



# City of North Plains

## Agenda

City Council - Meeting

Monday, August 4, 2025

6:00 pm Work Session with Parks & Rec Board

7:00 pm Business Meeting

Executive Session following Business Meeting

Jessie Mays Community Center

and also via ZOOM

Page

1. LOGIN INFORMATION TO ATTEND VIA ZOOM

**Join Zoom Meeting**

<https://us02web.zoom.us/j/87845167885?pwd=STJrD0jqJ4bx1Ez079Dg3hEQL2Pi09.1>

Meeting ID: 878 4516 7885

Passcode: 046900

**Phone in (no internet)**

253-215-8782

Meeting ID: 878 4516 7885

Passcode: 046900

2. WORK SESSION - 6:00 PM

**Coordinate list of questions to ask applicants for Mayor position**

3. CALL TO ORDER

4. PLEDGE OF ALLEGIANCE

5. ROLL CALL

6. APPROVAL OF MINUTES:

7:05pm - 7:10pm

A. **Approval of July 21, 2025, City Council Minutes.**

☐ [07 - City Council - 21 July 2025 -- Minutes](#)

4 - 12

7. PUBLIC COMMENT:

7:10pm - 7:20pm

*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](mailto: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. **PRESENTATION**  
TIME 7:20 pm - 7:55 pm
- A. **Presentation - Washington County Local Option Levies** 13 - 37  
7:20 pm - 7:50 pm
- ☐ [Levy Presentation Library](#)
  - ☐ [Levy Presentation Public Safety](#)
- B. **Annual Update from Commissioner Jerry Willey**  
7:50 pm - 8:00 pm
9. **PUBLIC HEARING / ORDINANCES:**  
8:00 pm - 8:10 pm
- A. **Ordinance No. 500 - Sign Code Text Amendment, as an emergency** 38 - 73
- ☐ [Staff Report Ordinance No 500](#)
  - ☐ [Ord. No. 500 - Sign Code Text Amendment with Ex A](#)
  - ☐ [Ordinance No. 496 - IPU Sign Code Text Amendment](#)
  - ☐ [TA 24-028 IPU Sign Code Staff Report](#)
10. **RESOLUTIONS:**  
8:10 pm - 8:20 pm
- A. **Res. No. 2319 - Authorizing purchase of a Backhoe** 74 - 78
- ☐ [Res. No. 2319 - PW Equipment Purchase Backhoe - Staff Report](#)
  - ☐ [Res. No. 2319 - Authorizing Purchase of a Case 580 Backhoe](#)
11. **UNFINISHED BUSINESS:**
12. **NEW BUSINESS:**
13. **REPORTS**  
8:20 pm - 8:30 pm
- A. **City Manager Report**
- B. **Council Reports**
- C. **Review August 2025 Council Calendar** 79 - 82
- ☐ [2025 August Calendar of All Monthly Meetings](#)
  - ☐ [2025 Calendar of all NP City Meetings & Ex Officio duties v3](#)
  - ☐ [2025 City Council Business Calendar](#)
  - ☐ [2025 Council Committee Appointments](#)
14. **EXECUTIVE SESSION**  
**Immediately following adjournment of Business Meeting**  
**\*Executive Sessions are CLOSED to the public\***
- A. **ORS 192.660(2)(f) (Exempt Public Records)** 83 - 84  
OGE Policy
- ☐ [Executive Session Script - 2025](#)
15. **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, August 18, 2025    **Tuesday**, September 2, 2025    Monday, September 15, 2025



## MINUTES

City Council - Regular Session Meeting

Monday, July 21, 2025

Work Session with EDC - 6:00 PM

Business Meeting – 7:00 pm

Executive Session following adjournment of

Regular business meeting

Jessie Mays Community Center

and also via Zoom

**COUNCIL  
MEMBERS:**

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

**STAFF PRESENT:**

City Manager Bill Reid, City Recorder Lori Lesmeister, Deputy Steven Schutz Jones, Library Director Robin Doughty, Public Works Director Dustin Lueckenotte, Asst. Planner Rowan Maiorano, City Attorney Chris Crean

**OTHER:**

**1 LOGIN INFORMATION TO ATTEND VIA ZOOM**

**2 WORK SESSION - 6:00 PM**

**WITH ECONOMIC DEVELOPMENT COMMISSION**

6pm - 7pm

**3 CALL TO ORDER at 7:01 pm**

**4 PLEDGE OF ALLEGIANCE**

**5 ROLL CALL**

a) All councilors in attendance

**6 APPROVAL OF MINUTES:**

7:05pm - 7:10pm

a) **Approval of July 7, 2025 City Council Minutes**

b) **Approval of June 16, 2025 City Council Minutes.**



Confirmation from the City Attorney that the mayor was legally present at the June 16, 2025, City Council meeting, but did not vote on any of the resolutions that were on the agenda, which is an abstention.

***Motion to approve the minutes from June 16, 2025, and July 7, 2025***

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

**7 PUBLIC COMMENT:**

7:10pm - 7:20pm

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*Written comment in advance of the meeting is welcome and should be emailed to [info@northplains.gov](mailto: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.*

- a) Former Mayor Ariel Goodwin read the attached statement.
- b) Brian Wilson, a resident of North Plains, expressed frustration about the Urban Growth Boundary (UGB) situation. He stated that he believed the situation had been resolved with the vote last year against the large expansion, and criticized city leadership for what he called "backroom deals and large expansions" despite the vote.
- c) Kathy Bishop, who lives outside the city but has the Sisters & Stuff business inside city limits, provided an update about her business - a vintage store. She mentioned applying for urban renewal funding but had not heard back. She announced they had received their building permit after several years of effort and would be moving forward with opening the store regardless of whether they received the funding.
- d) Emily Waldron, who lives outside the city limits but in the 97133 zip code area, spoke about the UGB and expansion issues. She stated that North Plains would not need a Housing Needs Analysis (HNA) for approximately 40 years based on projected population growth. She expressed concerns about "lies" regarding the TGM grant, particularly mentions of semiconductors and data centers that she claimed were not previously disclosed. She requested the council rescind resolutions 489 and 490 to build trust with the community.
- e) Linda Galas-Merten, who lives outside the city limits, representing Strong Towns North Plains, spoke virtually about city functions she believed were not working properly. She expressed concerns about the UGB expansion process, city finances, outdated software, lack of regular financial reports, failure to complete the 2020 audit, and an outdated website. She called for the council to make necessary changes to put the city on a "sustainable and financially sound path forward."

**8 Boards & Commissions Quarterly Reports**

7:20pm - 7:25pm

a) **Parks & Recreation Board Quarterly Report**

The Parks & Recreation Board's written quarterly report was acknowledged. Council President Dunbar noted that Chair Sherry Smith was not present. Councilor Fage expressed appreciation for the report. Councilor McCall Wallace mentioned that the Parks and Recreation Board would be participating in a joint work session with the council at the August 18th City Council meeting.

**9 STAFF REPORTS**

7:25 pm - 7:40 pm

a) **Library Department Monthly Report**

Library Director Robin Doughty presented the Library Department's monthly report. She noted they had prepared a biennium retrospective dashboard showing what the library accomplished with its budget over the past two years, including 172,107 items borrowed, 68,138 visitors, and 5,211 open hours. She mentioned the blood drive held that day by Bloodworks Northwest and confirmed they would continue visiting North Plains every other month.

b) **Police Department Monthly Report**

Officer Schutz presented the Police Department's monthly report. Councilor Hagedorn commented positively on the key map included in the report and inquired about the possibility of creative writing for police blogs, similar to what Sherwood does. Officer Schutz agreed to bring up the idea with Chief Jones. Councilor Papen asked about the status of traffic enforcement grant funding for Glencoe Road. Officer Schutz confirmed it had been approved but didn't know when it would begin. Council President Dumbrow expressed appreciation for the bike patrol program.

c) **Public Works Monthly Report**

Public Works Director Dustin Lueckenotte presented the Public Works monthly report, highlighting a new integration with IMGIS, an asset management tool. He explained that the system would help transition from a complaints-driven program to a preventative maintenance approach. The system will allow residents to plot issues on a map, which will be directed to the appropriate crew member, eliminating the middle man. Dustin noted that the system would enable better tracking of infrastructure assets, planning for future maintenance, and identifying patterns such as recurring repairs to specific water lines.

Councilor Hagedorn asked about metrics for success that would be available in three months. Director Lueckenotte explained that while full data would take 6-12 months to compile, the system would eventually provide valuable metrics on tasks, assets, and maintenance needs. Councilor Fage confirmed that the system would function as a workflow manager and could generate reports showing open issues and patterns. Director Lueckenotte agreed, noting the accountability features built into the system.

d) **Community Development Monthly Report**

Assistant Planner Rowan Maiorano provided the Community Development monthly report. She noted one development since the report was submitted: notices had been sent for another public hearing for the planning commission regarding the floodplain overlay district update. The update included a small modification to better comply with clear and objective requirements for residential development under House Bill 2001. The hearing will be held in August with the matter likely coming before the council in September.

Councilor Hagedorn asked about code complaints, and Rowan explained they primarily involved street trees and HOA responsibilities. She mentioned that street trees in the Lennar development had been a particular concern, with five out of six trees in one strip having died. Lennar has agreed to replace them. She confirmed they use the Washington County approved street trees list as a reference. Rowan also mentioned the city's heritage tree code section, which is currently unused, and noted they hope to update it to fit a more modern tree culture.

**10 NEW BUSINESS:**

Item A - 7:40 pm - 7:45 pm

Item B - 7:45 pm - 8:15 pm

a) **City Council booth at National Night Out July 31, 2025**

Councilor McCall-Wallace explained that this agenda item involved the council having a booth at National Night Out, which they had not done before. The interactive booth would allow people to meet their councilors and complete an activity where they place their "wish for North Plains" on a star. These stars would later be hung on the White Oak centennial tree in front of the library annex. The proposal included an expenditure of up to \$190 for materials and giveaways.

Councilor Hagadorn expressed support for the idea, mentioning the "squeezy galaxy stress balls" and the opportunity to leave a creative artifact behind. Councilors discussed their availability, with Council President Dunbar, Councilors Fage, and Hagadorn confirming they could attend, though Council President Dunbar noted he would need to leave early due to an early flight the next day. Councilors Papin and Reding are unable to attend. The council reached consensus to approve the expenditure without a formal motion.

b) **Res. No. 2318 - Accepting Resignation of Mayor Ariel Goodwin**

Next steps in process

City Attorney Chris Crean explained the process for accepting the mayor's resignation and filling the vacancy. He noted that under the city charter, the mayor's position becomes vacant upon declaration by the council following a resignation. He outlined the appointment process, which requires public notice in a newspaper, local posting of the position, and a deadline for submitting applications at least two weeks after the notice. The council may make inquiries and hold interviews as they consider necessary.

The council discussed the timeline and process for appointing a new mayor. City Recorder Lori Lesmeister confirmed she would submit the notice to the newspaper by

Thursday for next week's publishing, with applications due two weeks after publication. The council agreed to have a work session on August 4th to develop interview questions and determine the selection process, with councilors submitting potential questions to City Manager Bill Reid beforehand.

*Move to approve Resolution No. 2318 accepting the resignation of Ariel Goodwin as Mayor of North Plains.*

Moved by Councilor Fage. Second by Councilor Hagedorn.

Motion was approved with the following vote:

Councilor Reding - aye, Councilor McCall-Wallace - aye, Councilor Hagedorn - aye, Councilor Papen - aye, Councilor Fage - aye, Council President Dumbrow - aye

## 11 REPORTS

8:15 pm - 8:30 pm

### a) City Manager Report

City Manager Bill Reid addressed public comments about the Urban Growth Boundary Concept Planning Grant. He explained that the concept planning grant is related to but separate from the urban growth boundary expansion process. The grant was applied for in 2022 under different leadership and economic circumstances. He clarified that while the motivation for applying included potential development like data centers and semiconductors, there are no requirements or directives in the contract mandating such development.

Mr. Reid explained that the grant process was currently in hiatus as the planning commission considers a new, smaller urban growth boundary expansion recommendation. He noted that the technical analysis covers the entire 855-acre area that was previously proposed, but this was only to ensure that any smaller area eventually chosen would have already been studied. He confirmed there is no liability to the city if they decide not to proceed, as the grant money goes directly from ODOT to the consultants, with the city's only obligation being staff time.

Councilor McCall Wallace emphasized that the TGM concept planning grant is about planning what would go into places within the concept area, not defining the boundary itself. She noted this approach actually aligns with public feedback to determine land use before setting boundaries. Councilor Fage asked for clarification on the current status, and Bill confirmed the grant is "not dead" but in a holding pattern.

Council President Dunbar noted that nothing was currently before the council regarding the UGB, as this was a planning commission matter. He suggested that those interested should participate in planning commission meetings.

### b) Council Reports

Councilor Hagedorn reported on attending the Parks and Recreation Board meeting on July 14th, where they discussed the quarterly report, fundraising efforts for Jesse Mays in partnership with the Parks Foundation, and URA rules influencing funding allocation. She also mentioned visiting an agrihood development with 32 acres (12 dedicated acres), featuring various housing types and community gardens.

Councilor McCall-Wallace reported on the Library Board meeting, sharing a story about a child who received a giveaway book from the library's literacy program and had read it about 100 times. She also noted that the Friends of the Library was moving forward with opening the annex. Councilor McCall-Wallace clarified that Ordinance 490 (regarding UGB expansion) did not need to be repealed because, having been rejected by voters, it never became law. Councilor McCall-Wallace also expressed concern about what she perceived as threatening remarks from former Mayor Goodwin during public comment at tonight's meeting.

Councilor Reding raised concerns about the sound system, noting difficulty hearing during meetings. The council agreed to request a staff update from Bill at the next meeting regarding the status and timeline for addressing sound system issues. She also mentioned that City Recorder Lori Lesmeister had created lanyards for peddler permits, addressing a common issue with unauthorized door-to-door salespeople. Councilor Reding suggested several newsletter ideas, including information about right-of-way responsibilities, introducing boards and commissions, and featuring local businesses.

Councilor Fage mentioned he would be attending the upcoming All Ford Car Show and National Night Out events. Council President Dunbar reported on attending the Planning Commission meeting, where they discussed the Land Use Board of Appeals (LUBA) appeal and development code. He mentioned that Planning Commission Chair King had asked commission members to send him their inputs for code suggestions. Council President Dumbrow also noted that he would be temporarily attending the Mayor's Consortium/Washington County Commissioners meetings until a new mayor is appointed.

The council reviewed upcoming meeting assignments, with Councilor McCall Wallace agreeing to cover EDC on August 6th, and Councilor Fage confirmed for the MPAC meeting.

c) **Review August 2025 Council Calendar**

Councilor McCall-Wallace will be the Ex Officio at the August 6, 2025 Economic Development Commission meeting.

**12 EXECUTIVE SESSION**

- a) **ORS 192.660(2)(h) Legal Counsel**  
**\*Executive Sessions are CLOSED to the public**

**13 ADJOURNMENT:**

Business Meeting adjourned at 8:48 pm

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Aaron Dumbrow, Council President

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Lori Lesmeister, City Recorder

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

**From:** [Ariel Goodwin](#)  
**To:** [Lori Lesmeister](#); [Bill Reid](#)  
**Cc:** [mayorarielgoodwin@gmail.com](mailto:mayorarielgoodwin@gmail.com)  
**Subject:** For entry into the official record: public comment from 7/21 council meeting  
**Date:** Wednesday, July 23, 2025 10:28:43 AM

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+Council on BCC

Please enter this verbatim into the minutes for the July 21, 2025 North Plains City Council meeting rather than reflecting the testimony as a summary and credit me with my title under the name “Former Mayor Ariel Goodwin“. Please see below:

I’ve timed this and it’s under three minutes. From an ADA rights perspective, I would appreciate not being cut off if I have to read this more slowly or take breaks due to my health. I will be reading this to the end.

Good evening. Ladies.

You’ve already received my resignation, and I have nothing to add that isn’t already in writing—except this:

I want to be crystal clear that what happened here is not just administrative. It is not procedural. And no watered down city press release via your preferred news outlet will successfully strip the heart, the truth, or the will of the people from the record.

You don't get to decide whether my voice matters. The community does. And they are watching now. Closely.

Let me say that again: **The community is watching.** Every move from here forward must be transparent, accountable, and community-led. There is no acceptable path forward that does not include the public.

And let me be very direct. You are on notice.

That doesn’t mean you’re beyond redemption. It means the clock has run out on backroom decisions, retribution, and fear-based leadership.

There’s still time to choose a different path. A better path.

The people in this room—and the people who sent us here—deserve leaders who remember why they ran in the first place.

City council and staff are here to serve. Not to protect power. Not to build careers. Not to pass the buck or punish the inconvenient.

I know how hard it is to do the right thing when it's uncomfortable. When it's unpopular. When it costs you.

**But you didn’t take this seat to do the easy thing. You took it to do the right thing.**

You can still choose transparency. You can still rebuild trust. You can still listen.  
This community deserves nothing less.

I'll leave you with this:

From this point forward, the public is your accountability partner. The community is organized. We are informed. And we are done being ignored.

We will be watching everything.

## **Parks Board, Second Quarter 2025 Report**

- Discussed designing a memorial tree program to help offset cost of new trees to be planted around Jessie Mays park as part of the sidewalk project around Jessie Mays park.
- The Parks Foundation is trying to get the 97133 resident names and addresses from a real estate contact. Once received the board will submit letter through the mail.
- Per Council's request, the Parks Board completed the Jessie Mays non-profit rental fee waiver application. This application works in tandem with the regular Jessie Mays rental agreement.
- Completed review of goals 2, 3, & 4 of the Parks Master Plan.
- Parks Board Bylaws completed
- Sub-committee was created to review cost for part-time parks program manager and costs needed to put on some programs. Provided info to Budget Committee. Completed and provided to the Budget committee in April.
- Parks Board discussed changing the name from Board to Advisory Committee, it is in the description, so opted not to put staff through the time and expense to make this change and to leave the ordinance as is.
- Non-Profit JM Rental application created for fee waivers. To be submitted in tandem with regular JM Rental application. Council approved.
- Parks Board requests direction from Council on what they would like us to work on if anything.

Thank you,

Sherrie Simmons  
Parks Board, Chair

Yohana Parra,  
Parks Board, Vice Chair





# Proposed Levy for Countywide Library Services

Measure 34-345 on Nov. 4, 2025 Ballot

*This information was reviewed by the Oregon Elections Division  
for compliance with ORS 260.432.*



**Washington County**  
Cooperative Library Services

# Agenda

- Public library service in Washington County
- Current funding
- What would Measure 34-345 fund?
- How much would Measure 34-345 cost?
- What would happen if Measure 34-345 does not pass?





# Public library service in Washington County

- Public library service is provided through a partnership between the County and the 9 cities and 3 non-profit associations that operate local libraries.
- WCCLS is the primary source of funding for library operations.
- WCCLS also provides central support services that efficiently link libraries together.



# Public libraries in Washington County

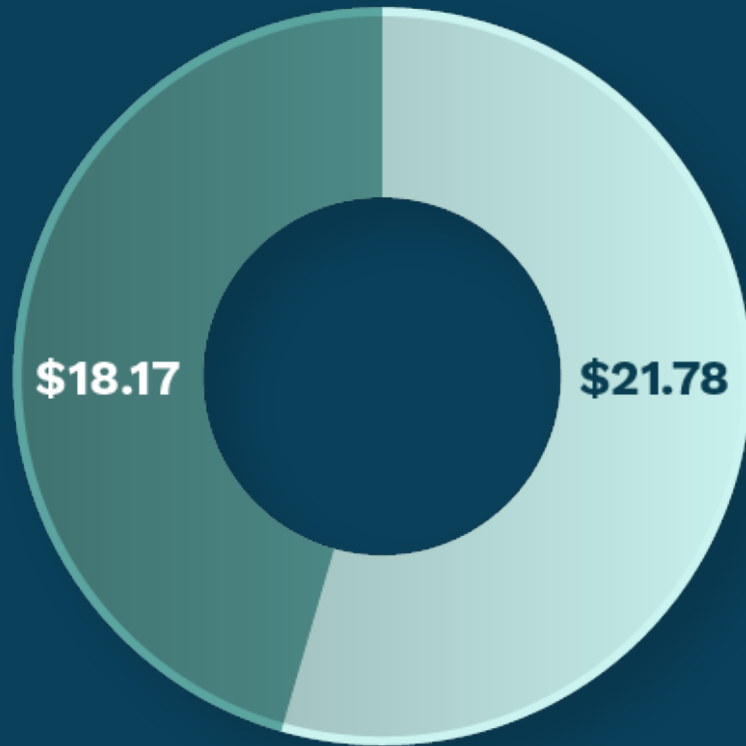
- Aloha
- Banks
- Beaverton Main
- Beaverton Murray Scholls
- Cedar Mill
- Bethany
- Cornelius
- Forest Grove
- Garden Home
- Hillsboro, Brookwood
- Hillsboro, Shute Park
- North Plains
- Sherwood
- Tigard
- Tualatin
- West Slope



# Current WCCLS budget

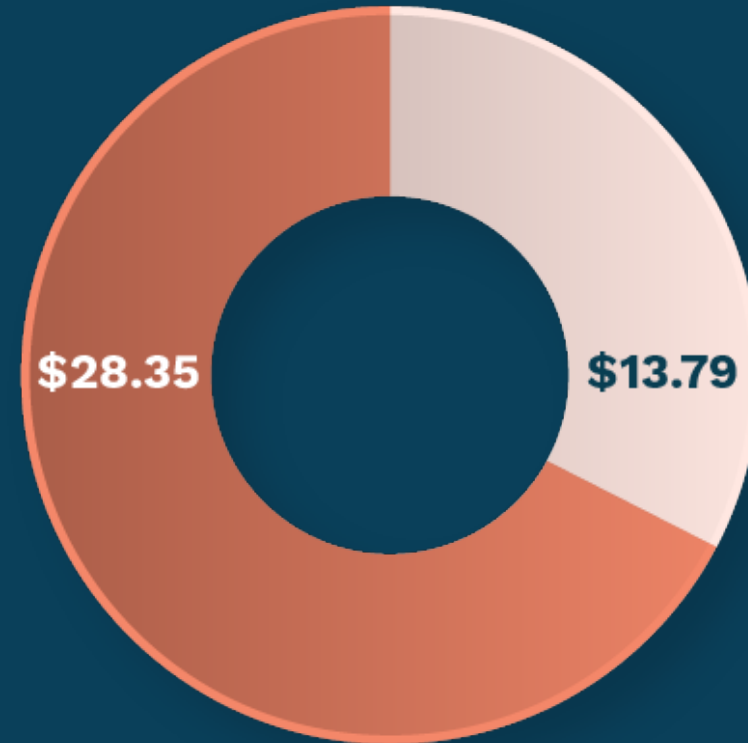
(in millions)

WCCLS revenue



■ 5-year levy  
■ County general fund

WCCLS expenses



■ Library allocations  
■ WCCLS operations (central support)

# If passed, what would Measure 34-345 fund?

## Reading and learning support for kids & teens

- In-person events
- Homework help & online tutoring
- Public access computers & wi-fi

Over 10,000 students participated in library programs designed to support reading, learning, and student success last year.

WCCLS has issued 83,549 library cards to public school students since 2019.



# If passed, what would Measure 34-345 fund?

## Central services that efficiently link libraries together

- Reserve materials for pickup at any of the 16 libraries across the county
- Access library catalog with 1.5 million items
- Access online learning tools, e-books, audiobooks, and streaming video

In FY 23-24, WCCLS courier trucks delivered 2.5 million books and other items to libraries.





# If passed, what would Measure 34-345 fund?

## Open hours and access to books and materials

- 16 full-service public libraries in the county
- Most libraries are open at least 6 days a week
- 1.5 million items in shared collection
- Study rooms and meeting rooms



Last year, there were over 2.4 million visits to WCCLS libraries. Total checkouts exceeded 7.2 million, saving users \$140 million by borrowing items instead of purchasing them.



# If passed, what would Measure 34-345 fund?

## Reading events for children

- Regular events and programs, including storytimes in languages such as Spanish and Chinese
- Annual summer reading program
- Interactive play areas to promote learning and social interaction

In FY 23-24, libraries hosted over 200,000 participants at 6,000 in-person events for kids and teens including summer reading.



# How would Measure 34-345 affect a homeowner's taxes?

- If passed, the proposed measure would authorize an increase in property taxes.
- The proposed measure would cost property owners \$0.37 per \$1,000 of assessed property value. The tax would continue from July 2026 through June 2031.
- The owner of a home assessed at \$348,600 would pay approximately \$129 per year, or \$10.75 per month.
- The measure would raise \$188,915,688 between July 2026 and June 2031.



# What would happen if Measure 34-345 does not pass?

- If the measure does not pass, library services would not be provided as proposed and property taxes would not be increased.



**To learn more,  
please visit [wccls.org/levy](http://wccls.org/levy)**



**Washington County**  
Cooperative Library Services





# Measure 34-346: Local Option Levy

This information was reviewed by the Oregon Elections Division for compliance with ORS 260.432.

[wcor.us/LocalOptionLevy](http://wcor.us/LocalOptionLevy)





## Introduction:

# Proposed Local Option Levy

## Measure 34-346

**Washington County provides public services to every city, unincorporated neighborhood, and rural area of Washington County.**

In November 2025, voters will have the opportunity to consider a proposed measure which would fund public services in Washington County, including police, prosecution, mental health, domestic violence, and other services. If passed, the measure would cost property owners \$0.66 per \$1,000 of assessed property value. If passed, this measure would authorize collection of property taxes for a five-year period beginning in 2026. The tax is estimated to raise \$337 million over the five-year period.

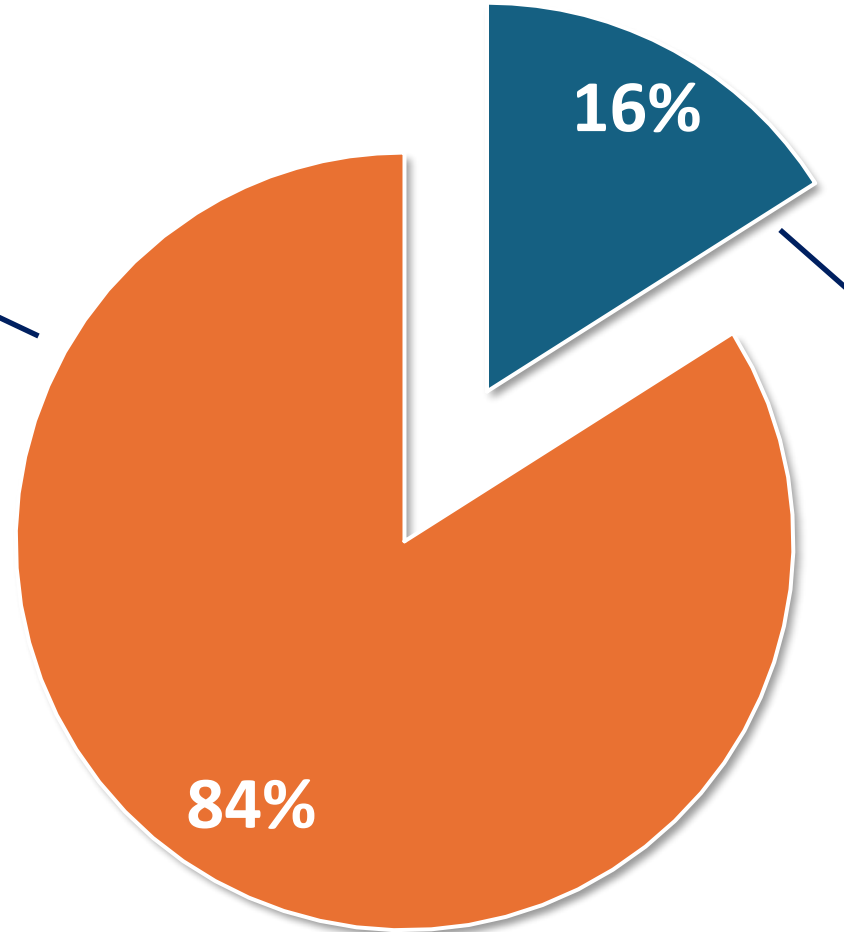


# How does the County fund these public services?

Fiscal Year 2025-26

## Other Sources of Funding

- County General Fund
- Enhanced Sheriff's Patrol District (Sheriff's Office only)
- Federal, state & other grant funding



## Local Option Levy

- Prosecution
- Countywide law enforcement
- Jail & Community Corrections Center
- Probation & parole
- Juvenile services
- Support for domestic violence survivors



# If passed, what would this levy do?



# What would this levy do?

## Measure 34-346: Proposed Local Option Levy

- **Investigating and prosecuting crimes like theft, car theft, break-ins, and graffiti.**

An average of one vehicle has been stolen per day from 2021 to 2024.

- **Enhancing prosecution of child abuse and child pornography cases.**

Child abuse reports increased by 17% from 2021-2024, an average of nine reports per day.



# What would this levy do?

## Measure 34-346: Proposed Local Option Levy

- **Expanded victims' assistance and emergency programs for families harmed by domestic violence, as well as expanded programs to help prevent domestic violence in the first place.**

Domestic violence reports increased by 22% from 2021-2024, an average of four per day.

- **Combating the impact of deadly drugs like fentanyl and dismantling drug-trafficking organizations.**

Over the last three years, the Sheriff's Office has seized 1.3 million fentanyl pills.



# What would this levy do?

## Measure 34-346: Proposed Local Option Levy

- **Provide funding for the Washington County Jail to incarcerate those in court-ordered custody.**

The Jail serves every police agency in Washington County, but it is not operating at full capacity due to staffing and funding challenges. This levy measure would fund jail deputy and other positions, returning the Jail to full capacity.



# What would this levy do?

## Measure 34-346: Proposed Local Option Levy

- **Mental Health Response Teams that provide immediate crisis response to stabilize volatile situations and help people access care.**

Specially trained deputies and mental health professionals connect those with a mental health crisis to supportive services, improving community safety and often avoiding criminal justice involvement.







**If passed, how would the measure affect a homeowner's property taxes?**

# How would this levy affect a homeowner's property taxes?

## Measure 34-346: Proposed Local Option Levy

- If the measure passes, property owners would pay \$0.66 per \$1000 of assessed property value.
- The owner of a home with an assessed value of \$348,600 would pay approximately \$19.17 per month or \$230.08 per year.
- When compared with the current levy, this increase would work out to be \$6 more per month.
- The property tax would continue for five years and raise a total of \$337 million.

# What happens if the measure does not pass?

## Measure 34-346: Proposed Local Option Levy

If the measure does not pass, the services would not be provided as proposed and property taxes would not be increased.







## Summary:

# Proposed Local Option Levy

## Measure 34-346

**Washington County provides public services to every city, unincorporated neighborhood, and rural area of Washington County.**

In November 2025, voters will have the opportunity to consider a proposed measure which would fund public services in Washington County, including police, prosecution, mental health, domestic violence, and other services. If passed, the measure would cost property owners \$0.66 per \$1,000 of assessed property value. If passed, this measure would authorize collection of property taxes for a five-year period beginning in 2026. The tax is estimated to raise \$337 million over the five-year period.





**For more information,  
please visit**

[wcor.us/LocalOptionLevy](https://wcor.us/LocalOptionLevy)

This information was reviewed by the Oregon Elections Division  
for compliance with ORS 260.432.





**Date:** July 29, 2025

**To:** North Plains City Council

**From:** Rowan Maiorano, Assistant Planner

**Subject:** Ordinance No. 500 Correcting an Error in North Plains Sign Standards

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**Request:** Approve Ordinance No. 500 to amend the North Plains Zoning and Development Code to correct manifest errors in Sign Standards sections 155.405 (sign definitions) and 155.410 (signs in institutional and public use zone).

**Background:** The North Plains Sign Standards underwent a major amendment in May 2024 with the intention to modernize and provide clarity in the standards. The amendment was drafted by planning staff as directed by the North Plains Planning Commission. In September 2024 it was discovered that a previous priority, increasing the allowed sign area and minimizing the required setback for monument and free-standing type signs in the Institutional and Public Use Zone, had not been included in the adopted amendments. Accordingly, an application for a text amendment was filed (TA 24-028) and in November 2024, Ordinance No. 496 was adopted to increase the allowed area and minimize the setback for monument signs.

Staff recently discovered that the text amendments that were attached to Ordinance No. 496 were not consistent with the amendment that was presented in the staff report (see attachment A) and oral presentation to the Planning Commission and City Council. The adopted text includes the new standards as proposed in TA 24-028; however, it failed to remove standards that had been identified as to-be-stricken. As a result, current code has duplicate standards and is unclear (see attachment B).

*Authority to Amend*

#### **§ 10.09 ERRORS AND OMISSIONS.**

**(A) If a manifest error is discovered, consisting of the misspelling of any words; the omission of any word or words necessary to express the intention of the provisions affected; the use of a word or words to which no meaning can be attached; or the use of a word or words when another word or words was clearly intended to express such intent, the spelling shall be corrected and such word or words supplied, omitted or substituted as will conform with the manifest intention, and the provisions shall have the same effect as though the correct words were contained in the text as originally published.**

**(B) No alteration shall be made or permitted if any question exists regarding the nature or extent of such error.**

Staff find the error in the text attached to Ordinance No. 496 to be a manifest error under §10.09 and may be corrected to conform with the City Council's original intent. As the subject text falls within the land use regulations, a public hearing is being held and new ordinance is considered for adoption in compliance with state land use law. No comprehensive plan or statewide planning goals, commission rules, or land use statutes apply to correcting the errant text.

**Fiscal Impact:** None.

**Proposed Amendment:** Staff propose to amend the text of sections 155.405 and 155.410 as shown below. Text in red strike-through is to be stricken from the code.

**§155.405 POLE SIGN** ~~(free-standing sign)~~—A sign supported by 1 ~~or more~~ uprights or braces and not attached or incidentally attached to any building or structure and cannot be identified as a ground mounted sign with 1 exception as shown, being no wider than 5 feet. The sign area calculation of such a sign shall include the entire structure. This essentially allows for a greater height of a sign that would otherwise be defined as a ground mounted sign.



**§155.410** The following signs are permitted:

(A) One wall sign not exceeding 32 square feet shall be permitted on a maximum of two building elevations. Wall signs must be attached flat against the building face;

(B) One monument or free-standing sign per street frontage not exceeding 40 square feet and a maximum height of 8 feet. The sign shall not violate the vision clearance requirements ~~One free-standing sign per street frontage not exceeding 32 square feet per sign face shall be permitted. A minimum setback of ten feet from property lines adjacent to public streets is required. The maximum height of any portion of a free-standing sign shall be limited to six feet from ground level at its base;~~ and

(C) For city park signs, refer to the City's Park Naming and Plaques policy.

**Recommendation:** Approve Ordinance No. 500 to amend the North Plains Zoning and Development Code to correct manifest errors in the Sign Standards.

**Sample Motion:** I move to approve the first reading of Ordinance No. 500 to amend the North Plains Zoning and Development Code to correct manifest errors in the Sign Standards.

And then, **if the first reading approval is unanimous,**

I move to adopt Ordinance No. 500 to amend the North Plains Zoning and Development Code to correct manifest errors in the Sign Standards.

**Attachments:** A. TA 24-028 Staff Report  
B. Ordinance No. 496

## **ORDINANCE NO. 500**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, AMENDING THE CITY OF NORTH PLAINS ZONING AND DEVELOPMENT ORDINANCE REGARDING SIGN REGULATIONS AND DECLARING IT AN EMERGENCY**

WHEREAS, on November 4, 2024, the City of North Plains ("City") City Council approved Ordinance 496, amending the City's development regulations regarding signs; and

WHEREAS, the City subsequently determined that the text amendment attached to Ordinance 496 was a draft and not the final amendments as approved by the City Council; and

WHEREAS, North Plains Municipal Code section 10.09 allows the City to correct a "manifest error" in order to achieve the City Council's original intent; and

WHEREAS, the City conferred with the Department of Land Conservation and Development ("DLCD"), which advised that because correcting the error does not require the City to apply the land use planning goals, DLCD's administrative rules or the land use planning statutes, it is exempt from the notice requirements of ORS 197.610 to 197.625; and

WHEREAS, the City Council conducted a public hearing on August 4, 2025, at which the City Council considered all of the information in the record; and

WHEREAS, the City Council determined that it is necessary to declare an emergency so the amendments can take effect immediately.

**Now, therefore:**

#### **THE CITY OF NORTH PLAINS ORDAINS AS FOLLOWS:**

Section 1. Based on the testimony and evidence in the record, the City Council hereby adopts the text amendments described in Exhibit A, attached hereto.

Section 2. The City Council adopts the findings and conclusions in the staff report, dated July 29, 2025, attached hereto as Exhibit B, including any interpretations of the City code set forth therein:

Section 3. The City Manager is directed to submit the amendments to DLCDC and anyone who requested or is entitled to notice of this decision.

Section 4. This Ordinance being necessary to ensure the protection of public peace, health and safety, an emergency is declared and this Ordinance is effective on the date it is adopted.

INTRODUCED on the 4th day of August 2025; ADOPTED on the 4th day of August 2025; EFFECTIVE on the 4th day of August 2025.

CITY OF NORTH PLAINS, OREGON

By: \_\_\_\_\_  
TBD

ATTEST:

By: \_\_\_\_\_  
Lori Lesmeister, City Recorder

## SIGN STANDARDS

### §155.405 DEFINITIONS

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**ABANDONED SIGN.** a sign that no longer correctly identifies, exhorts or advertises any person, business, lessor, owner, product or activity conducted or available on the premises where such sign is located on property that is vacant and unoccupied for a period of 180 days or more; or any sign which pertains to any occupant, business or event unrelated to the present occupant or use; or any sign in ill repair for more than 30 days, except real estate signs advertising a property for rent, lease or sale, provided that such property is, in fact, still for rent, lease or sale.

(1) A sign is no longer in use. Discontinuance of sign use may be shown by cessation of use of the premises where the sign is located; and/or

(2) A sign has been damaged, in excess of 50% of the value of the sign, and repairs and restoration are not started within 90 days of the date the sign was damaged, or are not diligently pursued, once started.

**AIR BLOWN SIGN.** a sign that is intended to be inflated by air or gas.



**ATTENTION FLAG.** a pole-supported sign made of fabric, vinyl, or other similar non-rigid material, where one side of the sign is more than three times as long as the other side. Also known as “flutter”, “feather”, “teardrop”, or “blade”.



**AWNING.** A shelter projecting from and supported by the exterior wall of a building constructed of rigid or non-rigid materials on a supporting framework.

**AWNING SIGN.** A sign affixed or applied to the exterior facing surface or surfaces of an awning or a sign hanging from the supports of an awning; provided that, the clearance below the sign shall be at least eight feet.

**BUILDING FRONTAGE, PRIMARY.** The portion of a building face most closely in alignment with an adjacent right-of-way. A gasoline service station may use the overhanging canopy as a substitute for building frontage when computing the allowable sign area. The longest side of the canopy shall be used to compute the allowable sign area.

**BUILDING WALL, SIDE.** The wall of a building most nearly perpendicular with a street abutting the building's lot regardless of whether such is functionally the front, rear, end or side of the building.

**CANOPY.** A permanent roof-like structure projecting from a building and open on at least one side for the purpose of shielding a pedestrian walkway from the elements, or a free-standing roof-like structure supported by columns intended to shield a vehicular driveway or service area from the elements.

**CANOPY SIGN.** A sign, affixed or applied to, a canopy or eve, at any angle relative to the adjacent wall, the lowest portion of which is at least eight feet above the underlying grade.

**CHANGEABLE COPY SIGN.** A sign that is designed so that characters, letters, or illustrations can be changed, rearranged, or altered by manual, electric, electro- mechanical, electronic or optical means without altering the face or surface of the sign.

**COPY.** The graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic or alphabetic form.



**ELECTRONIC MESSAGE SIGN.** A permanent sign providing information in both a horizontal and vertical format, as opposed to linear, sign copy, on which copy is created through use of a pattern of lights in a dot matrix configuration, which may be changed intermittently. Video signs are not included in this definition. Electronic message signs permitted under this subchapter shall comply with the following standards.

(1) The rate of change for sign copy from one message to another message shall be no more frequent than every eight seconds and the actual copy change shall be accomplished in four seconds or less. Once changed, the copy shall remain static until the next change.

(2) Displays may travel horizontally or scroll vertically onto electronic message signs but must hold in a static position after completing the travel or scroll.

(3) Electronic message signs requiring more than four seconds to change from one copy to another shall be turned off during the change interval.

(4) Sign copy shall not appear to flash, undulate or pulse, or portray explosions, fireworks, flashes of lights or blinking of chasing lights. Copy shall not appear to move toward or away from the viewer, expand or contract, bounce, rotate, spin, twist or otherwise portray graphics or animation as it moves onto, is displayed on or leaves the sign face.

(5) No electronic message sign lamp may be illuminated to a degree of brightness that is greater than necessary for adequate visibility, in no case may the brightness exceed 8,000 nits or equivalent candelas during daylight hours, or 1,000 nits or equivalent candelas between dusk and dawn. Signs found to be too bright shall be adjusted or removed as directed by the Planning Manager or their designee.

**FREE-STANDING SIGN.** A sign supported by two or more uprights, poles or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign.



**FRONT WALL.** The wall of a structure most parallel to the frontage of the property.

**FRONTAGE.** The full length of a parcel or property that abuts a dedicated public street, highway, or a city approved vehicular public access easement on which it borders.

**GRADE.** The average level of the ground measured five feet from either end of the base of the sign, parallel to the sign face. For signs mounted on buildings, the grade is the average level of the sidewalk, alley or ground below the mounted sign measured five feet from either end of the sign face.

**HEIGHT.** The height of a sign is the vertical distance measured from the highest point of the sign to the grade of the adjacent street or the surface grade beneath the sign, whichever is greater.

**MONUMENT SIGN.** A sign that has an engineered footing and a solid supporting base that is generally made of stone, masonry or concrete.



**MURAL.** Any piece of hand-produced artwork painted, tiled, attached or applied directly on an exterior wall, ceiling or other large permanent surface. A distinguishing characteristic of mural painting is that the architectural elements of the given space are harmoniously incorporated into the picture. The following are not considered murals:

(1) Mechanically produced or computer-generated prints or images, including, but not limited to, digitally printed vinyl;



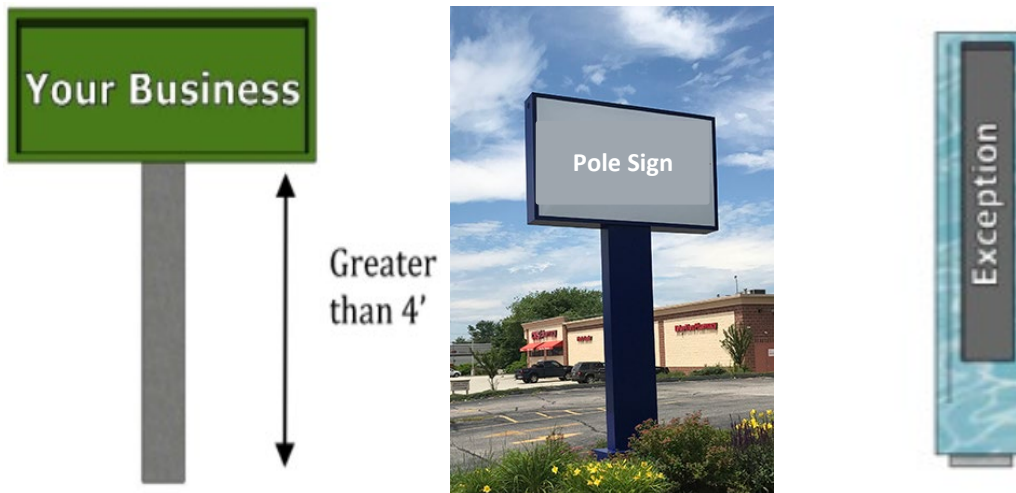
- (2) Images containing electrical or mechanical components; or
- (3) Changing image fresco, mosaic, graffiti and marouflage.

**NAME PLATE.** A non-electric on-premises identification sign giving only the name, address and or occupation of an occupant or group of occupants.

**NON-CONFORMING SIGN.** A sign which was erected legally, but which does not comply with subsequently enacted sign restrictions and regulations.

**PAN CHANEL SIGN.** A sign not contained in a sign box, but rather the lettering and sign logos act as their own sign cabinet.

**POLE SIGN.** A sign supported by 1 upright or brace and not attached or incidentally attached to any building or structure and cannot be identified as a ground mounted sign with 1 exception as shown, being no wider than 5 feet. The sign area calculation of such a sign shall include the entire structure. This essentially allows for a greater height of a sign that would otherwise be defined as a ground mounted sign.



**PORTABLE SIGN.** A sign that is at all times movable by hand. A portable sign includes but is not limited to: sandwich boards; yard signs; A-frame signs; and flag signs.

**PROJECTING SIGN.** A sign that is wholly or partly dependent upon a building for support and which projects more than 12 inches from such building. Maximum projection shall be three feet and maximum thickness shall be one foot. A projecting sign shall not project above a roof line.



**ROOF LINE.** Either the eaves of the roof or the top of the parapet, at the exterior wall. (A mansard roof is below the top of a parapet and is considered a wall for sign purposes.)

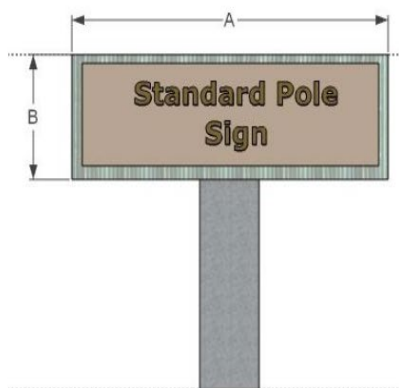
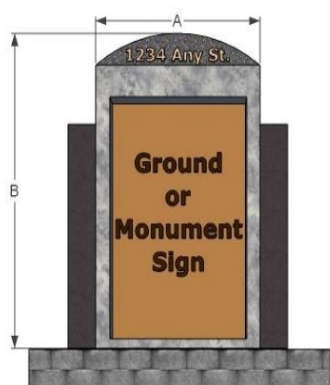
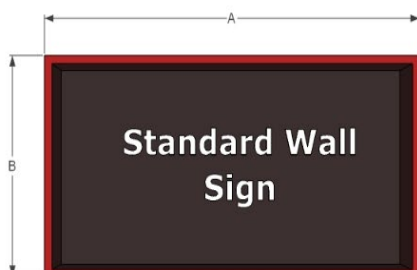
**ROOF SIGN.** A sign constructed or maintained wholly upon or over the roof of any building with the principal support on the roof.



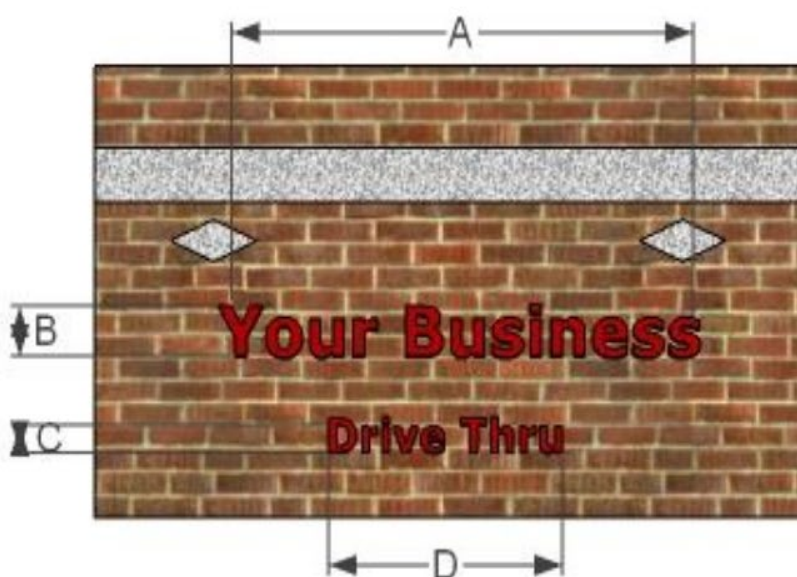
**SIGN.** Any writing, including letter, word or numeral; pictorial presentation, emblem, including device, symbol or trademark; flag, including banner or pennant; or any other device, figure or similar thing which is a structure or any part thereof, or is attached to, painted on or in any other manner represented on a building or structure or device; and is used to announce, direct attention to or advertise; and is visible from any public right-of-way.

**SIGN AREA.** The entire area made available by the sign structure for the purpose of displaying the message. For painted signs, only that portion of the door, wall or structure actually devoted to the message and associated symbols and background, if any, is included in the area. The sign area as defined shall be used in determining the allowable square footage of signs. For double faced signs, only one side of the sign shall be counted in the total maximum area. Where a sign is of a three dimensional or round or irregular solid shape, the largest cross section shall be used as though it were a flat surface to determine sign area. The address of the site on which the sign sits does not count toward the sign area.

Examples:



Individual sign elements. When signs are constructed of individual elements such as lettering attached directly to the building, the sign area is calculated by an imaginary rectangle around each element or phrase that is distinctly separate.



**SNIFE SIGN.** A small sign of any material, including, but not limited to, paper, cardboard, wood or metal, attached to any object and having no application to the premises where located (such as, garage sale signs).

**TEMPORARY SIGN.** A sign not permanently affixed to a structure on a property. These signs primarily include, but are not limited to, canvas, cloth, rigid plastic or paper, vinyl banners or posters hung on a building wall or on a permanent pole such as on a free-standing sign support. Paper signs may only be used for single day events. Temporary signs are required under § 155.412 of this chapter. Temporary signs do not include sandwich boards and flags, which are

regulated as portable signs.

**UNLAWFUL SIGN.** A sign that was constructed or placed without the necessary permits, approvals of the city, or violates the sign code of the city.

**WALL SIGN.** Means a sign attached essentially parallel to and extending not more than eight inches from the wall of a building with no copy on the sides or edges. This definition includes signs painted directly on the wall of a building but exempts murals.



**WAYFINDING SIGN.**

A sign that is generally within the right-of-way and not on private property that is erected with permission of (and generally by) the jurisdiction with authority over the right-of-way. Wayfinding encompasses all of the ways in which people orient themselves in physical space and navigate from place to place.

**WINDOW SIGN.** A sign which is temporarily or permanently painted, sandblasted, pasted, attached, written on or displayed behind the window-glass to which such signs relate and do not extend over the window frames, bars, mullions, transoms, sills, or lintels of the window in question.

(Prior Code, § 16.080.000) (Ord. 445, passed 5-15-2017; Ord. 450, passed 12-18-2017; Ord. 465, passed 10-21-2019)

**§ 155.411 SIGNS IN INSTITUTIONAL AND PUBLIC USE ZONES.**

The following signs are permitted:

(A) One wall sign not exceeding 32 square feet shall be permitted on a maximum of two building elevations. Wall signs must be attached flat against the building face;

(B) One monument or free-standing sign per street frontage not exceeding 40 square feet and a maximum height of 8 feet. The sign shall not violate the vision clearance requirements; and

(C) For city park signs, refer to the City's Park Naming and Plaques policy.

(Prior Code, § 16.080.025) (Ord. 445, passed 5-15-2017; Ord. 450, passed 12-18-2017; Ord. 465, passed 10-21-2019)

## **ORDINANCE NO. 496**

### **AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON, AMENDING THE CITY OF NORTH PLAINS ZONING AND DEVELOPMENT ORDINANCE REGARDING SIGN REGULATIONS**

WHEREAS, the City of North Plains ("City") initiated a text amendment to the City's development regulations regarding signs; and

WHEREAS, the City submitted the proposed amendments to the Oregon Department of Land Conservations and Development ("DLCD") on September 10, 2024; and

WHEREAS, the City Planning Commission conducted a public hearing on the proposed amendments on October 23, 2024, and recommended the City Council approve the amendments; and

WHEREAS, the City Council conducted a public hearing on November 4, 2024, at which the City Council considered all of the information in the record; and

WHEREAS, the City Council determined that it is necessary to declare an emergency so the amendments can take effect immediately.

**Now, therefore:**

#### **THE CITY OF NORTH PLAINS ORDAINS AS FOLLOWS:**

Section 1. Based on the testimony and evidence in the record, the City Council hereby adopts the text amendments described in Exhibit A, attached hereto.

Section 2. The City Council adopts the findings and conclusions in the Planning Commission recommendation, dated October 23, 2024, attached hereto as Exhibit B, including any interpretations of the City code set forth therein:

Section 3. The City Manager is directed to submit the amendments to DLCD and anyone who requested or is entitled to notice of this decision.

Section 4. This Ordinance being necessary to ensure the protection of public peace, health and safety, an emergency is declared and this Ordinance is effective on the date it is adopted.



INTRODUCED on the 4th day of November 2024; ADOPTED on the 4th day of November 2024; EFFECTIVE on the 4th day of November 2024.

CITY OF NORTH PLAINS, OREGON



By: \_\_\_\_\_  
Teri Lanahan, Mayor

ATTEST:



By: \_\_\_\_\_  
Lori Lesmeister, City Recorder

## SIGN STANDARDS

### §155.405 DEFINITIONS

For the purpose of this subchapter, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

**ABANDONED SIGN.** a sign that no longer correctly identifies, exhorts or advertises any person, business, lessor, owner, product or activity conducted or available on the premises where such sign is located on property that is vacant and unoccupied for a period of 180 days or more; or any sign which pertains to any occupant, business or event unrelated to the present occupant or use; or any sign in ill repair for more than 30 days, except real estate signs advertising a property for rent, lease or sale, provided that such property is, in fact, still for rent, lease or sale.

(1) A sign is no longer in use. Discontinuance of sign use may be shown by cessation of use of the premises where the sign is located; and/or

(2) A sign has been damaged, in excess of 50% of the value of the sign, and repairs and restoration are not started within 90 days of the date the sign was damaged, or are not diligently pursued, once started.

**AIR BLOWN SIGN.** a sign that is intended to be inflated by air or gas.



**ATTENTION FLAG.** a pole-supported sign made of fabric, vinyl, or other similar non-rigid material, where one side of the sign is more than three times as long as the other side. Also known as “flutter”, “feather”, “teardrop”, or “blade”.



**AWNING.** A shelter projecting from and supported by the exterior wall of a building constructed of rigid or non-rigid materials on a supporting framework.

**AWNING SIGN.** A sign affixed or applied to the exterior facing surface or surfaces of an awning or a sign hanging from the supports of an awning; provided that, the clearance below the sign shall be at least eight feet.

**BUILDING FRONTAGE, PRIMARY.** The portion of a building face most closely in alignment with an adjacent right-of-way. A gasoline service station may use the overhanging canopy as a substitute for building frontage when computing the allowable sign area. The longest side of the canopy shall be used to compute the allowable sign area.

**BUILDING WALL, SIDE.** The wall of a building most nearly perpendicular with a street abutting the building's lot regardless of whether such is functionally the front, rear, end or side of the building.

**CANOPY.** A permanent roof-like structure projecting from a building and open on at least one side for the purpose of shielding a pedestrian walkway from the elements, or a free-standing roof-like structure supported by columns intended to shield a vehicular driveway or service area from the elements.

**CANOPY SIGN.** A sign, affixed or applied to, a canopy or eve, at any angle relative to the adjacent wall, the lowest portion of which is at least eight feet above the underlying grade.

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**COPY.** The graphic content of a sign surface in either permanent or removable letter, pictographic, symbolic or alphabetic form.

**ELECTRONIC MESSAGE SIGN.** A permanent sign providing information in both a horizontal and vertical format, as opposed to linear, sign copy, on which copy is created through use of a pattern of lights in a dot matrix configuration, which may be changed intermittently. Video signs are not included in this definition. Electronic message signs permitted under this subchapter shall comply with the following standards.

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(3) Electronic message signs requiring more than four seconds to change from one copy to another shall be turned off during the change interval.

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(5) No electronic message sign lamp may be illuminated to a degree of brightness that is greater than necessary for adequate visibility, in no case may the brightness exceed 8,000 nits or equivalent candelas during daylight hours, or 1,000 nits or equivalent candelas between dusk and dawn. Signs found to be too bright shall be adjusted or removed as directed by the Planning Manager or their designee.

**FREE-STANDING SIGN.** A sign supported by two or more uprights, poles or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign.



**FRONT WALL.** The wall of a structure most parallel to the frontage of the property.

**FRONTAGE.** The full length of a parcel or property that abuts a dedicated public street, highway, or a city approved vehicular public access easement on which it borders.

**GRADE.** The average level of the ground measured five feet from either end of the base of the sign, parallel to the sign face. For signs mounted on buildings, the grade is the average level of the sidewalk, alley or ground below the mounted sign measured five feet from either end of the sign face.

**HEIGHT.** The height of a sign is the vertical distance measured from the highest point of the sign to the grade of the adjacent street or the surface grade beneath the sign, whichever is greater.

**MONUMENT SIGN.** A sign that has an engineered footing and a solid supporting base that is generally made of stone, masonry or concrete.



**MURAL.** Any piece of hand-produced artwork painted, tiled, attached or applied directly on an exterior wail, ceiling or other large permanent surface. A distinguishing characteristic of mural painting is that the architectural elements of the given space are harmoniously incorporated into the picture. The following are not considered murals:

(1) Mechanically produced or computer-generated prints or images, including, but not limited to, digitally printed vinyl;

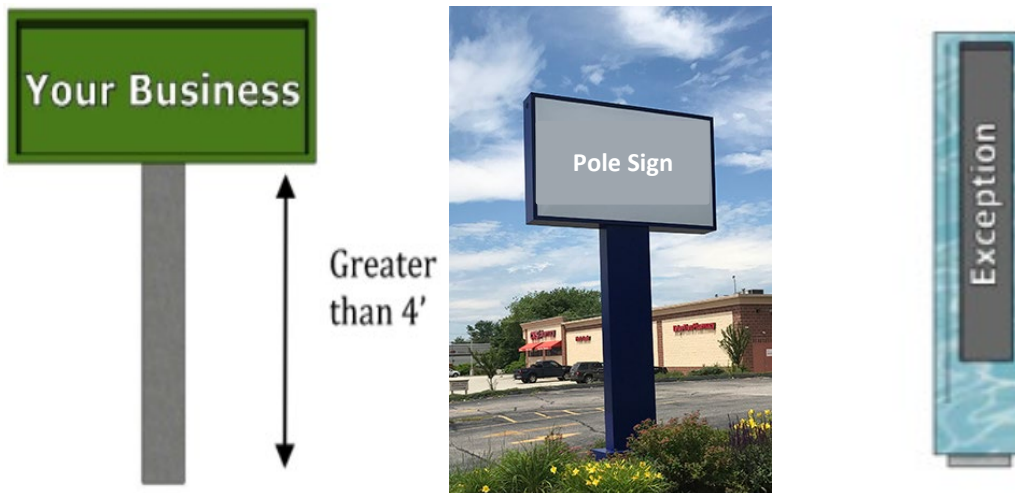
- (2) Images containing electrical or mechanical components; or
- (3) Changing image fresco, mosaic, graffiti and marouflage.

**NAME PLATE.** A non-electric on-premises identification sign giving only the name, address and or occupation of an occupant or group of occupants.

**NON-CONFORMING SIGN.** A sign which was erected legally, but which does not comply with subsequently enacted sign restrictions and regulations.

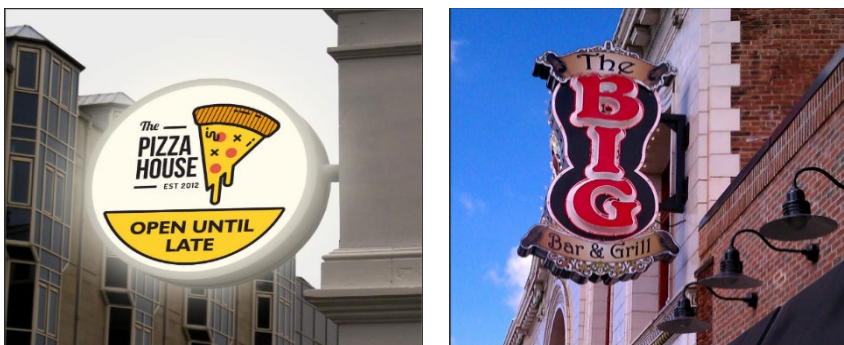
**PAN CHANEL SIGN.** A sign not contained in a sign box, but rather the lettering and sign logos act as their own sign cabinet.

**POLE SIGN (free-standing sign).** A sign supported by 1 or more uprights or braces and not attached or incidentally attached to any building or structure and cannot be identified as a ground mounted sign with 1 exception as shown, being no wider than 5 feet. The sign area calculation of such a sign shall include the entire structure. This essentially allows for a greater height of a sign that would otherwise be defined as a ground mounted sign.



**PORTABLE SIGN.** A sign that is at all times movable by hand. A portable sign includes but is not limited to: sandwich boards; yard signs; A-frame signs; and flag signs.

**PROJECTING SIGN.** A sign that is wholly or partly dependent upon a building for support and which projects more than 12 inches from such building. Maximum projection shall be three feet and maximum thickness shall be one foot. A projecting sign shall not project above a roof line.



**ROOF LINE.** Either the eaves of the roof or the top of the parapet, at the exterior wall. (A mansard roof is below the top of a parapet and is considered a wall for sign purposes.)

**ROOF SIGN.** A sign constructed or maintained wholly upon or over the roof of any building with the principal support on the roof.

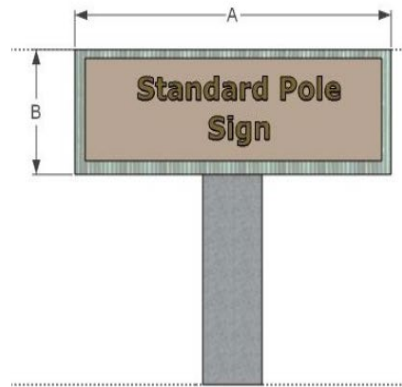
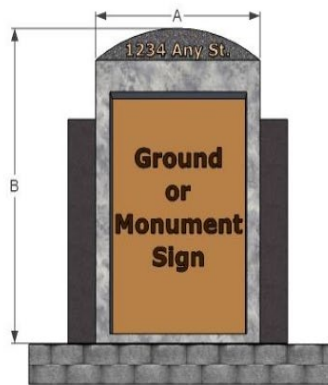




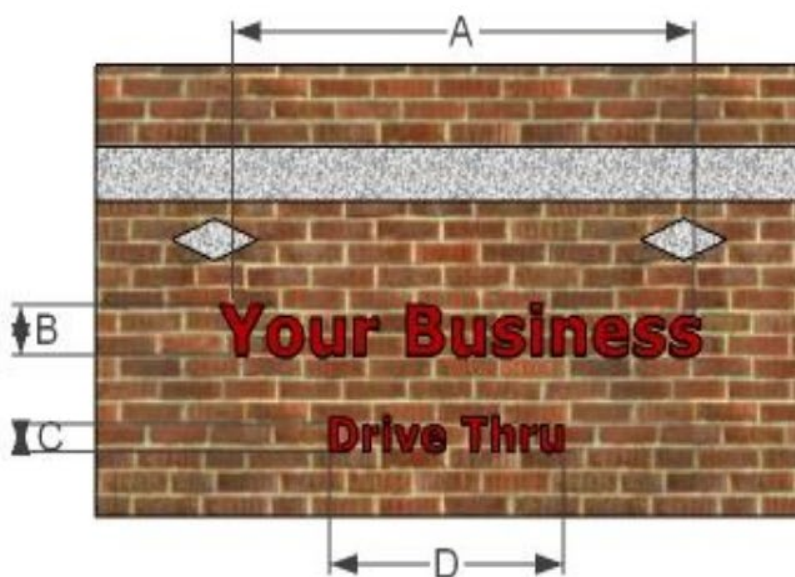
**SIGN.** Any writing, including letter, word or numeral; pictorial presentation, emblem, including device, symbol or trademark; flag, including banner or pennant; or any other device, figure or similar thing which is a structure or any part thereof, or is attached to, painted on or in any other manner represented on a building or structure or device; and is used to announce, direct attention to or advertise; and is visible from any public right-of-way.

**SIGN AREA.** The entire area made available by the sign structure for the purpose of displaying the message. For painted signs, only that portion of the door, wall or structure actually devoted to the message and associated symbols and background, if any, is included in the area. The sign area as defined shall be used in determining the allowable square footage of signs. For double faced signs, only one side of the sign shall be counted in the total maximum area. Where a sign is of a three dimensional or round or irregular solid shape, the largest cross section shall be used as though it were a flat surface to determine sign area. The address of the site on which the sign sits does not count toward the sign area.

Examples:



Individual sign elements. When signs are constructed of individual elements such as lettering attached directly to the building, the sign area is calculated by an imaginary rectangle around each element or phrase that is distinctly separate.



**SNIFE SIGN.** A small sign of any material, including, but not limited to, paper, cardboard, wood or metal, attached to any object and having no application to the premises where located (such as, garage sale signs).

**TEMPORARY SIGN.** A sign not permanently affixed to a structure on a property. These signs primarily include, but are not limited to, canvas, cloth, rigid plastic or paper, vinyl banners or posters hung on a building wall or on a permanent pole such as on a free-standing sign support. Paper signs may only be used for single day events. Temporary signs are regulated under § 155.412 of this chapter. Temporary signs do not include sandwich boards and flags, which are



regulated as portable signs.

**UNLAWFUL SIGN.** A sign that was constructed or placed without the necessary permits, approvals of the city, or violates the sign code of the city.

**WALL SIGN.** Means a sign attached essentially parallel to and extending not more than eight inches from the wall of a building with no copy on the sides or edges. This definition includes signs painted directly on the wall of a building but exempts murals.



**WAYFINDING SIGN.**

A sign that is generally within the right-of-way and not on private property that is erected with permission of (and generally by) the jurisdiction with authority over the right-of-way. Wayfinding encompasses all of the ways in which people orient themselves in physical space and navigate from place to place.

**WINDOW SIGN.** A sign which is temporarily or permanently painted, sandblasted, pasted, attached, written on or displayed behind the window-glass to which such signs relate and do not extend over the window frames, bars, mullions, transoms, sills, or lintels of the window in question.

(Prior Code, § 16.080.000) (Ord. 445, passed 5-15-2017; Ord. 450, passed 12-18-2017; Ord. 465, passed 10-21-2019)

**§ 155.406 STANDARDS AND PERMITS.**

(A) Except as provided in this subchapter, a person shall not erect, construct, enlarge, alter, repair, move, improve, remove, convert, demolish, equip, use or maintain any sign, or cause or permit the same to be done, contrary to or in violation of any of the provisions of the sign standards.

(B) Except as provided in this subchapter, a person shall not erect, construct or alter a sign, or permit the same to be done, unless a sign permit has been issued by the city. A sign permit for the construction and continued use of a sign is subject to the terms and conditions stated in the permit and to this subchapter.

(C) An application for sign permit approval is subject to the procedures set forth in this subchapter.

(D) A sign shall not be constructed on a site that contains an unlawful sign.

(E) The sign standards are not intended to, and do not, restrict speech on the basis of its content, viewpoint or message. Any classification of signs in this subchapter that permits speech by reason of the type of sign, identity of the sign user or otherwise, shall permit any type of speech on the sign. No part of this subchapter shall be construed to favor commercial speech over non-commercial speech. To the extent any provision of this subchapter is ambiguous, the term shall be interpreted to not regulate on the basis of speech content, and the interpretation resulting in the least restriction of the content of the sign message shall prevail.

(F) Sign permits are not required for wayfinding signs erected by the jurisdiction with authority over the right-of-way in which the sign is placed.

(G) Compliance with this subchapter shall be reviewed by city staff prior to issuance or renewal of any business license on a property in the city.

(H) Murals are subject to review and approval by the city's Mural Committee. If the Mural Committee is not active, city staff will review and approve the mural based on the Mural Committee's standards.

(Prior Code, § 16.080.005) (Ord. 445, passed 5-15-2017; Ord. 450, passed 12-18-2017; Ord. 465, passed 10-21-2019)

**§ 155.411 SIGNS IN INSTITUTIONAL AND PUBLIC USE ZONES.**

The following signs are permitted:

(A) One wall sign not exceeding 32 square feet shall be permitted on a maximum of two building elevations. Wall signs must be attached flat against the building face;

(B) One monument or free-standing sign per street frontage not exceeding 40 square feet and a maximum height of 8 feet. The sign shall not violate the vision clearance requirements One free-standing sign per street frontage not exceeding 32 square feet per sign face shall be permitted. A minimum setback of ten feet from property lines adjacent to public streets is required The maximum height of any portion of a free- standing sign shall be limited to six feet from ground level at its base; and

(C) For city park signs, refer to the City's Park Naming and Plaques policy.

(Prior Code, § 16.080.025) (Ord. 445, passed 5-15-2017; Ord. 450, passed 12-18-2017; Ord. 465, passed 10-21-2019)

Before the Planning Commission of the City of North Plains

In the matter of an application for an	)	<b>RECOMMENDATION TO CITY COUNCIL</b>
amendment to the IPU Sign Code	)	<b>TA 24-028- IPU Sign Code Text</b>
City of North Plains, APPLICANT	)	<b>Amendment</b>
	)	<b>PC Hearing Date: October 23, 2024</b>

**Whereas**, the City of North Plains initiated an update to the following Chapters of the Zoning and Development Code:

- 155.405 Definitions – Sign Standards and 155.410 Signs in Institutional and Public Use Zones

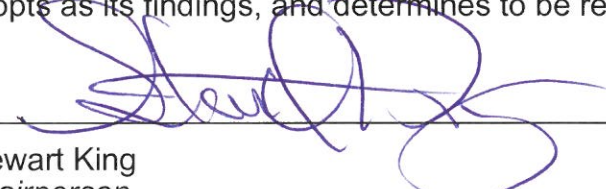
**Whereas**, the Planning Commission conducted a duly-noticed public hearing, and reviewed the proposed zoning code changes and staff report at its meeting on October 23, 2024; and

**Whereas**, the Planning Commission considered the submitted staff report and reviewed the proposed text amendments for compliance with the North Plains Comprehensive Plan, which incorporates the Statewide Planning Goals, and

**Whereas**, having considered the application and the evidence in the record, the Planning Commission adopted a motion to recommend approval to the City Council of file **TA 24-028** IPU Sign Code Amendment and instructed staff to prepare findings and conclusions in a written recommendation.

**Now therefore, it is hereby recommended by the North Plains Planning Commission:**

The Planning Commission recommends approval to the City Council of the proposed Sign Code Amendments, with one (1) minor revision per Chair King, based on the findings and conclusions contained in Exhibit A (attached) which the Planning Commission hereby adopts as its findings, and determines to be reasonable.

  
\_\_\_\_\_  
Stewart King  
Chairperson

OCT 28, 2024  
\_\_\_\_\_  
Date

**IPU Sign Code Amendment**  
**City File # TA 24-028**  
**Planning Commission Recommendation to City Council**  
**Exhibit A FINDINGS**

## General Findings

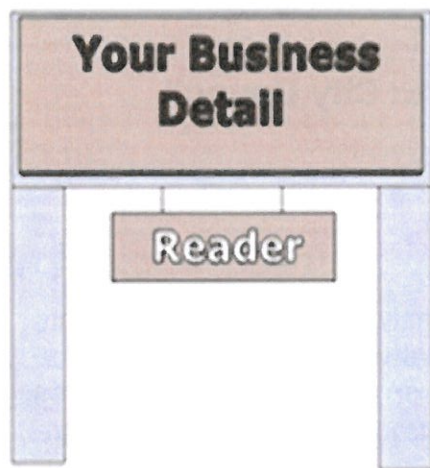
1. Finding: Applications for zoning code and comprehensive plan text amendments and/or zoning map amendments require Type IV legislative reviews and decisions. The Planning Commission conducts a public hearing on the matter and forwards a recommendation to the City Council. The City Council is the City's decision-making body.
2. Finding: The proposed IPU Sign Code Amendment is applicable in the Institutional and Public Use Zone. As such, public notice was sent to owners of IPU zoned property on September 25, 2024, and published in a newspaper of general circulation on October 10, 2024.
3. Finding: The Sign Code Update complies with Section 155.127 of the North Plains Zoning Ordinance, specifically subsection (A) Comprehensive Plan & Zoning Amendments Review Criteria, Text Amendment, as addressed in the staff report to Planning Commission dated October 23, 2024. The proposed code changes comply with the North Plains Comprehensive Plan and Statewide Planning Goals.
4. Finding: In accordance with Zoning and Development Code Chapter 155.032 Application Review and Procedures, on October 23, 2024, the Planning Commission conducted a public hearing to discuss and make a recommendation regarding this application.

## Proposed Text Amendment with Minor Revision

The proposed amendments below show text to be removed in red strikethrough with yellow highlighter and text to be added in blue double underline in yellow highlighter, the minor revision per Chair King is called out with blue highlighter. The proposed amendments read as follows:

**§155.405** **FREE-STANDING SIGN.** A sign supported by two or more uprights, poles or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign.





**POLE SIGN** (~~free-standing sign~~). A sign supported by 1 ~~or more~~ uprights or braces and not attached or incidentally attached to any building or structure and cannot be identified as a ground mounted sign with 1 exception as shown, being no wider than 5 feet. ~~The sign area calculation of such a sign shall include the entire structure. This essentially allows for a greater height of a sign that would otherwise be defined as a ground mounted sign.~~



**§155.410** The following signs are permitted:

(A) One wall sign not exceeding 32 square feet shall be permitted on a maximum of two building elevations. Wall signs must be attached flat against the building face;

(B) ~~One monument or free-standing sign per street frontage not exceeding 40 square feet and a maximum height of 8 feet. The sign shall not violate the vision clearance requirements. One free-standing sign per street frontage not exceeding 32 square feet per sign face shall be permitted. A minimum setback of ten feet from property lines adjacent to public streets is required. The maximum height of any portion of a free-standing sign shall be limited to six feet from ground level at its base;~~ and

(C) For city park signs, refer to the City's Park Naming and Plaques policy.



**Conclusion:** The proposed amendments would define free-standing sign separate from pole sign as a sign with at least two uprights and not supported by a building and modify the definition of a pole sign to include no more than 1 upright. Permitted signs in IPU zones would expand to include monument type signs and increase in sign area by eight square feet and in height by 2 feet. Additionally, signs will be permitted to be placed closer to the property line granted the vision clearance standard can be met.

## Specific Findings based on North Plains Municipal Code (NPMC)

(Code text is **Bold**. All findings are from the Staff Report to Planning Commission)

### **CITY OF NORTH PLAINS ZONING AND DEVELOPMENT CODE**

#### **§155.027 Review Criteria – Comprehensive Plan and Zoning Amendments**

**A) Text amendment. An amendment to the text of the Comprehensive Plan or this chapter shall be based upon a need for such an amendment identified by the City Council or the Planning Commission. Such an amendment shall be consistent with the following review criteria:**

- 1) Impact of the proposed amendment on land use and development patterns within the city, as measured by:**
  - a) Traffic generation and circulation patterns in compliance with the Transportation System Plan (TSP);**
  - b) Demand for public facilities and services, in compliance with the city utility Master Plans;**
  - c) Level of park and recreation facilities;**
  - d) Economic activities;**
  - e) Protection and use of natural resources; and**
  - f) Compliance of the proposal with existing adopted special purpose plans or programs, such as public facilities improvements.**

**FINDING:** The proposed amendments to the IPU sign code are necessary to facilitate review of proposed signs in the IPU zone. The proposed text amendments do not impact traffic, public facilities or services, parks and recreation facilities, economic activities, natural resources, or any special plans or programs. The above criteria are met.

- 2) The proposed amendment complies with all applicable statewide planning goals and administrative rule requirements;**

**FINDING:** The 19 Statewide Planning Goals established by the Land Conservation and Development Commission are addressed below. Not all Planning Goals are applicable to the proposed amendment, based on content and/or geography. All goals not applicable will be noted as such below.

### **Goal 1 – Citizen Involvement**

The proposed amendments do not impact citizen involvement policies and procedures. The Type IV review process being conducted for this land use application requires citizen involvement through mailed and published public notice and opportunities to provide public comment. These requirements have been satisfied for this application. As previously demonstrated, the Goal 1 requirements are satisfied by the policies of the Comprehensive Plan, implementation of the Zoning and Development Code, and the specific review procedure followed for this application.

### **Goal 2 – Land Use Planning**

The proposed amendments constitute a minor change to the Zoning and Development Code based on factual data gathered by Staff. The proposed amendments are justified due to the existing implementation ordinance failing to enact the appropriate standards. As previously demonstrated, the Goal 2 requirements are satisfied by the policies of the Comprehensive Plan, implementation of the Zoning and Development Code, and the specific review procedure followed for this application.

### **Goal 3 – Agricultural Lands**

This goal is not applicable because the impacted properties are not designated agricultural lands.

### **Goal 4 – Forest Lands**

This goal is not applicable because the impacted properties are not designated forest lands.

### **Goal 5 – Natural Resources, Scenic and Historic Area, and Open Spaces**

The proposed amendments do not impact any natural resources, scenic and historic areas, or open spaces. Therefore, the Goal 5 requirements continue to be satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.

### **Goal 6 – Air, Water, and Land Resource Quality**

The proposed amendments to the text do not impact air, water, or land resources. Therefore, the Goal 6 requirements continue to be satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.

### **Goal 7 – Areas Subject to Natural Hazards**

The proposed amendments do not modify the handling of areas subject to natural hazards. Therefore, the Goal 7 requirements continue to be satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.



## **Goal 8 – Recreational Needs**

The proposed amendments do not impact recreational access for residents or visitors. Therefore, the Goal 8 requirements continue to be satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.

## **Goal 9 – Economic Development**

The proposed amendments do not impact specifically impact economic development. The proposed amendments do pertain to the regulation of signs used by businesses among others and are more permissive of business activities (advertisement). Therefore, the Goal 9 requirements are satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.

## **Goal 10 – Housing**

The proposed amendments do not impact the availability of residential land. Therefore, the Goal 10 requirements continue to be satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.

## **Goal 11 – Public Facilities and Services**

The proposed amendments do not impact public facilities and services. Therefore, the Goal 11 requirements continue to be satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.

## **Goal 12 – Transportation**

The proposed amendments do not impact transportation. Therefore, the Goal 12 requirements continue to be satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.

## **Goal 13 – Energy Conservation**

The proposed amendments do not impact energy use, conservation, or sourcing. Therefore, the Goal 13 requirements continue to be satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.

## **Goal 14 – Urbanization**

The proposed amendments do not impact the current UGB, or future UGB expansions. Therefore, the Goal 14 requirements continue to be satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.

### **Goal 15 – Willamette River Greenway**

Goal 15 is not applicable because North Plains is not within the Willamette River Greenway

### **Goal 16 – Estuarine Resources**

Goal 16 is not applicable because North Plains is not a coastal city.

### **Goal 17 – Coastal Shorelands**

Goal 17 is not applicable because North Plains is not a coastal city.

### **Goal 18 – Beaches and Dunes**

Goal 18 is not applicable because North Plains is not a coastal city.

### **Goal 19 – Ocean Resources**

Goal 19 is not applicable because North Plains is not a coastal city.

The above goal-by-goal analysis demonstrates the proposed text amendments are consistent with the Statewide Planning Goals. The above criterion is met.

- 3) **The amendment is appropriate as measured by at least one of the following criteria:**
- a) **It corrects identified error(s) in the provisions of the plan;**
  - b) **It represents a logical implementation of the plan;**
  - c) **It is mandated by changes in federal, state or local law; and**
  - d) **It is otherwise deemed by the City Council to be desirable, appropriate and proper.**

**FINDING:** The proposed amendments correct identified errors in the Zoning and Development Code and represent a logical implementation of the Comprehensive Plan. The current IPU sign code prohibits the use of monument signs on IPU zoned properties as well as restricting the size and location of signs in a manner which is not compatible with many of the common uses of IPU zoned properties such as public facilities and schools. The above criterion is met.

- 4) **When a development application includes a Comprehensive Plan, Zone Map or text amendment, the proposal shall be reviewed to determine whether it significantly affects a transportation facility, in accordance with Oregon Administrative Rule OAR 660-012-0060, the Transportation Planning Rule. SIGNIFICANT means the proposal would:**
- a) **Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors). This would**



occur, for example, when a street classification, requiring traffic to exceed the levels associated with a “collector” street classification, requiring a change in the classification to an “arterial” street as identified by the city’s Transportation System Plan (TSP);

- b) Change the standards implementing a functional classification system;
  - c) As measured at the end of the planning period identified in the city’s TSP or Comprehensive Plan;
  - d) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance identified in the city’s TSP or Comprehensive Plan; or
  - e) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the city’s TSP or Comprehensive Plan.
- 5) Except as provided in division (A)(6) below, amendments to the Comprehensive Plan or land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity and level of service of the facility identified in the city’s TSP. This shall be accomplished by one of the following:
- a) Adopting measures that demonstrate that allowed land uses are consistent with the planned function of the transportation facility;
  - b) Amending the city’s TSP or Comprehensive Plan to provide transportation facilities, improvements or services adequate to support the proposed land uses; such amendments shall include a funding plan to ensure the facility, improvement or service will be provided by the end of the planning period;
  - c) Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation;
  - d) Amending the planned function, capacity or performance standards of the transportation facility; or
  - e) Providing other measures as a condition of development or through a development agreement or similar funding method, specifying when such measures will be provided.
- 6) Amendments to the Comprehensive Plan or land use regulation with a significant effect on a transportation facility, where the facility is already performing below the minimum acceptable performance standard identified in the city’s TSP or Comprehensive Plan, may be approved when all of the following criteria are met:



- a) The amendment does not include property located in an interchange area, as defined under applicable law;
- b) The currently planned facilities, improvements or services are not adequate to achieve the standard;
- c) The currently planned facilities, improvements or services at a minimum mitigate the impacts of the amendment in a manner that avoids further degradation to the performance of the facility by the time of the development; and
- d) The road authority provides a written statement that the proposed funding and timing for the proposed development mitigation are sufficient to avoid degradation to the facility.

**FINDINGS:** The proposed amendments do not significantly affect any transportation facilities as defined above. The above criteria are not applicable.

**CITY OF NORTH PLAINS  
STAFF REPORT AND  
NOTICE OF DECISION:  
TEXT AMENDMENT  
TA 24-028**



**OCTOBER 23, 2024**

**APPLICANT:** City of North Plains – Rob Drake, Interim City Manager  
31360 NW Commercial Street  
North Plains, OR 97133

**APPLICANT'S**

**REPRESENTATIVE:** City of North Plains – Rowan Maiorano, Assistant Planner  
31360 NW Commercial Street  
North Plains, OR 97133

**OWNER:** City of North Plains  
31360 NW Commercial Street  
North Plains, OR 97133

**SITE ADDRESS:** IPU Zoned Properties  
North Plains, OR 97133

**LEGAL**

**DESCRIPTION:** IPU Zoned Properties

**ZONING:** Institutional and Public Use (IPU)

**APPLICATION PROPOSAL:**

The Applicant is requesting approval of a Type IV Text Amendment of the North Plains Zoning and Development Code. The proposed amendment would amend §155.405 Definitions – Sign Standards and §155.410 Signs in Institutional and Public Use Zones to permit monument signs, increase the permitted sign area and height, and replace the 10-foot setback standard with a vision clearance standard. The proposed amendment would affect all properties zoned IPU in North Plains. IPU Zoned properties are primarily owned by the City, other governmental organizations, Hillsboro School District, and local religious institutions. Uses of the properties are

primarily municipal facilities, schools, and religious gathering places. Many of these uses currently have non-conforming or non-compliant signs. Amending the IPU sign code will bring these existing signs into compliance as well as allow for the erecting of signs commonly designed for the relevant uses (such as monument signs). The proposal includes amendments to the definitions of free-standing and pole sign to define each sign type without ambiguity.

**APPLICABLE REVIEW CRITERIA:**

The following sections of the North Plains Zoning and Development Code have been deemed by Staff to be applicable to the proposal.

- **155.127** Review Criteria – Comprehensive Plan and Zoning Amendments

**PROPOSED AMENDMENTS**

The Applicant is proposing to amend §155.405 Definitions – Sign Standards and §155.410 Signs in Institutional and Public Use. The relevant sections currently read as follows:

**§155.405** ***POLE SIGN*** (*free-standing sign*). A sign supported by 1 or more uprights or braces and not attached or incidentally attached to any building or structure and cannot be identified as a ground mounted sign with 1 exception as shown, being no wider than 5 feet. The sign area calculation of such a sign shall include the entire structure. This essentially allows for a greater height of a sign that would otherwise be defined as a ground mounted sign.

**§155.410** The following signs are permitted:

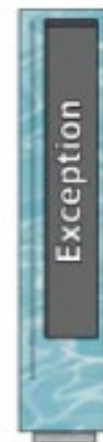
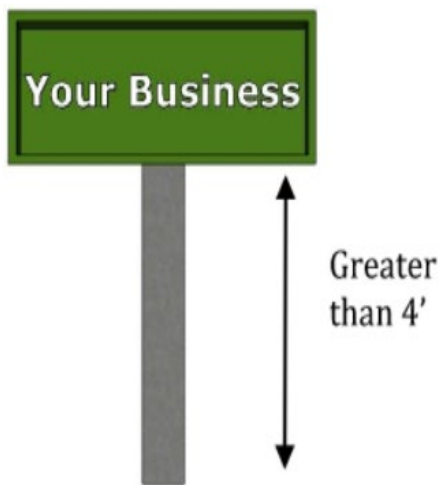
- A) One wall sign not exceeding 32 square feet shall be permitted on a maximum of two building elevations. Wall signs must be attached flat against the building face;
- B) One free-standing sign per street frontage not exceeding 32 square feet per sign face shall be permitted. A minimum setback of ten feet from property lines adjacent to public streets is required. The maximum height of any portion of a free- standing sign shall be limited to six feet from ground level at its base; and
- C) For city park signs, refer to the City’s Park Naming and Plaques policy.

The proposed amendments below show text to be removed in red strikethrough with yellow highlighter and text to be added in blue double underline in yellow highlighter. The proposed amendments read as follows:

**§155.405** ***FREE-STANDING SIGN***. A sign supported by two or more uprights, poles or braces placed in or upon the ground, or a sign supported by any structure primarily for the display and support of the sign.



**POLE SIGN** (~~free-standing sign~~). A sign supported by 1 ~~or more~~ uprights or braces and not attached or incidentally attached to any building or structure and cannot be identified as a ground mounted sign with 1 exception as shown, being no wider than 5 feet. The sign area calculation of such a sign shall include the entire structure. This essentially allows for a greater height of a sign that would otherwise be defined as a ground mounted sign.



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(B) One monument or free-standing sign per street frontage not exceeding 40 square feet and a maximum height of 8 feet. The sign shall not violate the vision clearance requirements ~~One free-standing sign per street frontage not exceeding 32 square feet per sign face shall be permitted. A minimum setback of ten feet from property lines adjacent to public streets is required. The maximum height of any portion of a free-standing sign shall be limited to six feet from ground level at its base;~~ and

(C) For city park signs, refer to the City's Park Naming and Plaques policy.

**Conclusion:** The proposed amendments would define free-standing sign separate from pole sign as a sign with at least two uprights and not supported by a building and modify the definition of a pole sign to include no more than 1 upright. Permitted signs in IPU zones would expand to include monument type signs and increase in sign area by eight square feet and in height by 2 feet. Additionally, signs will be permitted to be placed closer to the property line granted the vision clearance standard can be met.

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#### **PUBLIC COMMENT**

No public comment has been received on TA 24-028.

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#### **ZONING CODE REVIEW & FINDINGS**

Below are applicable citations/applicable review criteria from the North Plains Zoning Ordinance and findings in response to the criteria. Unless discussed below, the applicant has met the requirements of the applicable review criteria fully, and/or the Code's criteria are not applicable to this proposal and therefore do not warrant discussion.

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#### ***CITY OF NORTH PLAINS ZONING AND DEVELOPMENT CODE***

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**A) Text amendment. An amendment to the text of the Comprehensive Plan or this chapter shall be based upon a need for such an amendment identified by the City Council or the Planning Commission. Such an amendment shall be consistent with the following review criteria:**

- 1) Impact of the proposed amendment on land use and development patterns within the city, as measured by:**
  - a) Traffic generation and circulation patterns in compliance with the Transportation System Plan (TSP);**
  - b) Demand for public facilities and services, in compliance with the city utility Master Plans;**
  - c) Level of park and recreation facilities;**
  - d) Economic activities;**
  - e) Protection and use of natural resources; and**
  - f) Compliance of the proposal with existing adopted special purpose plans or programs, such as public facilities improvements.**

**FINDING:** The proposed amendments to the IPU sign code are necessary to facilitate review of proposed signs in the IPU zone. The proposed text amendments do not impact traffic, public facilities or services, parks and recreation facilities, economic activities, natural resources, or any special plans or programs. The above criteria are met.

- 2) The proposed amendment complies with all applicable statewide planning goals and**



### **administrative rule requirements;**

**FINDING:** The 19 Statewide Planning Goals established by the Land Conservation and Development Commission are addressed below. Not all Planning Goals are applicable to the proposed amendment, based on content and/or geography. All goals not applicable will be noted as such below.

#### **Goal 1 – Citizen Involvement**

The proposed amendments do not impact citizen involvement policies and procedures. The Type IV review process being conducted for this land use application requires citizen involvement through mailed and published public notice and opportunities to provide public comment. These requirements have been satisfied for this application. As previously demonstrated, the Goal 1 requirements are satisfied by the policies of the Comprehensive Plan, implementation of the Zoning and Development Code, and the specific review procedure followed for this application.

#### **Goal 2 – Land Use Planning**

The proposed amendments constitute a minor change to the Zoning and Development Code based on factual data gathered by Staff. The proposed amendments are justified due to the existing implementation ordinance failing to enact the appropriate standards. As previously demonstrated, the Goal 2 requirements are satisfied by the policies of the Comprehensive Plan, implementation of the Zoning and Development Code, and the specific review procedure followed for this application.

#### **Goal 3 – Agricultural Lands**

This goal is not applicable because the impacted properties are not designated agricultural lands.

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#### **Goal 5 – Natural Resources, Scenic and Historic Area, and Open Spaces**

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#### **Goal 6 – Air, Water, and Land Resource Quality**

The proposed amendments to the text do not impact air, water, or land resources. Therefore, the Goal 6 requirements continue to be satisfied by the policies of the Comprehensive Plan and implementation of the Zoning and Development Code.

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The above goal-by-goal analysis demonstrates the proposed text amendments are consistent with the Statewide Planning Goals. The above criterion is met.

### **3) The amendment is appropriate as measured by at least one of the following criteria:**

- a) It corrects identified error(s) in the provisions of the plan;**
- b) It represents a logical implementation of the plan;**
- c) It is mandated by changes in federal, state or local law; and**
- d) It is otherwise deemed by the City Council to be desirable, appropriate and proper.**

**FINDING:** The proposed amendments correct identified errors in the Zoning and Development Code and represent a logical implementation of the Comprehensive Plan. The current IPU sign code prohibits the use of monument signs on IPU zoned properties as well as restricting the size and location of signs in a manner which is not compatible with many of the common uses of IPU zoned properties such as public facilities and schools. The above criterion is met.

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  - a) Change the functional classification of an existing or planned transportation facility (exclusive of correction of map errors). This would occur, for example, when a street classification, requiring traffic to exceed the levels associated with a “collector” street classification, requiring a change in the classification to an “arterial” street as identified by the city’s Transportation System Plan (TSP);**
  - b) Change the standards implementing a functional classification system;**
  - c) As measured at the end of the planning period identified in the city’s TSP or Comprehensive Plan;**
  - d) Reduce the performance of an existing or planned transportation facility below the minimum acceptable performance identified in the city’s TSP or Comprehensive Plan; or**
  - e) Worsen the performance of an existing or planned transportation facility that is otherwise projected to perform below the minimum acceptable performance standard identified in the city’s TSP or Comprehensive Plan.**
- 5) Except as provided in division (A)(6) below, amendments to the Comprehensive Plan or land use regulations which significantly affect a transportation facility shall assure that allowed land uses are consistent with the function, capacity and level or service of the facility identified in the city’s TSP. This shall be accomplished by one of the following:**
  - a) Adopting measures that demonstrate that allowed land uses are consistent with the planned function of the transportation facility;**
  - b) Amending the city’s TSP or Comprehensive Plan to provide transportation facilities, improvements or services adequate to support the proposed land uses; such amendments shall include a funding plan to ensure the facility, improvement or service will be provided by the end of the planning period;**
  - c) Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of**



transportation;

- d) Amending the planned function, capacity or performance standards of the transportation facility; or
  - e) Providing other measures as a condition of development or through a development agreement or similar funding method, specifying when such measures will be provided.
- 6) Amendments to the Comprehensive Plan or land use regulation with a significant effect on a transportation facility, where the facility is already performing below the minimum acceptable performance standard identified in the city's TSP or Comprehensive Plan, may be approved when all of the following criteria are met:
- a) The amendment does not include property located in an interchange area, as defined under applicable law;
  - b) The currently planned facilities, improvements or services are not adequate to achieve the standard;
  - c) The currently planned facilities, improvements or services at a minimum mitigate the impacts of the amendment in a manner that avoids further degradation to the performance of the facility by the time of the development; and
  - d) The road authority provides a written statement that the proposed funding and timing for the proposed development mitigation are sufficient to avoid degradation to the facility.

**FINDINGS:** The proposed amendments do not significantly affect any transportation facilities as defined above. The above criteria are not applicable.

#### **CONCLUSION**

The proposed text amendment, TA 24-028, amends §155.405 Definitions and §155.410 Signs in Institutional and Public Use Zones to permit both free-standing and monument type signs in the IPU zone, while excluding pole signs, and increase the size of sign and area in which signs may be placed. The proposed amendments are necessary to facilitate the review of signs in the IPU zone and do not impact land use and development patterns. The proposed amendments are consistent with statewide planning goals and the Comprehensive Plan.

The Planning Commission is considering a recommendation to the City Council for the proposed Zoning and Development Code Text Amendment. The Planning Commission may recommend that the City Council approve, approve with modifications, or deny the proposed text amendment. Staff recommend the Planning Commission to recommend approval of the proposed text amendment, TA 24-028, to the City Council.



Date: August 4, 2025

To: North Plains City Council

From: Public Works Director Dustin Lueckenotte

Subject: Resolution No. 2319 – Equipment purchase

---

## 1. RECOMMENDATION

Approve the purchase of a **Case 580 Super N** backhoe-loader through the Sourcewell cooperative contract, not to exceed **\$154,902.66**, and authorize the Public Works Director to execute related purchase documents.

## 2. BACKGROUND

The City's current backhoe is a John Deere model from the early-to-mid 1990s. It has served the City well but is now well past its useful life. The controls are clunky and unresponsive, creating safety concerns, especially when working near utilities, in tight areas, or near the public. It also requires significant repairs: a full rebuild of the backhoe boom cylinder, replacement of the clamshell bucket, and all four tires. It is also a large machine, similar to the John Deere model quoted, and has proven awkward and difficult for operators to maneuver safely and efficiently. Unlike newer models, it does not offer the ability to switch between control patterns at the push of a button. Modern machines like the Case 580 Super N allow operators to toggle between **ISO** and **SAE** control patterns electronically-this flexibility makes a big difference in safety and productivity, especially when multiple operators with different backgrounds use the same machine.

In addition to replacing this aging equipment, this purchase is part of a broader effort to streamline and modernize the City's equipment fleet. The City currently owns a Cat 301.8 mini-excavator that was researched and spec'd by a previous staff member. The purchase was finalized within the first month of the current Public Works Director's tenure, based on that recommendation. While it was intended for smaller excavation work, the mini-ex has seen very limited use (a little over 50 hours in two years) and hasn't matched the City's long-term operational needs. It also lacked the digging power required for most of the City's excavation work, which significantly limited its utility on typical job sites. At the same time, it was discovered that the mini-ex is unable to load materials into the back of a one-ton dump truck, further limiting its usefulness for day-to-day operations.

Based on staff input and actual experience in the field, a properly equipped backhoe has been identified as a more practical and immediate need. The underutilized mini-ex is expected to be surplus or traded in during this biennium to help offset equipment costs.



### 3. PROCUREMENT PROCESS

Public Works obtained multiple competitive quotes using the Sourcewell cooperative purchasing program, which satisfies public procurement requirements and allows the City to access pre-negotiated pricing from nationally vetted vendors. This approach avoids the time and cost of a full bid process while ensuring competitive pricing.

Quotes were obtained for four comparable models:

Equipment Model	Net Price	Notes
Case 580 Super N	\$154,902.66	Crew favorite. Right-sized. Local support in Hillsboro. Fully equipped.
Cat 420	\$172,670.85	Premium machine with excellent features but higher cost than needed.
John Deere 320P	\$149,649.64	Slightly cheaper, but too large, poor crew feedback on control and cab layout. Service based in NE Portland.
Kubota M62	\$96,416.00	Low price, but lacks enclosed cab and durability for full-time city work.

All quotes include applicable discounts and warranty coverage.

### 4. EQUIPMENT FIT & STAFF INPUT

The Public Works team tested several machines and gave clear feedback that the **Case 580 Super N** was the preferred choice. It offers the best combination of comfort, intuitive controls, visibility, and size for the kind of work North Plains crews perform regularly. It is more maneuverable than the larger John Deere and better equipped than the Kubota. While the Cat 420 is high-end and well-liked in the industry, it comes at a cost premium and includes more features than the City needs.

The Case can be serviced locally through the dealer in Hillsboro, which offers both in-shop and on-site repair. This access to local support is a key factor in minimizing downtime. By contrast, John Deere service is based in NE Portland, which has resulted in slower turnaround times in the past.

Staff also emphasized that the backhoe-alongside the City's Vactor truck-is one of the most heavily used and relied-upon pieces of equipment in the fleet.



## 5. LIFECYCLE & VALUE

The new backhoe is expected to serve the City for **at least 20 years** with regular maintenance, and potentially much longer. As construction equipment continues to improve in durability and technology, it's reasonable to anticipate a longer service life with proper care and operation. The current John Deere unit has been in service for roughly 30 years, but keeping it running now requires major repairs and presents safety concerns. Replacing it avoids continued spending on a machine at the end of its life and gives the City a safer, more reliable, and more effective tool for day-to-day operations.

## 6. FISCAL IMPACT

This purchase is fully funded within the **FY 2025–2027 Capital Equipment Budget**. No additional appropriation is required. The City also plans to surplus or trade in existing underused equipment, including the Cat mini-excavator and the old John Deere backhoe, during this biennium to help offset future equipment costs.

## 7. ALTERNATIVES CONSIDERED

- Purchase the **John Deere 320P**: Slight cost savings, but not favored by staff and less maneuverable for our needs.
- Purchase the **Cat 420**: High quality, but more machine than needed at a significantly higher cost.
- Purchase the **Kubota M62**: Low price, but not a viable alternative due to lacking required features and durability.
- Defer the purchase: Would result in continued inefficiencies, increased safety risks, and rising maintenance costs on existing equipment.

## 8. RECOMMENDATION

Approve the purchase of the **Case 580 Super N backhoe-loader** for **\$154,902.66** through the Sourcwell cooperative contract. This machine is the best overall fit for North Plains, aligns with staff input, is within budget, and helps modernize the City's fleet for years to come.

## 9. SAMPLE MOTION

"I move to approve Resolution No. 2319 authorizing the purchase of a Case 580 Super N backhoe-loader from N&S Tractor in an amount not to exceed \$154,902.66, using pricing available through the Sourcwell cooperative purchasing contract."



**RESOLUTION NO. 2319**  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS,**  
**OREGON, AUTHORIZING THE PURCHASE OF A CASE 580 SUPER N**  
**BACKHOE-LOADER FOR PUBLIC WORKS OPERATIONS**

WHEREAS, the City of North Plains owns and operates a Public Works Department responsible for maintaining essential public infrastructure; and

WHEREAS, the City's existing backhoe is over 30 years old and no longer meets operational or safety standards, requiring significant repairs to remain in use; and

WHEREAS, the City has evaluated multiple equipment options and identified the Case 580 Super N backhoe-loader as the most appropriate and cost-effective replacement based on staff input, equipment performance, and serviceability; and

WHEREAS, the purchase will be made through the Sourcewell cooperative purchasing program, which satisfies Oregon public contracting rules and offers competitive, pre-negotiated pricing; and

WHEREAS, the FY 2025–2027 Capital Equipment Budget includes sufficient funding for this acquisition with no additional appropriation required;

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

**Section 1.** The City Council approves the purchase of a Case 580 Super N backhoe-loader from N&S Tractor of Woodburn, Oregon, for an amount not to exceed **\$154,902.66**, using Sourcewell cooperative purchasing contract pricing.

**Section 2.** The City Council authorizes the Public Works Director to execute all documents necessary to complete the purchase, consistent with the pricing and specifications outlined in **Exhibit A (N&S Tractor Quote dated July 10, 2025)**.

**Section 3.** This resolution is effective upon adoption by the City Council.

**Adopted this 4th day of August, 2025.**

**CITY OF NORTH PLAINS, OREGON**

\_\_\_\_\_  
**TBD**

ATTEST:

\_\_\_\_\_  
**Lori Lesmeister, City Recorder**



# Purchase Agreement

Resolution No. 2319  
Exhibit A

N&S Tractor Woodburn

503-981-0151 · 2929 N Pacific Hwy Woodburn, OR 97071

**Prepared For:** CITY OF NORTH PLAINS (645466)

**Address:** 31360 NW COMMERCIAL ST NORTH PLAINS, OR 97133

**Contact:** 503-647-5555

**Quote Number:** Q-251-40453

**Date Prepared:** 07/10/2025

**Presented By:** Randy Roppe (971-517-0049)

## Quoted Equipment Overview

### New 2024 CASE CE 580SN CAB

**Stock Number:** HCE022

**Serial #:** JJGN58SNJSC786345

**Engine Hours:** 4.5

**Delivery Extra**

Case CE 580 Super N Backhoe Loader MFD Powershift H-Type  
Transmission 12.5/80x18 10PR Sure Grip Lug Front Tires 19.5Lx24 10  
PR STD Rear Tires EHOE & Hyd Package - 1 or 2 way Aux Heavy Front  
CWT Pilot Controls with Power Lift Hyd Pin and Release Coupler Flip  
Over Stabilizer Pads Comb Ride Control Comfort Str 3SPL Pack-  
ages 82in 4x1 Bucket with Cutting Edge 2 Door Cab with Heat and  
AC Premium Seat Auto Ride Control LED Light Package Cold Start  
Dual Battery Optional 4WD Front Axle

## Pricing

<b>2024 CASE CE 580SN CAB:</b>	\$138,918.96
<b>Freight from CNH:</b>	\$4,280.00
<b>PDI / Install Thumb:</b>	\$3,016.70
<b>HYDRAULIC THUMB:</b>	\$3,737.00
<b>36" SMOOTH LIP BUCKET:</b>	\$2,440.00
<b>24" TOOTH BUCKET:</b>	\$1,710.00
<b>Load Fee:</b>	\$200.00

**Subtotal:** \$154,302.66

**Delivery Charge:** \$600.00

**Sales Tax (0.000%):** \$0.00

**Subtotal:** \$154,902.66

**Tire Tax:** \$0.00

**Total Price: \$154,902.66**

**Quote Expires:** 07/31/2025

**Comments:** Sourcewell Contract: 011723-CNH / Sourcewell Member ID: 197456

List Sales Price: \$192,943.00

Sourcewell Member Discount Off List: 28% or \$54,024.04

Sourcewell Backhoe Sales Price: \$138,918.96

**Accepted By:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# August 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	8/4
Economic Development Commission	<b>McCall-Wallace</b>		1st Wednesday of the month at 6:00 pm	8/6
Washington County Coordinating Committee (WCCC)	<b>Dumbrow</b>		2nd Monday at 12:00 noon	8/11
Parks & Rec Board			2nd Monday at 6:00 pm	<b>Cancelled</b>
Planning Commission	<b>Hagedorn</b>		2nd Wednesday at 6:00 pm	8/13
Washington County Office of Community Development Policy	<b>Papen</b>	<b>McCall-Wallace</b>	2nd Thursday 7:00pm	8/14
City Council			2nd Monday of the month at 7:00 pm	8/18
Library Board	<b>Reding</b>		3rd Wednesday at 6:00pm	8/20
Metro Policy Advisory Committee (MPAC)	<b>Fage</b>	<b>Dumbrow</b>	4th Wednesday at 5:00pm	8/27
Metropolitan Area Communications Commission (MACC)	<b>Dumbrow</b>	<b>Hagedorn</b>	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 6:00 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	Reding	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	McCall-Wallace
6/4	Reding	6/9	Hagedorn	6/11	Goodwin	6/18	Papen
7/2	CANCELLED	7/14	Hagedorn	7/9	Dumbrow	7/16	McCall-Wallace
8/6	McCall-Wallace	8/11	CANCELLED	8/13	Hagedorn	8/20	Reding
9/3	Fage	9/8	Dumbrow	9/10		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	
12/3	Dumbrow	12/8	Hagedorn	12/10	Reding	12/17	Papen
6-8 mtgs each							
DUMBROW	6						
FAGE	7						
HAGEDORN	7						
McCall-Wallace	7						
PAPEN	6						
REDING	7						



# 2025 City Council Meeting Calendar Schedule

Dates in RED are meetings on Tuesdays



	<u>Items/Presentations</u>	<u>Resolutions</u>	<u>Ordinances &amp; Public Hearing</u>	<u>1st Reading</u>	<u>2nd Reading</u>	<u>Work Session</u>	<u>Notes</u>	<u>URA</u>
<b>4/21</b>	P&R Board 1st Qtr Update	Update Bank signers				Pillars to Budget Parameters		
<b>5/5</b>	Budget Committee Applications		FEMA Text Amend.	Ord. No. 499				
<b>5/14</b>	Wednesday - Work Session with Planning Commission -- 6:00 pm							
<b>5/19</b>	PW Proclamation				Ord. 499			
<b>6/2</b>	TVF&R Annual Update	Budget adoption, tax levied, shared revenues resolutions						
<b>6/16</b>		Fee Schedule adoption						
<b>7/7</b>		Library Board Appointee, Food & Beverage Rules						
<b>7/21</b>						Work Session with EDC		
<b>8/4</b>	WACO Local Option Levy Library & Safety Jerry Willey - Update	Approving PW Purchase of a Backhoe	Amending Sign Code - #500 - <b>Emergency</b>	Ord. No. 500	Ord. No. 500	Coordinate list of questions for mayor applicants		
<b>8/18</b>						Work Session with Parks & Rec		
<b>9/2</b>		Supplemental Budget ??						
<b>9/15</b>						Work Session with Library Board		
<b>10/6</b>	WCSO 2024 Update							
<b>10/20</b>								
<b>11/3</b>								
<b>11/17</b>								
<b>12/1</b>								
<b>12/15</b>								

## 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 4 <sup>th</sup> Wednesday of each month 5:00-7:00pm at Metro Council Chambers in Portland	<i>Dumbrow</i>	<i>Fage</i>
Washington County Coordinating Committee (WCCC) - City Mayors are representatives on Committee Meet 2 <sup>nd</sup> Monday of each month in Beaverton 12:00-1:30pm	XXXXXX	xxxxxx
Washington County Office of Community Development: Policy Advisory Board Meet 2 <sup>nd</sup> Thurs of each month 7:00-9:00pm Various locations throughout Washington County	<i>Papen</i>	<i>McCall-Wallace</i>



**NORTH PLAINS CITY COUNCIL  
EXECUTIVE SESSION**

**August 4, 2025**

**MEETING DATE AND TIME**

Jessie Mays Community Center

**LOCATION**

THIS MEETING IS CALLED TO ORDER UNDER AUTHORITY OF:		
	192.660(2)(a)	Employment of public officer, staff member or individual (attorney)
	192.660(2)(b)	Discipline of Public Officers and Employees
	192.660(2)(d)	Labor Negotiations*
	192.660(2)(e)	Real Property Transaction Negotiations
XXX	192.660(2)(f)	Exempt Public Records
	192.660(2)(g)	Trade Negotiations
	192.660(2)(h)	Legal Counsel
	192.690(2)(i)	Employee Performance Evaluations / Contract
	192.660(2)(j)	Public Investments
	192.660(2)(k)	School Safety
	192.660(2)(n)(C)	Natural Resource, Utility, or Hazardous Substance Security
	192.660(2)(o)	City Safety
	192.660(2)(p)	Cyber Security
PURSUANT TO OREGON REVISED STATUTES, NO INFORMATION FROM THIS SESSION SHALL BE DISCLOSED BY THE NEWS MEDIA.		

Elected Officials:

**EXC** Dumbrow      \_\_\_\_\_ Fage      \_\_\_\_\_ Vacancy      \_\_\_\_\_ Hagedorn  
\_\_\_\_\_ McCall-Wallace      \_\_\_\_\_ Papen      \_\_\_\_\_ Reding

\*Media cannot attend executive sessions on labor negotiations per ORS 192.660(4)

Staff: City Manager Bill Reid, City Recorder Lori Lesmeister

City Attorney: Emily Matasar

Consultants:

Media\*:

PowerPoint/additional handouts? \_\_\_\_\_

Adjourned at \_\_\_\_\_ p.m.

#### **EXECUTIVE SESSION PROVISIONS:**

- The City Council will now meet in executive session under **ORS 192.660(2)(f)** to **consider information or records that are exempt by law from public inspection.**

\*\*\*\*\*

#### ***City Recorder Script:***

*“Only news media representatives\* and staff designated by the City Council are permitted to attend the executive session. News media representatives, staff and Council members are respectfully directed not to report on any of the discussions that occur during the session, except to state the general subject as previously announced. The Council will return to regular session if there is a need for action on the executive session item—no final action or decision may be taken in executive session. Any materials distributed will be collected by the City Recorder at the end”.*

**Note: If there is a need to reconvene in regular session, open the doors and invite the public back in.**

\*Media cannot attend executive sessions on labor negotiations per ORS 192.660(4)