luck on her next adventure and we will be looking to fill a Finance Manager position quickly thereafter. Thank you Kristen!
- FY 25 Property Tax Receipts:** Washington County Finance Department has not yet reported January 2025 property tax disbursement, therefore results still stand as reported last month. The City has received a total of \$901,792 in property tax revenue for the FY 25 tax year. That is already 3% more than received for all of FY24. The FY 23-25 biennial budget projected \$912,030 for FY 25. With six more months of property tax payments receipt remaining, we are on pace to receive at least \$930,000.

	(Calendar)	FY20	FY21	FY22	FY23	FY24	FY25
October	Month	52,709.63	49,554.83	88,538.13	95,028.92	110,434.90	111,151.46
November	Week 1	106,320.97	65,283.92	107,544.46	36,734.53	41,639.02	1,054.62
	Week 2	270,182.05	386,015.56	350,226.42	360,136.59	357,992.96	107,740.00
	Week 3	114,260.56	102,471.13	125,093.00	185,925.60	216,841.66	496,950.74
	Week 4	5,142.46	16,476.09	5,604.55	55,748.37	94,896.43	153,311.92
	Week 5	0.00	0.00	0.00	0.00	0.00	24,305.32
December	Month	8,057.44	10,600.62	7,467.17	10,728.05	13,609.22	7,278.47
January	Month	2,307.11	4,486.87	4,675.52	2,584.09	2,300.59	
February	Month	10,750.81	12,495.43	9,911.76	12,791.62	16,341.89	
March	Month	836.92	1,828.44	1,602.62	1,871.27	3,133.49	
April	Month	1,426.11	2,269.34	2,464.96	2,446.11	2,649.17	
May	Month	11,080.26	0.00	9,077.51	13,106.81	12,744.80	
June	Month	1,512.50	0.00	1,606.05	0.00	2,010.82	
Total Received/YTD		\$584,586.82	\$651,482.23	\$713,812.15	\$777,101.96	\$874,594.95	\$901,792.53
+/- over Previous			11.4%	9.6%	8.9%	12.5%	3.1%

- FY 22 audit near complete & 23 audit staged for completion.** Staff are finalizing last journal entries and contingency transfer clarifications from FY 22 and should be complete in the next



two weeks. FY23 will be quickly followed up with final, audited FY22 data for financial statements.

- **Fuel Tax Revenue Update:** The City collected \$10,042 in local fuel tax revenue during January 2025, bringing the biennium running total to \$253,843. January 2025 saw the beginning of lower fuel tax revenue from closure and replacement of Space Age fuel tanks. \$304,500 is the projected FY 23-25 biennium fuel tax revenue total.



Date: February 18, 2025 (carried over from Feb. 3rd Council meeting)
To: Mayor and City Council
From: Bill Reid, City Manager
Subject: Resolution No. 2296: Approving Bylaws of the North Plains Parks Board

Request: It is requested that the City Council approve new bylaws for the North Plains Parks Board.

Background: The North Plains Parks Board is a body of North Plains residents, property owners, and business owner volunteers charged with advising North Plains City Council and the North Plains Public Works Director on matters relating to the creation, maintaining, and funding of parks and recreation facilities and programs (Sections §31.60 to §31.66 of municipal code). With establishment of the Parks Board, North Plains City Council also charged the body with the requirement that the it establish its own bylaws (Section § 31.66 of municipal code) to guide the Board and its member conduct consistent with state law, City Charter and city ordinances.

At four monthly meetings starting on September 9, 2024, the Parks Board deliberated over new bylaws as charged by City Council. Exhibit A attached to Resolution No. 2296 is the result of that process and approved by consensus of the Parks board.

Most of the language of the Parks Board bylaws are found in Sections §31.60 to §31.66 of municipal code as adopted by City Council. However, some specific bylaws were decided upon by the Parks Board, similarly to the Economic Development Commission's bylaws, at its discretion but within the framework of ordinance. Notably:

- Although established in City municipal code as the "Parks Board," municipal code also interchangeably utilizes the name "Parks and Recreation Board." The proposed bylaws establishes the body's name for conduct of its business as the Parks and Recreation Board." The discrepancy in the name of the Body is further addressed later in this report regarding suggested need for a new ordinance to update pertinent municipal code.
- The Parks and Recreation Board will formally report to North Plains City Council in writing and/or in-person at a regular City Council meeting on a quarterly basis regarding the activities and recommendations of the Board;
- In its recommendation to City Council regarding applications for Parks and Recreation Board membership, the Board will endeavor to align membership with the demographics of the City of North Plains community to encourage more and greater diversity of Parks and Recreation Board participation;

- The grounds for removal of a Parks and Recreation Board member will be either repeated absence from meetings without prior notice submitted to the Chair or Vice-Chair, and/or if the member has acted in a manner deemed contrary to the Parks and Recreation Board goals enshrined in ordinance and/or approved Parks and Recreation Board bylaws;
- Specific circumstances and rules for Special Meetings;
- Establishment and rules for Sub-Committees; and
- Rules for amendments to bylaws.

Like the Economic Development Commission, the Parks and Recreation Board plans to implement sub-committees as topical “work groups” to address different Parks and Recreation Board goals specifically to enhance specific productivity.

Of additional note, during the course of bylaws deliberation by the Parks and Recreation Board, several items were discussed that are of interest to the Board to change that would require a new ordinance in order to amend municipal code regarding the Parks and Recreation Board at a later date. These items are:

1. Changing the name of the body to the “Parks and Recreation.” Municipal code establishes this body officially and legally as the “Parks Board,” but code also uses “Parks and Recreation Board” occasionally in sections that have been updated since Board establishment in 2017.
2. Change the name of the body from “Board” to “Committee.” Discussion by the body identified that the Parks and Recreation Board do not have a governing mission or legal responsibilities, but are purely for advisory purposes. As such, “Committee” was felt to be a more accurate name for the body.
3. Establish Parks and Recreation Board Duties. Unlike the Economic Development Commission, the Parks and Recreation Board has Goals but does not have specific Duties to carry out. The Parks and Recreation Board identified ideal duties for the body, but recognized that those duties are not yet official adopted by North Plains City Council.

Staff recommends approval of Resolution No. 2296, to be followed at a later date with a new ordinance to address the above items of North Plains municipal code.

Fiscal Impact: None.

Recommendation: Adopt Resolution No. 2296 to approve Parks Board bylaws.

Sample Motion: I move to adopt Resolution No. 2296 to approve bylaws for the North Plains Parks Board.

Attachments: Resolution No. 2296
Including Exhibit A, North Plains Parks and Recreation Bylaws

RESOLUTION NUMBER 2296

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, APPROVING THE BYLAWS OF THE NORTH PLAINS PARKS BOARD

WHEREAS, North Plains City Council adopted Ordinance No. 447 establishing a Parks Board (§ 31.60 ESTABLISHMENT of City code) to advise North Plains City Council and the Public Works Director on city parks and recreation issues; and

WHEREAS, North Plains Municipal Code section § 31.66 adopted with Ordinance No. 447 requires the Parks Board to adopt rules and regulations to conduct its affairs that are consistent with the laws of the state, the City Charter and city ordinances; and

WHEREAS, the Parks Board deliberated about new bylaws as required by Municipal Code section § 31.66 at its regular meetings on September 9, 2024, October 14, 2024, November 12, 2024, and January 13, 2025 and reached consensus on January 13, 2025 approving new Parks Board bylaws for North Plains City Council consideration.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, AS FOLLOWS:

Section 1. The North Plains Parks Board Bylaws are approved as shown in Exhibit A.

Section 2. This Resolution shall become effective immediately upon adoption by the City Council.

CITY OF NORTH PLAINS, OREGON

BY: _____
Ariel Goodwin, Mayor

ATTEST:

BY: _____
Lori Lesmeister, City Recorder

NORTH PLAINS PARKS AND RECREATION BOARD BYLAWS

ARTICLE I – NAME

The Commission, being duly and officially established by the North Plains City Council, shall be known as the North Plains Parks and Recreation Board.

ARTICLE II - PURPOSE

The purposes of the Parks and Recreation Board (P & R) are:

- (1) To create an awareness both in the public and private sectors of the city of the need for and the encouragement of effective community parks and recreation areas.
- (2) To encourage cooperation between the public and private sectors of the city and the region to provide an effective Parks and Recreation Program.
- (3) To advise on the goals, strategies, and policies of both the city and Parks and Recreation programming to facilitate effective community and park developments.
- (4) To assist in city policy advocacy relating to community parks and that consider sustainability, environmental concerns, and the overall quality of life for residents.

ARTICLE III - DUTIES

The duties of the P & R Board include but are not limited to the following:

- (1) Abide by applicable ordinances of the City of North Plains.
- (2) Act in an advisory capacity to the City Council, City Manager and Parks and Recreation Staff.
- (3) Develop long-term P & R programming strategies and plans that align with city vision and goals for city council approval.
- (4) Make ordinance and bylaw recommendations.
- (5) Assist in planning and guiding the improvement of the P & R facilities department to the public. Encourage the development and advancement of the Parks and Recreation Department in every possible way.
- (6) Provide and opinion on dedications and donations.
- (7) Recommend ordinance variance regarding fundraising events.
- (8) Advocate the benefits of Parks and Recreation by:
 - a. Volunteering assistance at Parks and Recreation Department events.
 - b. Participation in public education and information engagements as needed.
- (9) Survey from the local community, including residents and business owners, to gather input, address concerns, ensure that the parks and recreation development initiatives align with community Park needs, and make reports and recommendations thereof to the Council and City Manager.
- (10) Develop recommendations and advise the Council and the City Manager on facilities, programming, and the P & R Fundraising Foundation.
- (11) Assist in the gathering and analysis of community input through outreach data and trends to inform decision-making, track progress, and identify areas where city policies and programs are needed.

ARTICLE IV – MEMBERSHIP

Section I - General Membership. The North Plains P & R shall consist of seven (7) voting members and a non-voting, ex officio member from City Council as appointed by the Mayor. Members shall demonstrate positive interest in the development of North Plains and the creation of parks and recreational programs and status is a resident or representative of a property or business owner within city limits, or both, as determined by the mayor and City Council. No more than two members may reside outside of the incorporated city limits.

Section II - Attendance at City Council Meetings. During regularly scheduled P & R meetings, the Chair, or the Chair's designees, shall appoint a member to report back to the North Plains City Council on a quarterly basis. The purpose of the report, which may be written, verbal or both, will be to communicate to the City Council projects and matters before the Parks Board. The Chair will preside at all meetings. In absence, the Vice Chair will preside. Will appoint special committees under the P & R Board and will assist Staff in creating agenda for each meeting, as needed.

Section III - Officers. Chair and Vice-Chair will be elected by a majority vote of the Parks Board. Officers will be elected during the first meeting in the new year and serve a one-year term. No member shall serve two consecutive terms as Chair.

Section IV - Duties of Officers. The Chair will be responsible for conducting the Parks Board meetings and be the chief representative for the Board. The Vice-Chair will act as Chair in the event the Chair is unable to fulfill duties or is absent from a meeting.

Section V - Appointment. The members of the North Plains P & R shall be appointed by a majority vote of the council. The P & R as a body will interview applicants for a vacant position at a regular meeting and will provide the City Council a recommendation for appointment based on interview(s) held. The P & R will endeavor to align membership with the demographics of the City of North Plains community.

Section VI - Tenure of Appointed Members. The term of office for a voting member shall be four-year staggered terms except for initial members, whose term length shall carry over from prior membership status of the Parks Board.

Section VII: Vacancies and Removal. Appointments by the City Council to fill vacancies shall be for the remainder of the un-expired term. A member may be removed by a majority vote of the P & R if the member is repeatedly absent from meetings without a prior excuse submitted to the Chair or the Vice-Chair, or if the member has acted in a manner deemed contrary to the P & R goals and/or bylaws. Any member removed and noticed to the City Council of removal from the P & R, the Council may allow that person to serve on a different board or commission without waiting, should the Council elect. The member may not be reappointed to the same board for a minimum of 1 year.

ARTICLE V – VOTING

Each member of the Commission shall be entitled to one vote on all issues presented at regular and special meetings at which the member is present. An ex officio member shall not have a vote.

ARTICLE VI - MEETINGS

Section I - Regular Meetings. The P & R shall meet at least on a quarterly basis. Meeting time and location is to be decided by the board.

Section II - Special Meetings. Special meetings may be held as necessary and may be called by the Chair with concurrence of three other members. Persons calling a special meeting shall fix the time and location for the meeting.

Section III - Notice and Access to Meetings. Notice of all meetings shall be given to the City Recorder, all members and ex officio members in accordance with Oregon State law on open meetings and with the Americans with Disabilities Act.

Section IV - Conduct of Meetings. A majority of the P & R shall constitute a quorum for the conduct of business. The Parks Board may act by a majority of a quorum. The Parks Board shall adopt rules and regulations to conduct its affairs, which rules and regulations shall be consistent with the laws of the state, City Charter and city ordinances. All formal actions shall require the vote of at least a simple majority. A simple majority shall consist of four (4) voting members.

ARTICLE VII - SUB-COMMITTEES

Section I - Pro-Tern Sub-Committees. Pro-tern sub-Committees may be appointed by the board. Members of the pro tern sub- Committee shall serve until the work of the sub-Committee is complete or until their successors have been elected or appointed.

Section II - Sub-Committee Officers. Each sub-Committee shall have a group monthly report to be provided to the Board. That information will provide quarterly updates to the city council.

Section III - Sub-Committee Meetings. Meetings of each sub-Committee may be called by the Chair of such a committee. Notice of such a meeting shall be given to all sub-Committee members at least two days prior to such a meeting. A majority of all the sub-Committee members shall constitute a quorum. An act of the majority of a quorum present at the subcommittee meeting shall constitute the act of the sub-Committee.

ARTICLE VIII - AMENDMENTS TO BYLAWS

These By-laws may be amended or repealed, or new bylaws may be adopted by a simple majority vote of the members of the P & R Board present at any regular or special meeting. Written notice of such proposed amendment and the nature thereof shall have been given to the membership of the Board at least seven days prior to the date of the meeting at which amendments are to be considered.

ARTICLE VIII – RATIFICATION

These Bylaws, and any amendments adopted by the Parks and Recreation Board, shall take effect after ratification and approval by resolution of the North Plains City Council.



Date: March 3, 2025
To: Mayor and City Council
From: Robin Doughty, Library Director
Subject: Staff Report – Library Supervisor Position

Request to adopt Resolution No. 2297 to create a Library Supervisor position (1 FTE) and remove a Library Assistant II position, currently vacant (1 FTE). The new job description has been reviewed and approved by legal counsel per City code.

RESOLUTION NO. 2297
A RESOLUTION OF THE CITY OF NORTH PLAINS, OREGON, CREATING A
LIBRARY SUPERVISOR POSITION

WHEREAS, the City of North Plains, through its staff, Library Director, and City Manager, has identified the need for a new Library Supervisor; and

WHEREAS, creating this Library Supervisor position is a proactive step towards preparing our library for upcoming changes within the countywide library cooperative; and

WHEREAS, the Library Supervisor position, among other duties, is responsible for the day-to-day library operations and volunteer coordination; and

WHEREAS, this new full-time position will be funded with the personnel funds already allocated for the library through the library's personnel budget; and

WHEREAS, under the City Charter Chapter VIII, Section 34, the City Manager has the authority to organize City departments and administrative structure; and

WHEREAS, the City Council now desires to authorize the City Manager to create a new Library Supervisor position to perform the duties of such position.

NOW, THEREFORE, THE CITY OF NORTH PLAINS RESOLVES AS FOLLOWS:

Section 1 The North Plains City Council authorizes the City Manager to create the full-time Library Supervisor position as described in the Job Description, attached to this Resolution as Exhibit A and incorporated herein by this reference.

Section 2 Under City Charter Chapter V, Section 23, the City Manager is authorized to amend the Library Supervisor Job Description as may be needed in the future.

Section 3 This Resolution is and shall be effective from and after its passage by the City Council.

INTRODUCED AND ADOPTED this 18th day of February, 2025.

CITY OF NORTH PLAINS, OREGON

Ariel Goodwin, Mayor

ATTEST:

Lori Lesmeister, City Recorder

Job Title: Library Supervisor

Job Classification: Library Supervisor, Full-time, Exempt (40 hrs./week)

Department: North Plains Public Library, City of North Plains Oregon

Date Revised: February 2025

Essential competencies of this job are described under the headings below. They may be subject to change at any time. The omission of specific statements of duties does not exclude them from the position, if the work is similar, related, or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and may be changed by the employer at any time.

GENERAL POSITION SUMMARY: The Library Supervisor is a professional responsible for day-to-day library operations and volunteer coordination. Under the supervision of the Library Director, this position will schedule staff and volunteers for public service points and routine library operations. The Library Supervisor will work with the Library Director to coordinate staff and volunteer training and oversee building repairs and maintenance. In collaboration with the programming team, this position will conduct outreach activities to recruit volunteers and showcase library services to community members at city events. The following is an estimated time breakdown of this role based on current operational needs:

50% - Direct supervision of library operations and direct patron service
30% - Staff and volunteer scheduling and training
10% - Communications & Outreach to volunteers and the general public
10% - Professional development and regional meetings

SUPERVISION RECEIVED & EXERCISED: Receives immediate supervision from the Library Director. Exercises direct supervision over library staff and volunteers.

ESSENTIAL FUNCTIONS: Unless specifically identified as a “Non-Essential Job Function,” the information included in this Library Supervisor job description, and any referenced supplemental documents, is considered an “Essential Job Function.” Temporary modifications to provide reasonable accommodation, or transitional work assignments, do not waive any of the essential functions for this position. The following information is not all-inclusive.

TASKS, TOOLS, & TECHNOLOGY

Tasks

Plan, prioritize, assign, supervise, review, and participate in the work of staff and volunteers responsible for routine operational activities of the library to ensure the library delivers Washington County Cooperative Library Services (WCCLS) required service levels.

Use independent judgement to establish schedules and methods for providing library services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

Act as person in charge of day-to-day library operations including safety and security of patrons and staff; responds to emergency situations.

Use independent judgement to monitor daily tasks, set operational priorities, assess job performance, and ensure appropriate staffing levels during open hours.

Act as person in charge and serve as library contact for facility and maintenance related problems as needed; determine space requirements, move and arrange items, equipment, shelving, and tabling, as necessary.

Serve as library contact for automated computer systems related to areas of responsibility; work with city and county IT departments to install and troubleshoot hardware and software.

Use independent judgement to plan, organize, and generally oversee an engaging volunteer program.

Participate in recruitment and selection of new public service staff and volunteers; train new and existing employees and volunteers.

Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.

Instruct patrons on how to access library e-content, including personal computers, tablets, and other devices; troubleshoot patron complaints and problems related to e-content.

Determine patrons' needs through the reference interview process; identify appropriate sources for obtaining books and other materials that the library does not own; suggest resources from the library's collection or from other libraries.

Provide the public with information on services, policies, and procedures; assist library patrons of all ages in locating various materials; explain use of automated catalog systems and databases; recommend materials to patrons using standard bibliographic sources; locate materials on shelves.

Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures; prepare analytical and statistical reports on operations and activities. Maintain statistical records and data; prepare reports, program evaluations, surveys, and recommendations.

Act as liaison for the library with other departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Assist with promotional materials and displays; content for social media posts, newsletters, press releases, and website edits as assigned by library director.

Contribute to a positive work environment by demonstrating compassion for the library's users and other employees, respect for library user privacy and confidentiality, an eagerness to learn, and an optimistic attitude.

Actively contribute to organization values, including diversity, equity, inclusion, and belonging.

Perform full functions of the role and position with integrity guided by public service and public library codes of ethics. Follow policies outlined in the Employee Handbook and any other applicable city, department, or divisional intergovernmental agreements, policies, and procedures.

Other Duties: Incumbents within this classification may be assigned activities, duties or responsibilities not expressly listed within this classification specification of similar scope and nature.

Tools

- Personal computers, tablets, smartphones
- Wi-Fi Hotspots
- RFID & barcode scanning equipment
- Self-Checkout Machine(s)
- Printer/Copier/Fax/Scanner Machine
- VOIP (Voice Over Internet Protocol) Phone System
- Book carts and bins/taskets
- Personal or City vehicle

Technology

- Microsoft Operating System, Outlook, SharePoint, and Teams
- Integrated Library System (Polaris) and web catalog (Bibliocommons)
- Desktop publishing software like Canva Pro
- Social Media Accounts like Facebook and Instagram
- Website Editor
- Public computer and print management software

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Information Literacy – Familiarity with key concepts such as how information is organized, how to evaluate sources, and how to identify bias.

Modern Libraries – Familiarity with today’s public libraries and what they provide to communities.

Customer Service Principals – Knowledge of guidelines for serving the general public, especially the importance of respect, equity, and inclusion.

Skills

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Coordination — Adjusting actions in relation to others' actions.

Judgment and Decision Making — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

Monitoring — Monitoring/Assessing performance of yourself, to make improvements or take corrective action.

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Abilities

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong, including solving the problem, not only recognizing there is a problem.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Time Management - Produce an acceptable quantity and quality of work within established timelines.

Work Standards:

- Achieve regular attendance and punctuality.
- Speak and act truthfully.
- Exhibit self-control.
- Accurately perform detail-oriented tasks.
- Complete work tasks thoroughly.
- Accept constructive criticism.
- Calmly and effectively process high stress situations.
- Willingly take on responsibilities and challenges.
- Assist in creating a positive and supportive work environment.

EDUCATION, CERTIFICATION, & EXPERIENCE

Education and experience requirements listed are minimum standards. Other equivalent combinations of education, certifications, training, and experience may be considered.

- 3 years of related experience including one year of supervisory experience required; OR an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.
- Experience working in a municipal public library is preferred.
- Bachelor's degree in Library Science, Public Administration, Business, or a related field is preferred.
- Fluency in a language in addition to English is preferred.
- A valid driver's license acceptable in the State of Oregon is required.

WORKING CONDITIONS

The City of North Plains is an equal opportunity employer. Qualified applicants with disabilities are encouraged to apply. The city will make reasonable efforts to accommodate a qualified applicant or employee with a known disability, unless such accommodation creates an undue hardship on City of North Plains operations, or a safety risk to employee or coworkers, or removes an essential job function. Employees should request accommodation as soon as it becomes apparent that reasonable accommodation may be necessary, to enable the employee to perform the essential duties of a position, or to participate in the employment process. To discuss an accommodation request, please contact the Library Director.

Work Schedule

Most work is performed during library open hours including evening and weekend hours. Some work is scheduled outside of library open hours. For example, staff training and outreach activities may be early in the morning or late in the evening. Working a varied schedule, which may change periodically, is required.

Work Environment

There is a moderately low level of personal risk encountered while performing assigned work. Job conditions are occasionally uncomfortable relative to noise, temperature, inside/outside work, dirty conditions, interactions with angry or hostile individuals, or exposure to contagious disease.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without accommodation. While performing the duties of this job, the employee will occasionally be required to crouch, crawl, kneel, stoop, bend, and reach. Extended periods of standing may be required. May need to use a step stool to reach high shelves and lift materials overhead. May occasionally lift, move, or carry objects between 20 and 50 pounds. Driving a personal or city vehicle may be required.



Date: February 18, 2024

To: Honorable Mayor and City Councilors

From: Rowan Maiorano, Assistant Planner

Subject: Res. No. 2298 - Transportation and Growth Management Code Assistance Application

Request: Adopt Resolution 2298 to express support for staff to pursue Code Assistance from the Transportation and Growth Management program and to implement Transportation and Growth Management principles in the North Plains Zoning and Development Code.

Background: The City of North Plains is a uniquely situated in that it is a small city on the periphery of the state's largest metro region with independence in land use planning. Historically, with a population of less than 3,000 through the mid-2010s, North Plains relied on the use of consultant planners to carry out the current planning needs with the city manager acting as the community development director. This model was effective but did not facilitate the development of a dedicated and purposeful planning process. In 2022, the city hired its first planning manager and, in 2024, after utilizing the Resource Assistance for Rural Environments (RARE) AmeriCorps program to fill various community development needs, an assistant planner was hired out of the program. With two full time planning members on staff, numerous concerns have arisen regarding the accuracy and efficacy of the North Plains Zoning and Development Code (ZDC). Staff have been nursing a growing list of inaccuracies in the ZDC while also confronting the fact that much of the ZDC does not fit within the current planning paradigm or the State's planning priorities. Historically, the ZDC would be periodically updated, section by section, when issues were raised by planning commissioners or city councilors. This has resulted in a code which is stylistically inconsistent, contradictory, and lacking a coherent direction or vision. As North Plains continues to grow and Metro development continues outward, it is imperative that the ZDC is accurate and effective in enacting the goals of the North Plains Comprehensive Plan.

Transportation and Growth Management: The Transportation and Growth Management (TGM) Program is a collaboration between the Department of Land Conservation and Development (DLCD) and Oregon Department of Transportation (ODOT) which seeks to help local governments align land use and transportation planning and create livable, sustainable communities. TGM was started in 1993 and is founded on the principles of improving choices in transportation, creating vibrant and livable communities, supporting economic growth and development, saving costs by growing smart, and environmental stewardship. The program offers many resources to local governments such as planning grants, code assistance, education opportunities, plan assessments, model codes, and funding

assistance. Assistance from TGM regularly helps small cities, including North Plains, achieve planning goals that would otherwise be out of reach.

North Plains ZDC Analysis: The North Plains ZDC regulates all land use within the City and enacts the goals and vision of the Comprehensive Plan (2019, updated 2022). The ZDC and zoning map utilize Euclidean zoning and a series of overlay districts accompanied by use or development standards to segregate land uses within the city and specify the allowable development in each district. The ZDC in present form suffers from a number of critical issues. In an analysis by planning staff (Exhibit B), 9% of the ZDC was identified as having poor or very poor accuracy, 13% of the ZDC has poor or very poor objectivity, and 38% of the ZDC has poor or very poor functionality. Altogether, staff estimates 60% of the code would benefit from being updated.

TGM Code Assistance: The Code Assistance Program by TGM helps local governments identify and update zoning and/or development codes to improve efficiency in land use and the transportation system. North Plains qualifies for Type 1 – Small Cities code assistance which is aimed at helping communities with a population between 2,500 and 20,000 who have limited planning capacity tackle major updates to the zoning and/or development code. The scope of these projects is large and can have a transformational effect on the community. Staff estimates that a Code Assistance project in North Plains would affect 80% of the ZDC in some capacity. Selection for Code Assistance is dependent on a variety of criteria including planning need, growth rate, state system connection, success likelihood, innovation, cost-effectiveness, implementation of previous planning, and outreach potential. Staff believe North Plains meets or exceeds most selection criteria and have received feedback from TGM staff that the City would be a good candidate.

City Plans Alignment: The North Plains Comprehensive Plan specifically calls out several community needs which could be better met with an updated ZDC. These include “a range of quality housing for all ages and income levels...a well-planned and connected city...pedestrian and bicycle paths between neighborhoods... and is a vibrant, walkable, attractive place” among other important goals which are aligned with the goals and principles of TGM. In addition to whole community goals, the North Plains Downtown Improvement Plan (NPDIP, adopted 2023) identifies key aspects of downtown to be expanded upon or improved in line with the priorities of TGM. The community of North Plains has specifically outlined goals in close alignment with TGM making North Plains an ideal candidate for the Code Assistance program. Completion of a Code Assistance project would further the goals of the Comprehensive, Transportation System, Parks, and Downtown Improvement Plans.

Fiscal Impact: The TGM Code Assistance program is not a traditional grant and does not require a direct monetary contribution from the subject city. After selecting a city to participate, TGM procures the funds through the ODOT procurement process, works with the city to scope the process and select a consultant, and sees through the contract. The City is responsible for providing staff time and facilities for public meetings. Staff time is the largest contribution the city makes in the code assistance process; however, this impact is near entirely mitigated by the fact that staff currently use time to conduct essential updates and will continue to do so for several years without Code Assistance.

Recommendation: Adopt Resolution 2298 to support an application for Code Assistance from the Transportation and Growth Management and commit to implementing the principles of Transportation and Growth Management in North Plains Zoning and Development Code.

Sample Motion: I move to adopt Resolution 2298 to support an application for Code Assistance from the Transportation and Growth Management and commit to implementing the principles of Transportation and Growth Management in North Plains Zoning and Development Code.

Attachments:

Exhibit A – TGM Mission, Goals, and Objectives

Exhibit B – ZDC Analysis Data

Exhibit C – TGM Code Assistance Selection Criteria and Process

RESOLUTION NO. 2298

A RESOLUTION OF THE CITY OF NORTH PLAINS, OREGON, SUPPORTING THE CITY CODE ASSISTANCE APPLICATION

WHEREAS, on June 3, 2019, the City of North Plains ("City") adopted a Comprehensive Plan that included a vision for the City that prioritizes "a range of quality housing for all ages and income levels" and "a well-planned and connected city"; and

WHEREAS, on April 15, 2019, the City adopted a Transportation System Plan ("TSP") that included the goals to "accommodate a balanced and safe transportation system and to enhance the quality of life for North Plains residents"; and

WHEREAS, the Transportation Growth Management ("TGM") Code Assistance Program helps local governments identify and update regulations to promote efficient land use and multi-modal transportation; and

WHEREAS, the City would like to address inefficiency and subjectivity in the Zoning and Development Code, insufficient housing choice and affordability, and barriers to the development of walkable, vibrant neighborhoods and centers; and

WHEREAS, the City understands and supports the mission, goals and objectives of the TGM Program as attached hereto;

NOW, THEREFORE, THE CITY OF NORTH PLAINS RESOLVES AS FOLLOWS:

Section 1 The North Plains City Council supports the City application for the TGM Code Assistance Program.

Section 2 This Resolution is and shall be effective from and after its passage by the City Council.

INTRODUCED AND ADOPTED this 18th day of February, 2025.

CITY OF NORTH PLAINS, OREGON

BY: _____
Ariel Goodwin, Mayor

ATTEST:

BY: _____
Lori Lesmeister, City Recorder

Resolution No. 2298
Supporting the City Code Assistance Application
Adopted February 18, 2025
Page 1 of 1



Better Ways To Better Places
Since 1993

Transportation & Growth Management Program

Mission

Oregon's Transportation and Growth Management Program supports community efforts to expand transportation choices. By linking land use and transportation planning, TGM works in partnership with local governments to create vibrant, livable places in which people can walk, bike, take transit, or drive where they want to go.

Goals and Objectives

The TGM Program works in partnership with local governments and other stakeholders to accomplish the following interrelated goals and objectives:

1. **Provide transportation choices** to support communities with the balanced and interconnected transportation networks necessary for mobility, equity, and economic growth.
 - 1.1 A balanced, interconnected, and safe transportation system that provides a variety of transportation options and supports land uses.
 - 1.2 Appropriately sited, designed, and managed local, regional, and state transportation facilities and services that support the movement of goods and provide for services.
 - 1.3 Mobility choices for underserved communities and those with limited options.
 - 1.4 Safe and convenient walking, biking, and public transportation opportunities to support a healthy, active lifestyle.
2. **Create communities** composed of vibrant neighborhoods and lively centers linked by accessible transportation.
 - 2.1 Livable towns and cities with a mix of housing types, work places, shops, schools, and parks for people of all ages, incomes and abilities.
 - 2.2 Well-located activity centers, including schools and other government services, which are accessible to pedestrians, bicyclists, and transit users.
 - 2.3 A safe and appealing physical environment supportive of the social, cultural, and health needs of all the community residents.

3. **Support economic vitality and growth** by planning for land uses and the movement of people and goods.
 - 3.1 Thriving existing neighborhoods and centers and well-planned new growth that accommodate existing and future residents, businesses, and services.
 - 3.2 Well-located and accessible industrial and employment centers.
 - 3.3 Housing with access to education, jobs, and services.
4. **Save public and private costs** with compact land uses and well-connected transportation patterns.
 - 4.1 Urban growth accommodated within existing communities, thus minimizing, delaying, or providing an alternative to an urban growth boundary expansion.
 - 4.2 Future transportation needs accommodated within the existing or improved system, thus minimizing, delaying, or providing an alternative to constructing additional major infrastructure projects.
5. **Promote environmental stewardship** through sustainable land use and transportation planning.
 - 5.1 Transportation systems and land use patterns that protect valuable natural resources, promote energy efficiency, and reduce emissions of air pollution and greenhouse gases.

TGM
Better Ways to Better Places

www.oregon.gov/LCD/TGM

March 2025

<u>MEETING</u>	<u>PRIMARY</u>	<u>ALTERNATE</u>	<u>NOTE</u>	<u>DATE</u>
City Council			1st Monday of the month at 7:00 pm	3/3
Economic Development Commission	<i>Fage</i>		1st Wednesday of the month at 6:00 pm	3/5
Parks & Rec Board	<i>Goodwin</i>		2nd Monday at 6:00 pm	3/10
Washington County Coordinating Committee (WCCC)	<i>Goodwin</i>	<i>Fage</i>	2nd Monday at 12:00 noon	3/10
Planning Commission	<i>Reding</i>		2nd Wednesday at 6:00 pm	3/12
Washington County Office of Community Development Policy	<i>Papen</i>	<i>McCall- Wallace</i>	2nd Thursday 7:00pm	3/13
City Council			2nd Monday of the month at 7:00 pm	3/17
Library Board	<i>Hagedorn</i>		3rd Wednesday at 6:00pm	3/19
Metro Policy Advisory Committee (MPAC)	<i>Goodwin</i>	<i>Dumbrow</i>	4th Wednesday at 5:00pm	3/26
Metropolitan Area Communcations Commission (MACC)			Usually Fridays 3-4 times a year - No dates set for 2025	TBD

2025 City Council Meeting Calendar Schedule							
2025 City Council Meeting Dates-7:00 p.m.							
1/6	4/7 **	7/7 **	10/6 **				
1/21	4/21	7/21	10/20				
2/3 **	5/5 **	8/4 **	11/3 **				
2/18	5/19	8/18	11/17				
3/3 **	6/2 **	9/2 **	12/1 **				
3/17	6/16	9/15	12/15				
Meetings in yellow are Tuesday meetings due to Monday holidays		Meetings with ** behind them have a 6:00 pm Work Session					
2025 Schedule for Board and Commission Meetings							
1st Wednesday 6:00 pm	Economic Development	2nd Monday 6:00 pm	Parks & Recreation Board	2nd Wednesday 7:00 pm	Planning Commission	3rd Wednesday 7:00 pm	Library Board
no meeting	Cancelled	1/13	McCall-Wallace	1/8	Fage	1/15	Reding
2/5	Hagedorn	2/10	Papen	2/12	Dumbrow	2/19	Fage
3/5	Fage	3/10	Goodwin	3/12	Reding	3/19	Hagedorn
4/2	McCall-Wallace	4/14	Fage	4/9	Papen	4/16	Dumbrow
5/7	Dumbrow	5/12	Reding	5/14	McCall-Wallace	5/21	Goodwin
6/4	Reding	6/9	Hagedorn	6/11	Goodwin	6/18	Papen
7/2	Papen	7/14	Goodwin	7/9	Dumbrow	7/16	McCall-Wallace
8/6	Goodwin	8/11	McCall-Wallace	8/13	Hagedorn	8/20	Reding
9/3	Fage	9/8	Dumbrow	9/10	Goodwin	9/17	Hagedorn
10/1	Hagedorn	10/13	Papen	10/8	McCall-Wallace	10/15	Fage
11/5	McCall-Wallace	11/10	Reding	11/12	Fage	11/19	Goodwin
12/3	Dumbrow	12/8	Hagedorn	12/10	Reding	12/17	Papen
6-8 mtgs each							
DUMBROW	6						
FAGE	7						
GOODWIN	7						
HAGEDORN	7						
McCall-Wallace	7						
PAPEN	6						
REDING	7						

2025 Council Committee Appointments

<u>Meeting</u>	<u>Primary</u>	<u>Alternate</u>
Metropolitan Area Communications Commission (MACC) Tual Valley Comm Access TV (TVCTV) Meets 1:30-4:00pm in Beaverton with Zoom option Meets quarterly - Dates set approx. 3 weeks in advance	<i>Dumbrow</i>	<i>Hagedorn</i>
Metro Policy Advisory Committee (MPAC) Meet 2 nd & 4 th Wednesday of each month 5:00-7:00pm at Metro Council Chambers in Portland	<i>Goodwin</i>	<i>Dumbrow</i>
Washington County Coordinating Committee (WCCC) - City Mayors are representatives on Committee Meet 2 nd Monday of each month in Beaverton 12:00-1:30pm	<i>Goodwin</i>	<i>Dumbrow</i>
Washington County Office of Community Development: Policy Advisory Board Meet 2 nd Thurs of each month 7:00-9:00pm Various locations throughout Washington County	<i>Papen</i>	<i>McCall-Wallace</i>