



# Oregon

Kate Brown, Governor

Department of Land Conservation and Development

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[www.oregon.gov/LCD](http://www.oregon.gov/LCD)



## NOTICE OF ADOPTED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

Date: July 27, 2015  
Jurisdiction: City of North Plains  
Local file no.: 15-002  
DLCD file no.: 002-15

The Department of Land Conservation and Development (DLCD) received the attached notice of adopted amendment to a comprehensive plan or land use regulation on 07/23/2015. A copy of the adopted amendment is available for review at the DLCD office in Salem and the local government office.

Notice of the proposed amendment was submitted to DLCD 61 days prior to the first evidentiary hearing.

### Appeal Procedures

Eligibility to appeal this amendment is governed by ORS 197.612, ORS 197.620, and ORS 197.830. Under ORS 197.830(9), a notice of intent to appeal a land use decision to LUBA must be filed no later than 21 days after the date the decision sought to be reviewed became final. If you have questions about the date the decision became final, please contact the jurisdiction that adopted the amendment.

A notice of intent to appeal must be served upon the local government and others who received written notice of the final decision from the local government. The notice of intent to appeal must be served and filed in the form and manner prescribed by LUBA, (OAR chapter 661, division 10).

If the amendment is not appealed, it will be deemed acknowledged as set forth in ORS 197.625(1)(a). Please call LUBA at 503-373-1265, if you have questions about appeal procedures.

### DLCD Contact

If you have questions about this notice, please contact DLCD's Plan Amendment Specialist at 503-934-0017 or [plan.amendments@state.or.us](mailto:plan.amendments@state.or.us)



## NOTICE OF ADOPTED CHANGE TO A COMPREHENSIVE PLAN OR LAND USE REGULATION

FOR DLCD USE

File No.:	002-15 {23686}
Received:	7/23/2015

Local governments are required to send notice of an adopted change to a comprehensive plan or land use regulation **no more than 20 days after the adoption**. (See [OAR 660-018-0040](#)). The rules require that the notice include a completed copy of this form. **This notice form is not for submittal of a completed periodic review task or a plan amendment reviewed in the manner of periodic review.** Use [Form 4](#) for an adopted urban growth boundary including over 50 acres by a city with a population greater than 2,500 within the UGB or an urban growth boundary amendment over 100 acres adopted by a metropolitan service district. Use [Form 5](#) for an adopted urban reserve designation, or amendment to add over 50 acres, by a city with a population greater than 2,500 within the UGB. Use [Form 6](#) with submittal of an adopted periodic review task.

Jurisdiction: North Plains

Local file no.: **15-002 PA**

Date of adoption: 7/20/15

Date sent: 7/21/2015

Was Notice of a Proposed Change (Form 1) submitted to DLCD?

Yes: Date (use the date of last revision if a revised Form 1 was submitted): 3/13/15

No

Is the adopted change different from what was described in the Notice of Proposed Change?    Yes    No

If yes, describe how the adoption differs from the proposal:

Not Different

Local contact (name and title): Heather Austin, AICP, Planning Consultant on behalf of North Plains

Phone: 503-887-2130

E-mail: heather.austin@3j-consulting.com

Street address: 5075 SW Griffith Drive, Suite 150

City: Beaverton

Zip: 97005-

### PLEASE COMPLETE ALL OF THE FOLLOWING SECTIONS THAT APPLY

#### **For a change to comprehensive plan text:**

Identify the sections of the plan that were added or amended and which statewide planning goals those sections implement, if any:

#### **For a change to a comprehensive plan map:**

Identify the former and new map designations and the area affected:

Change from COMM	to HDR	2.92 acres.	A goal exception was required for this change.
Change from	to	acres.	A goal exception was required for this
change.			
Change from	to	acres.	A goal exception was required for this
change.			
Change from	to	acres.	A goal exception was required for this change.

Location of affected property (T, R, Sec., TL and address): 1N31DD002300, east side Glencoe Rd between Kaybern/Pacific

The subject property is entirely within an urban growth boundary

The subject property is partially within an urban growth boundary

**If the comprehensive plan map change is a UGB amendment** including less than 50 acres and/or by a city with a population less than 2,500 in the urban area, indicate the number of acres of the former rural plan designation, by type, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

**If the comprehensive plan map change is an urban reserve** amendment including less than 50 acres, or establishment or amendment of an urban reserve by a city with a population less than 2,500 in the urban area, indicate the number of acres, by plan designation, included in the boundary.

Exclusive Farm Use – Acres:	Non-resource – Acres:
Forest – Acres:	Marginal Lands – Acres:
Rural Residential – Acres:	Natural Resource/Coastal/Open Space – Acres:
Rural Commercial or Industrial – Acres:	Other: – Acres:

**For a change to the text of an ordinance or code:**

Identify the sections of the ordinance or code that were added or amended by title and number:

**For a change to a zoning map:**

Identify the former and new base zone designations and the area affected:

Change from C-2	to R-2.5	Acres: 4.72
Change from	to	Acres:
Change from	to	Acres:
Change from	to	Acres:

Identify additions to or removal from an overlay zone designation and the area affected:

Overlay zone designation:	Acres added:	Acres removed:
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Location of affected property (T, R, Sec., TL and address): 1N31DD002300, east side Glencoe Rd between Kaybern/Pacific

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List affected state or federal agencies, local governments and special districts: Washington County, Clean Water Services

Identify supplemental information that is included because it may be useful to inform DLCD or members of the public of the effect of the actual change that has been submitted with this Notice of Adopted Change, if any. If the submittal, including supplementary materials, exceeds 100 pages, include a summary of the amendment briefly describing its purpose and requirements.

The submittal information includes the City Council's final order and notice of decision finding that the subject site was not well suited to commercial development due to steep slopes and lack of visibility. The city further found that the resulting 5-acre commercial property is the appropriate size for commercial development on Glencoe Road in North Plains. The submittal includes the original staff report and the applicant's submittal.

**ORDINANCE NO. 425**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORTH PLAINS, OREGON,  
AMENDING MUNICIPAL CODE SECTION 15.02.190 (COMPREHENSIVE PLAN LAND USE  
MAP) and 16.10.006 (ZONING DISTRICTS-BOUNDARIES)**

**WHEREAS**, Mike Eggiman, North Plains Center, LLC (22865 NW Yungen Road, Hillsboro, OR 97124), submitted a land use application to amend the City of North Plains comprehensive plan map and zoning map from commercial to high density residential; and

**WHEREAS**, having considered the application, the evidence in the record and the applicable criteria, the City of North Plains City Council approved File No. 15-002 PA (Eggiman Zone Change), amending the comprehensive plan map designation of 2.92 acres from COMM to HDR and amending the zoning map designation of 4.72 acres from C-2 to R-2.5 with a 5,000 square foot minimum lot size; and

**WHEREAS**, the subject property is identified as Tax Lot 2300 Map No. 1N31DD and is located on the east side of NW Glencoe Road between NW Kaybern Street and NW Pacific Street, as shown on the attached map; and

**WHEREAS**, the approved comprehensive plan map amendment and zoning map amendment are shown in Exhibits A and B, attached hereto.

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

**Section 1.** The Municipal Code Section 15.02.190 shall be amended to change 2.92 acres of land designated as COMM to HDR, as shown in "Exhibit A", attached hereto.

**Section 2.** The Municipal Code Section 16.10.006 shall be amended to change 4.72 acres of land from C-2 to R-2.5 with a 5,000 square foot minimum, as shown in "Exhibit B", attached hereto.

**INTRODUCED and ADOPTED** on the 20th day of July, 2015.

**CITY OF NORTH PLAINS, OREGON**

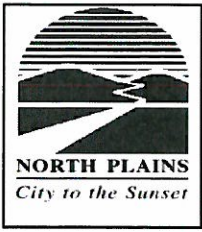
By: \_\_\_\_\_

David Hatcher, Mayor

ATTEST:

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

Margaret L. Reh, City Recorder



# Ordinance No. 425 Exhibit A

## COMPREHENSIVE PLAN MAP AMENDMENT FROM COMM TO HDR

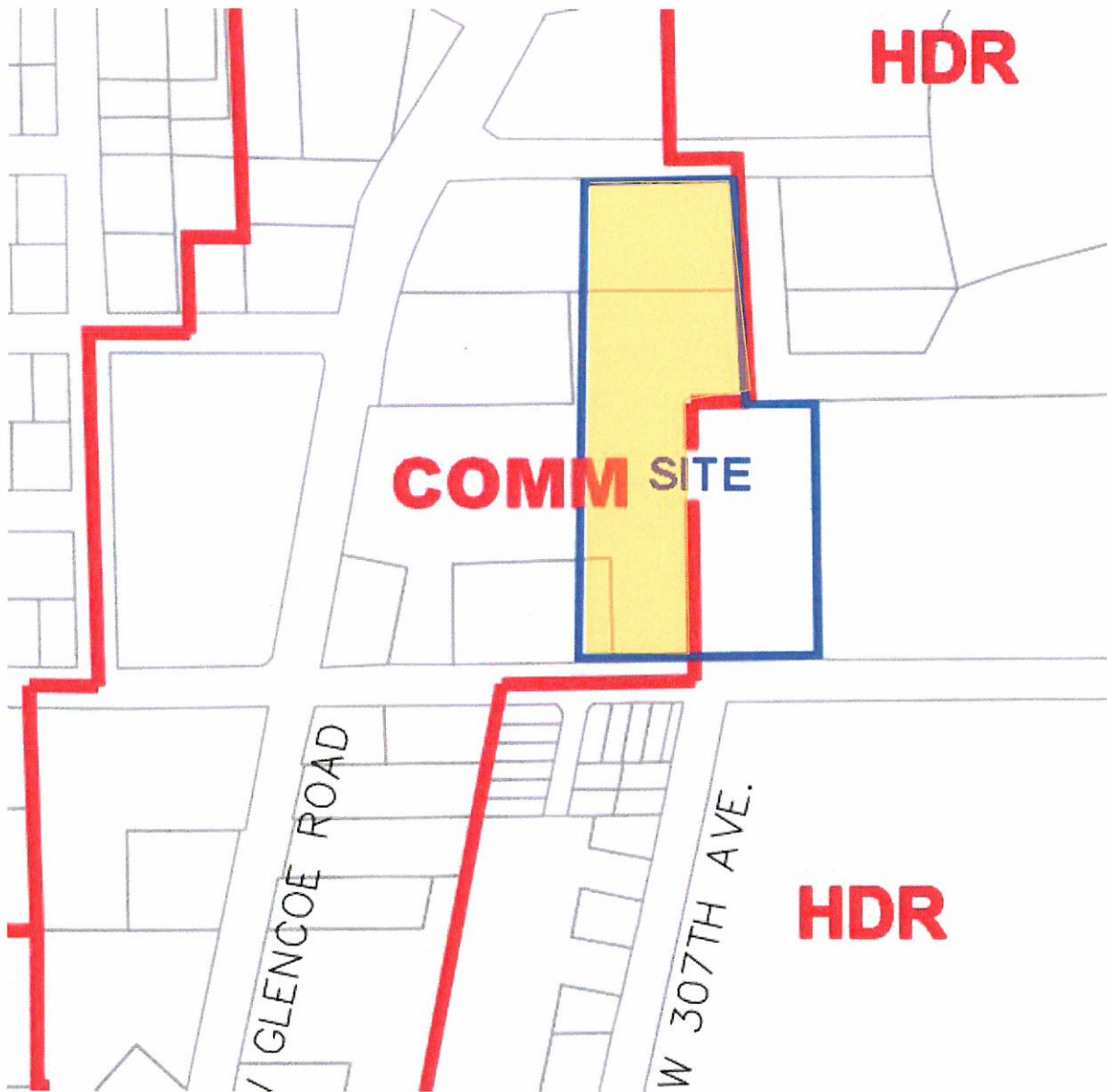
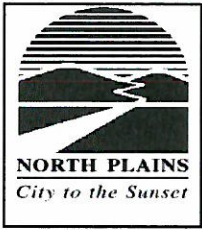


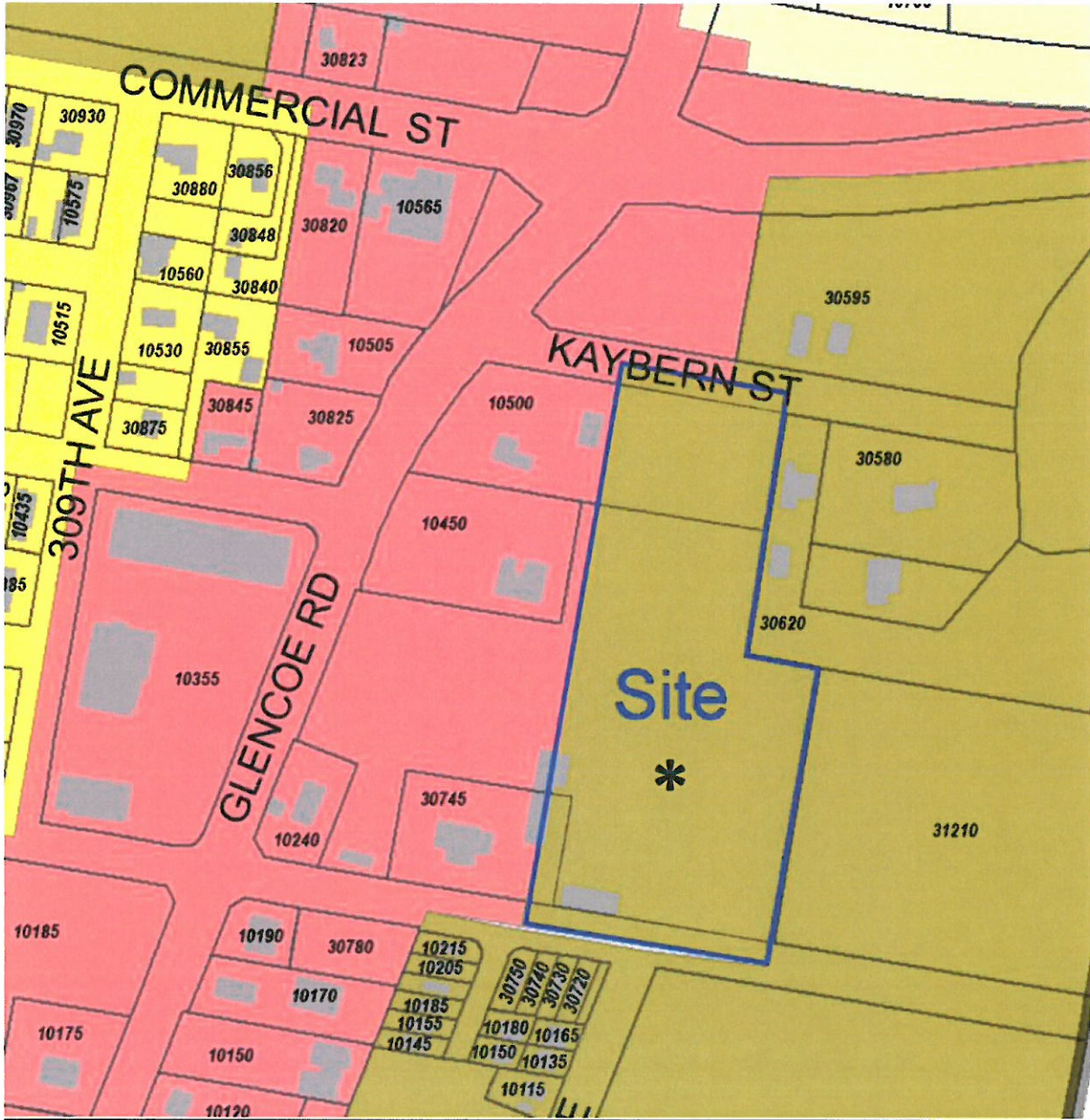
Exhibit A- Orange portion of "Site" Changes from COMM to HDR





# Ordinance No. 425 Exhibit B

## ZONING MAP AMENDMENT FROM C-2 TO R-2.5



**Exhibit B- "Site" Changes from C-2 to R-2.5 Zoning, As Shown**

\* Denotes R-2.5 Zoning with 5,000 SF minimum lot size

Before the **City Council** of the City of North Plains

In the matter of an application for comprehensive plan map amendment and zoning map amendment	)	FINAL ORDER and NOTICE OF DECISION 15-002-PA
Mike Eggiman (North Plains Center, LLC), APPLICANT	)	Approving the 2.92 acre comprehensive plan map amendment from COMM to HDR and the 4.72 acre zoning map amendment from C-2 to R-2.5 (with a 5,000 sf minimum lot size)

**Whereas**, an application was submitted by Mike Eggiman, North Plains Center, LLC (22865 NW Yungen Road, Hillsboro, OR 97124), to amend the comprehensive plan map and zoning map from commercial to high density residential; and

**Whereas** the Planning Commission conducted a public hearing on the application on May 13, 2015, at which the Commission heard and received written and oral testimony from the applicant, staff and the public, and thereafter closed the hearing and deliberated; and

**Whereas**, having considered the application, the evidence in the record, and the applicable criteria, the Planning Commission voted to forward to the City Council a recommendation that the City Council deny application No. 15-002 PA and instructed staff to prepare the written recommendation; and

**Whereas**, having received the Planning Commission's recommendation the City Council conducted a public hearing on the application July 6, 2015, at which the City Council heard and received written and oral testimony from the applicant, staff and the public, and thereafter closed the hearing and deliberated ; and

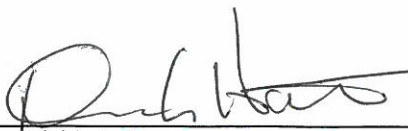
**Whereas**, having considered the application, the testimony and evidence in the record and the applicable criteria, the City Council approved the comprehensive plan map amendment and zoning map amendment with a minimum lot size of 5,000 square feet.

**Now therefore, the City of North Plains orders as follows:**

Section 1. The City Council approves the application, file 15-002 PA Eggiman Zone Change allowing the comprehensive plan map amendment of 2.92 acres from COMM to HDR and the zoning map amendment of 4.72 acres from C-2 to R-2.5 with a 5,000 square foot minimum lot size.

Section 2. The City Council adopts the Findings set forth in Exhibit A and the staff report to Planning Commission dated May 6, 2015. In the event of a conflict between the staff report and the findings in Exhibit A, the findings in Exhibit A shall control.

Section 3. The City Council adopts Exhibit B "Conditions of Approval."

  
\_\_\_\_\_  
David Hatcher  
Mayor

07-15-2015  
Date



**Eggiman Zone Change  
File# 15-002 PA  
Final Order and Notice of Decision  
Exhibit A FINDINGS**

General Findings

1. Finding: Applications to amend the comprehensive plan map and zoning map require a Type IV quasi-judicial review and decision. 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 final decision-making body. The applications are processed concurrently.
2. Finding: Location: The subject property identified as Tax Lot 2300 Map No. 1N31DD. The property is located on the east side of NW Glencoe Road between NW Kaybern Street and NW Pacific Street and is approximately 4.67 acres in size. The site is currently vacant of buildings but contains a stormwater pond treatment and detention facility located in the southeast corner of the site adjacent to the NW Pacific Street right-of-way.
3. Finding: Comprehensive Plan Designation: The land use designation of the subject property is split: 2.92 acres is designated Commercial and 1.75 acres is designated High Density Residential on the City's Comprehensive Plan Map. A previous zoning code map amendment designated the entire property C-2 (highway commercial); however, the zoning code map amendment was not accompanied by a comprehensive plan map amendment to change the entire property to Commercial on the Comprehensive Plan Map. Accordingly, 1.75 acres remains designated for High Density Residential on the comprehensive plan map but is designated for commercial use on the zoning code map. Adjacent property to the west, northwest and southwest is Commercial and adjacent property to the east, northeast and southeast is High Density Residential.
4. Finding: Zoning: The site is zoned C-2 (Highway Commercial). Adjacent property to the west, northwest and southwest is zoned C-2 and property to the east, northeast and southeast is zoned R-2.5 (High-Density Residential).
5. Finding: Existing Improvements: The subject property is currently vacant of buildings but contains a stormwater detention and treatment pond.
6. Finding: Availability of Public Services: The property currently has access to City water and Clean Water Services sewer. The subject property is served by City police and Washington County Fire District No. 2 for fire protection.



7. Finding: *Proposed Application*: An application for a Comprehensive Plan Map Amendment from COMM to HDR and a Zoning Code Map Amendment from C-2 to R-2.5.
8. Finding: *Procedures*: In accordance with ZDO Chapter 16.170, Application Review and Procedures, public notice was published in a newspaper of general circulation in the City at least 10 days prior to the Planning Commission hearing. Land Use Action Referrals were mailed to all affected public agencies. On May 13, 2015, the Planning Commission conducted a public hearing to discuss and make a recommendation regarding the application. Because the application includes a request for a comprehensive plan amendment, ORS 227.178(10) does not require final action on this application within 120 days.
9. Finding: *Procedures*: In accordance with ZDO Chapter 16.170, Application Review and Procedures, public notice was published in a newspaper of general circulation in the City at least 14 days prior to the City Council hearing.

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

### NPMC 16.200 Comprehensive Plan & Zoning Amendments

10. Finding: The Planning Commission is the designated citizen involvement committee. Consistent with state law, the Planning Commission noticed and conducted a public hearing pursuant to the North Plains Zoning Ordinance.
11. Finding: While a need has not been demonstrated for additional R-2.5 (High Density) zoning, as proposed by the applicant, approval of the application with the restriction of a 5,000 square foot minimum lot size on the residential portion of the site, similar to the R-5 zone, would result in medium density development, which is a needed zoning type.
12. Finding: The owner of the property, who is also the applicant, owns a total of 10 adjacent acres of property, all of which is currently zoned C-2 (Highway Commercial).
13. Finding: The 10 total acres of property owned by the applicant is the largest single-owner commercially-zoned property in the City.
14. Finding: The rezone would not increase local job opportunities or encourage diverse businesses; however, the portion of the property proposed for map amendment is not well suited for commercial development due to steep slopes and the remaining 5.2 acres of commercial on this site could accommodate future jobs and

businesses. Given these factors, the comprehensive plan and zoning map amendments are appropriate.

15. Finding: The applicant provided a conceptual layout for the proposed R-2.5 area of the site showing 4,000 square foot average minimum lot size single-family development, consistent with the permitted uses in the R-2.5 zone.
16. Finding: The City's Transportation System Plan (TSP) includes full development of this site as a commercial use. Development of the site as residential, while likely to reduce the total daily vehicle trips to the site compared to commercial zoning, would require specific trip generation data at the time of subdivision submittal.

**Eggiman Zone Change  
File# 15-002 PA  
Final Order and Notice of Decision  
Exhibit B CONDITIONS OF APPROVAL**

Based upon the findings made by the North Plains City Council, the following conditions of approval are applicable to this Final Order:

**Future residential development on this property will be required to meet a 5,000 square foot minimum, consistent with the R-5 zoning district.**

**Any future development of the site shall require development review pursuant to City standards. All application requirements and fees associated with future development shall be based on the date of future application submittal.**

Subject: Eggiman Zone Change  
From: Heather Austin, AICP, Consulting Land Use Planner

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City Staff Report  
May 6, 2015

City File: #15-002

Application Purpose: An application for approval of a comprehensive plan map and zone change

Public Hearing Date: May 13, 2015

Applicant: **Mike Eggiman**  
North Plains Center, LLC  
22865 NW Yungen Road  
Hillsboro, OR 97124

Applicant's Representative: **Westlake Consultants, Inc.**  
15115 SW Sequoia Parkway, Suite 150  
Tigard, OR 97224  
Contact: Ken Sandblast, AICP



Site Location: Eastside of Glencoe Road between NW Kaybern St. and NW Pacific St.

TaxLot: 1N31DD002300

Size: 4.67 acres

City Land Use Classification: COMM (Commercial)

Application Deemed Complete: April 9, 2015  
120-Day Deadline: August 7, 2015

#### EXHIBITS

1. Applicant's application packet, dated March 11, 2015 and April 8, 2015

#### REQUEST

The applicant requests approval of the following:

- Comprehensive Plan Map Amendment
- Zoning Code Map Amendment

This request is subject to a Type IV process for quasi-judicial review by the Planning Commission. The proposal includes a comprehensive plan map amendment from Commercial to High-Density Residential and a zoning code map amendment from COMM to R-2.5.

#### SUMMARY CONCLUSIONS

This report includes findings regarding each applicable Comprehensive Plan and Zoning Code criterion. The proposal is generally consistent with the Comprehensive Plan and Zoning Code criteria for a Comprehensive Plan Map Amendment and a Zoning Code Map Amendment.

#### SITE DESCRIPTION

The property is located on the eastside of Glencoe Road between NW Kaybern Street and NW Pacific Street. The project site is 4.67 acres and is identified as Tax Lot 2300 on Map 1N31DD. The site is located within the City of North Plains and is zoned COMM for commercial development. A lot line adjustment was approved in July 2014 reconfiguring the lot lines of all properties owned by Mike Eggiman, the applicant for this zone change, and creating a single parcel that is the subject of this application.

The site is currently vacant of buildings but contains a stormwater pond treatment and detention facility located in the southeast corner of the site adjacent to the NW Pacific Street right-of-way. The stormwater facility was constructed as part of the Glencoe Road interchange improvements and is sized as a regional facility to include all runoff from future development of the subject site.

#### Compliance with City of North Plains Municipal Code

#### **16.200 COMPREHENSIVE PLAN & ZONING AMENDMENTS**

## 16.200.015 Review Criteria

### B. Map Amendment

An amendment to the Comprehensive Plan Map or Official Zoning Map may be authorized, provided that the proposal satisfies all applicable requirements of this Ordinance, and provided that the applicant demonstrates the following:

1. That the proposed amendment is consistent with the goals and policies of the Comprehensive Plan;

***Finding:*** *The applicable goals and policies of the comprehensive plan are found in the following sections:*

- 15.02.010- Citizen Involvement
- 15.02.020- Land Use Planning
- 15.02.070- Economics
- 15.02.080- Housing
- 15.02.050- Areas Subject to Natural Disasters and Hazards
- 15.02.090- Public Facilities and Services
- 15.02.100- Schools Policy

*Each of the applicable comprehensive plan sections are addressed below.*

#### 15.02.010 Citizen Involvement

##### 15.02.014 Statewide Planning Goal 1

To develop a Citizen Involvement Program that insures the opportunity for citizens to be involved in all phases of the planning process.

***Finding:*** *The City of North Plains has designated the Planning Commission as the Committee for Citizen Involvement. The City will conduct two public hearings for this amendment application; the first before the Planning Commission, who will then make a recommendation to the City Council for the second hearing before the City Council. The proposed application does not impact the City's compliance with Goal 1.*

#### 15.02.020 Land Use Planning

To insure an adequate supply of land for residential, commercial and industrial development purposes as well as land for uses related that provide for a complete community such as open space, institutional, public/private facility, community service, historic uses, the following categories have been developed for use in the comprehensive plan map, which will provide the basis for the City's zoning map. These categories are defined as follows:\*\*\*

**Residential:** The City's goal is to achieve a mix of low density (40%), medium density (40%), and high density (20%) residential use providing an average density of 8.4 units per acre.\*\*\*

**Commercial:** Encourages development of commercial uses supportive of the surrounding community. Placement of the commercial uses should encourage pedestrian and bicycle access to these areas.

***Finding:*** *On the subject site, the adopted Comprehensive Plan currently designates 1.75 acres of the 4.67 acres as High Density Residential (HDR) and the remaining 2.92 acres as*

*Commercial. The proposal requests a map amendment to designate the 2.92 Commercial acres as High Density Residential, allowing the entire parcel to be designated as one land use designation.*

*The current North Plains Zoning Map has the entire subject site zoned Commercial (“COMM”), which for the 1.75 acres designated HDR in the Comprehensive Plan Map is an inconsistent zoning district. Thus, concurrent with the proposed comprehensive plan map amendment, this application requests a zoning code map amendment for the entire subject site to R-2.5 for consistency with existing and proposed HDR Comprehensive Plan designation.*

*The North Plains buildable land inventory has been reviewed and compiled into draft form through the City’s ongoing Comprehensive Plan update effort. Based upon a review of this information, the proposed Comprehensive Plan change of 2.92 acres from commercial to high density residential will not have a significant impact on the overall supply of either commercial or high-density residential land within the City.*

*At the policy level, the Plan update effort is indicating a desire by the North Plains community to have larger residential lot sizes in the R-2.5 zone. Exhibit H included with the application is a conceptual future development plan for the subject site demonstrating how this property can be divided into lot sizes averaging 4,000+ square feet with approval of this application, consistent with the Community’s vision for the R-2.5 zone.*

*The proposal has demonstrated compliance with this section.*

**15.02.070 Economics**

**15.02.074 Statewide Planning Goal 9**

**To diversify and improve the economy of the state.**

**15.02.075 City Objectives and policies**

**1. Objective: To increase local job opportunities.**

**2. Objective: Diverse businesses and industries should be encouraged to locate in North Plains.**

**Finding:** *The applicant’s submitted narrative states,*

*After a thorough review of the North Plains Economic Opportunities Analysis and Long Term Urban Land Needs Assessment July 2009 (“EOAA”), as well as a review of pending policies in Section 15.02.070 through the ongoing Envision North Plains Future citywide planning effort, the applicant notes the following qualitative site requirements from the EOAA for commercial retail development pattern types that are applicable to this proposed Comprehensive Plan Map Amendment and Zone Change from Commercial to R-2.5:*

*□ Commercial lands are free from environmental constraints such as slopes, floodplains*

*The subject site has areas of slopes in excess of 15% slope and an overall average of close to 10%. There is also an area of the site lying within the floodplain in the southeast corner. Both of these are environmental constraints for commercial lands.*

*□ High visibility from major arterials*



*The subject site is area that is topographically separated from Glencoe Road, a major arterial. There is not high visibility of the subject site from a major arterial.*

▫ *Site size for Retail Trade Type of Commercial Retail “Neighborhood Shopping Centers” is 3-10 acre*

*The subject site is owned by the applicant Mike Eggiman as is the 4.5 acres of land adjacent to the west and fronting on Glencoe Road and this will remain designated and zoned Commercial. In satisfaction of this factor, approval of this application retains total acreage of between 3-10 acres available for neighborhood shopping center commercial retail.*

*Thus, approval of this application satisfies all three of the above site requirements by removing commercially designated land that has poor visibility from a major arterial and is environmentally constraint while at the same time retaining 4.7 acres of the applicant’s property for a future neighborhood shopping center type commercial development.*

*The applicant has demonstrated that the subject site is not an ideal commercial property due to slope, floodplain and visibility, all factors identified in the City’s Economic Opportunities Analysis (EOA). In addition, the applicant has identified that the pieces of property under the same ownership that do meet the EOA criteria for a commercial site will be retained in commercial zoning. The portion of the property along Glencoe Road and less steeply sloped with no floodplain and greater than 3 acres in size will remain in commercial zoning. Any development on the remaining commercial portion of this site will retain the potential to serve existing residents of North Plains, as well as the future residents of the area proposed for the zone change to R-2.5 zoning. The proposed amendment is consistent with this section.*

#### **15.02.080 Housing**

#### **15.02.084 Statewide Planning Goal 10**

**To provide for the housing needs of citizens of the state.**

#### **15.02.085 City Objectives and Policies**

- 1. Objective: Future residential development should provide a variety of housing choices for North Plains’ citizens in a manner that is consistent with the City’s livability objectives.**
- 2. OBJECTIVE: To cooperate with the Federal, State and regional agencies to help provide for housing rehabilitation assistance to residents.**
- 3. OBJECTIVE: To evaluate proposals for new housing in terms of the impact of additional numbers of people on the natural environment, community services, utility support systems, and projected housing space needs.**

**Finding:** *The proposal is to amend the Comprehensive Plan Map and Zoning Code Map from commercial to high density residential (R-2.5 for zoning). The applicant has been notified of the City’s current zoning code amendment changing the minimum lot size in the R-2.5 zone from 2,500 square feet to 4,000 square feet and has submitted a conceptual subdivision layout reflecting this lot size. The increase in R-2.5 zoning proposed by this amendment is consistent with the Housing standard of the Comprehensive Plan.*

#### **15.02.050 Areas Subject to Natural Disasters and Hazards**

**Steep slopes pose no significant hazard to development within the City of North Plains. However, there is a potential threat to life and property due to the following:**

15.02.051 Flooding  
15.02.042 Soil Limitations

**Finding:** *The area of the property developed with the surface stormwater treatment and detention facility is located below the FEMA floodplain elevation of 168 ft. and, therefore, is within the designated floodplain. However, because this area is already a stormwater facility, future development within the floodplain will not be possible. No soil limitations have been identified on this site. The proposal is in compliance with this section.*

15.02.090 Public Facilities and Services

The City of North Plains adopted the “Water System Master Plan”, April 1980, and the “Sanitary Sewer Collection System”, January, 1978. More recently, the City adopted an updated Water Master Plan on September 23, 1999. The two documents are the specific development and policy documents for the provision of water and sanitary sewer.

15.02.094 Statewide Planning Goal 11

To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban development consistent with the City’s livability objectives.

**Finding:** *There are existing sanitary and water lines in the public right-of-way and public utility easements adjacent to the subject site. There is an existing surface stormwater treatment and detention facility located in the southeast corner of the subject site that is sized to include all development on this property. Services exist or can be constructed to support development of this site in a timely, orderly and efficient manner. The proposal meets the requirements of this section.*

15.02.100 Schools Policy

- (1) The City shall coordinate with the Hillsboro School District to project all school land needs and to determine the location of future school sites.
- (2) The City will determine if park lands shall adjoin school lands.
- (3) The City will assure that school lands are accessible to all neighborhoods via efficient and safe linkages. The City defines efficient and safe linkages for school children as those linkages, such as pathways and sidewalks, which are designed for pedestrian and bicycle riding opportunities for school children, to enable them to make their way to and from school in a safe manner with a minimal amount of traffic conflicts.
- (4) The City shall encourage the Hillsboro School District to establish and maintain all school facilities within the City and UGB and to site new schools only in a manner that is consistent with the City’s livability objectives.

**Finding:** *The City notifies the Hillsboro School District of all land use applications. The Hillsboro School District has not identified this site as a potential school site. Adequate pedestrian and bicycle connections to this residential development will be conditioned at time of land use review for the subdivision. The proposed map amendment is consistent with the Schools Policy of the Comprehensive Plan.*

2. The purpose statement of the proposed zone can be met and the uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity. Allowed uses in the proposed zone can

be established in compliance with the development requirements of the Code;

**Finding:** *Permitted uses in the R-2.5 zone include single-family detached, single-family attached, duplexes, triplexes, townhomes and multi-family dwellings. Exhibit H is a conceptual future subdivision plan for the subject site. The submitted concept plan demonstrates that single-family dwellings, a permitted use in the proposed zone, can be established in compliance with applicable development requirements for subdividing land in the R-2.5 zone.*

3. That the proposed amendment is timely, considering the pattern of development in the area, surrounding land uses, any changes which may have occurred in the neighborhood or community to warrant the proposed amendment, and the availability of utilities and services to serve the proposed uses or other potential uses in the proposed zoning district; and

**Finding:** *The subject site is adjacent to High Density Residential zoning to the north, south and west and to Commercial zoning to the east (along Glencoe Road). The proposed pattern of development with commercial along Glencoe Road and residential set behind the commercial development is consistent with development in the area, surrounding land uses, changes (R-2.5 development) that have recently occurred in the neighborhood and community and available utilities and services. This proposal is timely and appropriate for this site.*

4. That the amendment conforms to the Transportation Planning Rule provisions under this Chapter 16.200.015 subsection 5.

**16.200.015.A Subsection 5**

5. Amendments that affect Transportation Plans. Except as provided in subsection 6 Exceptions, 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 North Plains 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; or

B. Amending the North Plains 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; or

C. Altering land use designations, densities, or design requirements to reduce demand for automobile travel and meet travel needs through other modes of transportation; or

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.

**Finding:** *The proposed comprehensive plan map amendment is from a commercial designation to a residential designation and, as such, a reduction in the number of vehicle trips to the site is anticipated. This proposed map amendment will not*



*significantly affect a transportation facility and, therefore, consistency with the adopted TSP will be maintained throughout future development of the site. At the time the applicant submits a subdivision application for the property, a traffic impact assessment will be required demonstrating further compliance with the City's TSP. The proposal complies with the Transportation Planning Rule provisions.*

#### **16.200.020 Findings**

Findings justifying a decision on an application shall be made in writing, and shall be provided to the applicant.

**Finding:** *Written findings have been provided for each of the applicable Comprehensive Plan and Zoning Code section in this staff report.*

#### **16.200.025 Conditions**

The granting of an approval of any land use action under Chapter 16.200 may be subject to such conditions as are reasonably necessary to protect the public health, safety or general welfare from potentially damaging effects resulting from approval of the permit, or to fulfill the public need for service demands created by approval of the request.

**Finding:** *Conditions are included at the end of this report, as necessary.*

### **16.170 APPLICATION REQUIREMENTS AND REVIEW PROCEDURES**

#### **Administrative, Limited Land Use, Quasi-Judicial & Legislative Decisions**

##### **16.170.000 General Provisions**

###### **D. Type IV Legislative and Other Decisions made by both the Planning Commission and City Council**

- 1. Appeal from Planning Commission**
- 2. Annexation**
- 3. Comprehensive Plan Map or Text Amendment**
- 4. Zoning Code Map or Text Amendment**

**Finding:** *This application is classified as Type IV because it includes a comprehensive plan map amendment and a zoning code map amendment.*

##### **16.170.001 Pre-application Conference**

A pre-application conference is recommended for a Type II, III and IV permit. The applicant shall file the appropriate application, pay the review fee and meet with the City Planner, other city staff and affected agencies. At the conference the City Planner shall identify the relevant comprehensive plan policies, map designations, zone and development standards and procedural requirements applicable to the application. The planner and affected agencies shall provide technical data and identify opportunities or constraints concerning the application.

Failure of the City to provide any information required by this section does not constitute a waiver of any of the standards, criteria or requirements for the application. Due to possible changes in federal, state, regional and local law, the applicant is

responsible for assuring the application complies with all applicable laws on the day the application is deemed complete.

***Finding:*** *A pre-application conference was held with the City prior to submittal of this land use application.*

#### **16.170.002 Neighborhood Meeting**

Applicants or their representatives are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting an application to the City in order to solicit input and exchange information about the proposed development. The applicant for a Type III application is encouraged to hold a neighborhood meeting with a recognized neighborhood or community organization. If no organization exists, then the applicant is encouraged to hold a meeting with adjacent property owners within a radius of 250 feet who will receive public notice.

***Finding:*** *The applicant held a neighborhood meeting regarding this proposal on February 18, 2015 and, as such, this standard is met.*

#### **16.170.003 Traffic Impact Study**

The purpose of this section of the code is to assist in determining which road authorities participate in a land use decision, and to implement Section 660-012-0045 (2) of the State Transportation Planning Rule that requires the City to apply conditions to development proposals in order to minimize impacts and protect transportation facilities. This Chapter establishes the standards for when a proposal must be reviewed for potential traffic impacts; when a Traffic Impact Study must be submitted with a development application in order to determine whether conditions are needed to minimize impacts to and protect transportation facilities; what must be in a Traffic Impact Study; and who is qualified to prepare the Study.

- A. When a Traffic Impact Study is required. The City or other road authority with jurisdiction may require a Traffic Impact Study (TIS) as part of an application for development, a change in use, or a change in access. A TIS shall be required when a land use application involves one or more of the following actions:
  - 1. A change in zoning or a plan amendment designation;
  - 2. Any proposed development of land use action that a road authority states may have operational or safety concerns along its facility;
  - 3. An increase in site traffic volume generation by 300 Average Daily Trips (ADT) or more; or
  - 4. An increase in site traffic volume of a particular movement to and from the State Highway by 20 percent or more; or
  - 5. An increase in use of adjacent streets by vehicles exceeding the 20,000 pound gross vehicle weights by 10 vehicles or more per day; or
  - 6. The location of the access driveway does not meet minimum sight distance requirements, or is located where vehicles entering or leaving the property are restricted, or such vehicles queue or hesitate on the State Highway, creating a safety hazard; or
  - 7. A change in internal traffic patterns that may cause safety problems, such as back up onto a street or greater potential for traffic accidents.
  
- B. Traffic Impact Study Preparation. A Traffic Impact Study shall be prepared by a professional engineer in accordance with the requirements of the road

authority. If the road authority is the Oregon Department of Transportation (ODOT), consult ODOT's regional development review planner and OAR 734-051-180.

**Finding:** *This submittal does not include a traffic impact study as there is no proposed development at this time. At the time that the applicant submits a development application for a subdivision of the residentially zoned property, a traffic impact study will be required as applicable.*

C. City Street Improvement Requirements. In addition to street improvement requirements in this code for new development, see Chapters 16.145 and 16.150 for street improvement requirements related to single family homes and commercial and industrial expansions.

**Finding:** *The applicant will be required to meet all City and County street standards for construction and dedication at time of land use application for a development on the subject site.*

#### **16.170.013 Type IV Legislative Decisions**

A. Pre-application Conference. A pre-application conference is required for all Type IV legislative applications initiated by a party other than the City of North Plains. The City Manager may waive this requirement.

**Finding:** *As previously described, a pre-application conference was held with the City of North Plains in compliance with Section 16.170.001.*

B. Timing of Requests. The City accepts legislative requests at any time. The City Council may initiate its own legislative proposals at any time.

**Finding:** *The timing of submittal of the legislative request is appropriate.*

C. Application Requirements.

1. Application forms. A legislative application shall be made on forms provided by the City.
2. Submittal Information. The application shall contain:
  - a. The information requested on the application form;
  - b. A map and/or plan addressing the appropriate criteria and standards in sufficient detail for review and decision (as applicable);
  - c. The required fee pursuant to Chapter 16.00.070; and
  - d. One copy of a letter or narrative statement that explains how the application satisfies all of the relevant approval criteria and standards.

**Finding:** *The applicant has met the requirements of 16.170.020 and was deemed to have submitted a complete application on April 9, 2015.*

#### **CONCLUSION**

The Planning Commission is considering a recommendation to the City Council of the proposed comprehensive plan map amendment and zoning code map amendment. The Planning Commission may recommend that the City Council approve, approve with Conditions or Deny the requested amendments.

Subject: Eggiman Zone Change  
From: Heather Austin, AICP, Consulting Land Use Planner

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City Staff Report  
May 6, 2015

City File: #15-002

Application Purpose: An application for approval of a comprehensive plan map and zone change

Public Hearing Date: May 13, 2015

Applicant: **Mike Eggiman**  
North Plains Center, LLC  
22865 NW Yungen Road  
Hillsboro, OR 97124

Applicant's Representative: **Westlake Consultants, Inc.**  
15115 SW Sequoia Parkway, Suite 150  
Tigard, OR 97224  
Contact: Ken Sandblast, AICP

Site Location: Eastside of Glencoe Road between NW Kaybern St. and NW Pacific St.

TaxLot: 1N31DD002300

Size: 4.67 acres

City Land Use Classification: COMM (Commercial)

Application Deemed Complete: April 9, 2015  
120-Day Deadline: August 7, 2015

**EXHIBITS**

1. Applicant’s application packet, dated March 11, 2015 and April 8, 2015

**REQUEST**

The applicant requests approval of the following:

- Comprehensive Plan Map Amendment
- Zoning Code Map Amendment

This request is subject to a Type IV process for quasi-judicial review by the Planning Commission. The proposal includes a comprehensive plan map amendment from Commercial to High-Density Residential and a zoning code map amendment from COMM to R-2.5.

**SUMMARY CONCLUSIONS**

This report includes findings regarding each applicable Comprehensive Plan and Zoning Code criterion. The proposal is generally consistent with the Comprehensive Plan and Zoning Code criteria for a Comprehensive Plan Map Amendment and a Zoning Code Map Amendment.

**SITE DESCRIPTION**

The property is located on the eastside of Glencoe Road between NW Kaybern Street and NW Pacific Street. The project site is 4.67 acres and is identified as Tax Lot 2300 on Map 1N31DD. The site is located within the City of North Plains and is zoned COMM for commercial development. A lot line adjustment was approved in July 2014 reconfiguring the lot lines of all properties owned by Mike Eggiman, the applicant for this zone change, and creating a single parcel that is the subject of this application.

The site is currently vacant of buildings but contains a stormwater pond treatment and detention facility located in the southeast corner of the site adjacent to the NW Pacific Street right-of-way. The stormwater facility was constructed as part of the Glencoe Road interchange improvements and is sized as a regional facility to include all runoff from future development of the subject site.

**Compliance with City of North Plains Municipal Code**

**16.200 COMPREHENSIVE PLAN & ZONING AMENDMENTS**



## 16.200.015 Review Criteria

### B. Map Amendment

An amendment to the Comprehensive Plan Map or Official Zoning Map may be authorized, provided that the proposal satisfies all applicable requirements of this Ordinance, and provided that the applicant demonstrates the following:

1. That the proposed amendment is consistent with the goals and policies of the Comprehensive Plan;

**Finding:** *The applicable goals and policies of the comprehensive plan are found in the following sections:*

- 15.02.010- Citizen Involvement
- 15.02.020- Land Use Planning
- 15.02.070- Economics
- 15.02.080- Housing
- 15.02.050- Areas Subject to Natural Disasters and Hazards
- 15.02.090- Public Facilities and Services
- 15.02.100- Schools Policy

*Each of the applicable comprehensive plan sections are addressed below.*

#### 15.02.010 Citizen Involvement

##### 15.02.014 Statewide Planning Goal 1

To develop a Citizen Involvement Program that insures the opportunity for citizens to be involved in all phases of the planning process.

**Finding:** *The City of North Plains has designated the Planning Commission as the Committee for Citizen Involvement. The City will conduct two public hearings for this amendment application; the first before the Planning Commission, who will then make a recommendation to the City Council for the second hearing before the City Council. The proposed application does not impact the City's compliance with Goal 1.*

#### 15.02.020 Land Use Planning

To insure an adequate supply of land for residential, commercial and industrial development purposes as well as land for uses related that provide for a complete community such as open space, institutional, public/private facility, community service, historic uses, the following categories have been developed for use in the comprehensive plan map, which will provide the basis for the City's zoning map. These categories are defined as follows:\*\*\*

**Residential:** The City's goal is to achieve a mix of low density (40%), medium density (40%), and high density (20%) residential use providing an average density of 8.4 units per acre.\*\*\*

**Commercial:** Encourages development of commercial uses supportive of the surrounding community. Placement of the commercial uses should encourage pedestrian and bicycle access to these areas.

**Finding:** *On the subject site, the adopted Comprehensive Plan currently designates 1.75 acres of the 4.67 acres as High Density Residential (HDR) and the remaining 2.92 acres as*

*Commercial. The proposal requests a map amendment to designate the 2.92 Commercial acres as High Density Residential, allowing the entire parcel to be designated as one land use designation.*

*The current North Plains Zoning Map has the entire subject site zoned Commercial ("COMM"), which for the 1.75 acres designated HDR in the Comprehensive Plan Map is an inconsistent zoning district. Thus, concurrent with the proposed comprehensive plan map amendment, this application requests a zoning code map amendment for the entire subject site to R-2.5 for consistency with existing and proposed HDR Comprehensive Plan designation.*

*The North Plains buildable land inventory has been reviewed and compiled into draft form through the City's ongoing Comprehensive Plan update effort. Based upon a review of this information, the proposed Comprehensive Plan change of 2.92 acres from commercial to high density residential will not have a significant impact on the overall supply of either commercial or high-density residential land within the City.*

*At the policy level, the Plan update effort is indicating a desire by the North Plains community to have larger residential lot sizes in the R-2.5 zone. Exhibit H included with the application is a conceptual future development plan for the subject site demonstrating how this property can be divided into lot sizes averaging 4,000+ square feet with approval of this application, consistent with the Community's vision for the R-2.5 zone.*

*The proposal has demonstrated compliance with this section.*

#### 15.02.070 Economics

##### 15.02.074 Statewide Planning Goal 9

To diversify and improve the economy of the state.

##### 15.02.075 City Objectives and policies

1. Objective: To increase local job opportunities.

2. Objective: Diverse businesses and industries should be encouraged to locate in North Plains.

**Finding:** *The applicant's submitted narrative states,*

*After a thorough review of the North Plains Economic Opportunities Analysis and Long Term Urban Land Needs Assessment July 2009 ("EOAA"), as well as a review of pending policies in Section 15.02.070 through the ongoing Envision North Plains Future citywide planning effort, the applicant notes the following qualitative site requirements from the EOAA for commercial retail development pattern types that are applicable to this proposed Comprehensive Plan Map Amendment and Zone Change from Commercial to R-2.5:*

*Commercial lands are free from environmental constraints such as slopes, floodplains*

*The subject site has areas of slopes in excess of 15% slope and an overall average of close to 10%. There is also an area of the site lying within the floodplain in the southeast corner. Both of these are environmental constraints for commercial lands.*

*High visibility from major arterials*

*The subject site is area that is topographically separated from Glencoe Road, a major arterial. There is not high visibility of the subject site from a major arterial.*

*Site size for Retail Trade Type of Commercial Retail "Neighborhood Shopping Centers" is 3-10 acre*

*The subject site is owned by the applicant Mike Eggiman as is the 4.5 acres of land adjacent to the west and fronting on Glencoe Road and this will remain designated and zoned Commercial. In satisfaction of this factor, approval of this application retains total acreage of between 3-10 acres available for neighborhood shopping center commercial retail.*

*Thus, approval of this application satisfies all three of the above site requirements by removing commercially designated land that has poor visibility from a major arterial and is environmentally constraint while at the same time retaining 4.7 acres of the applicant's property for a future neighborhood shopping center type commercial development.*

*The applicant has demonstrated that the subject site is not an ideal commercial property due to slope, floodplain and visibility, all factors identified in the City's Economic Opportunities Analysis (EOA). In addition, the applicant has identified that the pieces of property under the same ownership that do meet the EOA criteria for a commercial site will be retained in commercial zoning. The portion of the property along Glencoe Road and less steeply sloped with no floodplain and greater than 3 acres in size will remain in commercial zoning. Any development on the remaining commercial portion of this site will retain the potential to serve existing residents of North Plains, as well as the future residents of the area proposed for the zone change to R-2.5 zoning. The proposed amendment is consistent with this section.*

#### 15.02.080 Housing

#### 15.02.084 Statewide Planning Goal 10

To provide for the housing needs of citizens of the state.

#### 15.02.085 City Objectives and Policies

1. Objective: Future residential development should provide a variety of housing choices for North Plains' citizens in a manner that is consistent with the City's livability objectives.
2. OBJECTIVE: To cooperate with the Federal, State and regional agencies to help provide for housing rehabilitation assistance to residents.
3. OBJECTIVE: To evaluate proposals for new housing in terms of the impact of additional numbers of people on the natural environment, community services, utility support systems, and projected housing space needs.

**Finding:** *The proposal is to amend the Comprehensive Plan Map and Zoning Code Map from commercial to high density residential (R-2.5 for zoning). The applicant has been notified of the City's current zoning code amendment changing the minimum lot size in the R-2.5 zone from 2,500 square feet to 4,000 square feet and has submitted a conceptual subdivision layout reflecting this lot size. The increase in R-2.5 zoning proposed by this amendment is consistent with the Housing standard of the Comprehensive Plan.*

#### 15.02.050 Areas Subject to Natural Disasters and Hazards

Steep slopes pose no significant hazard to development within the City of North Plains. However, there is a potential threat to life and property due to the following:

15.02.051 Flooding  
15.02.042 Soil Limitations

***Finding:** The area of the property developed with the surface stormwater treatment and detention facility is located below the FEMA floodplain elevation of 168 ft. and, therefore, is within the designated floodplain. However, because this area is already a stormwater facility, future development within the floodplain will not be possible. No soil limitations have been identified on this site. The proposal is in compliance with this section.*

15.02.090 Public Facilities and Services

The City of North Plains adopted the "Water System Master Plan", April 1980, and the "Sanitary Sewer Collection System", January, 1978. More recently, the City adopted an updated Water Master Plan on September 23, 1999. The two documents are the specific development and policy documents for the provision of water and sanitary sewer.

15.02.094 Statewide Planning Goal 11

To plan and develop a timely, orderly and efficient arrangement of public facilities and services to serve as a framework for urban development consistent with the City's livability objectives.

***Finding:** There are existing sanitary and water lines in the public right-of-way and public utility easements adjacent to the subject site. There is an existing surface stormwater treatment and detention facility located in the southeast corner of the subject site that is sized to include all development on this property. Services exist or can be constructed to support development of this site in a timely, orderly and efficient manner. The proposal meets the requirements of this section.*

15.02.100 Schools Policy

- (1) The City shall coordinate with the Hillsboro School District to project all school land needs and to determine the location of future school sites.
- (2) The City will determine if park lands shall adjoin school lands.
- (3) The City will assure that school lands are accessible to all neighborhoods via efficient and safe linkages. The City defines efficient and safe linkages for school children as those linkages, such as pathways and sidewalks, which are designed for pedestrian and bicycle riding opportunities for school children, to enable them to make their way to and from school in a safe manner with a minimal amount of traffic conflicts.
- (4) The City shall encourage the Hillsboro School District to establish and maintain all school facilities within the City and UGB and to site new schools only in a manner that is consistent with the City's livability objectives.

***Finding:** The City notifies the Hillsboro School District of all land use applications. The Hillsboro School District has not identified this site as a potential school site. Adequate pedestrian and bicycle connections to this residential development will be conditioned at time of land use review for the subdivision. The proposed map amendment is consistent with the Schools Policy of the Comprehensive Plan.*

2. The purpose statement of the proposed zone can be met and the uses permitted in the proposed zone can be accommodated on the proposed site

without exceeding its physical capacity. Allowed uses in the proposed zone can be established in compliance with the development requirements of the Code;

***Finding:** Permitted uses in the R-2.5 zone include single-family detached, single-family attached, duplexes, triplexes, townhomes and multi-family dwellings. Exhibit H is a conceptual future subdivision plan for the subject site. The submitted concept plan demonstrates that single-family dwellings, a permitted use in the proposed zone, can be established in compliance with applicable development requirements for subdividing land in the R-2.5 zone.*

3. That the proposed amendment is timely, considering the pattern of development in the area, surrounding land uses, any changes which may have occurred in the neighborhood or community to warrant the proposed amendment, and the availability of utilities and services to serve the proposed uses or other potential uses in the proposed zoning district; and

***Finding:** The subject site is adjacent to High Density Residential zoning to the north, south and west and to Commercial zoning to the east (along Glencoe Road). The proposed pattern of development with commercial along Glencoe Road and residential set behind the commercial development is consistent with development in the area, surrounding land uses, changes (R-2.5 development) that have recently occurred in the neighborhood and community and available utilities and services. This proposal is timely and appropriate for this site.*

4. That the amendment conforms to the Transportation Planning Rule provisions under this Chapter 16.200.015 subsection 5.

#### 16.200.015.A Subsection 5

5. Amendments that affect Transportation Plans. Except as provided in subsection 6 Exceptions, 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 North Plains TSP. This shall be accomplished by one of the following:

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vehicle trips to the site is anticipated. This proposed map amendment will not significantly affect a transportation facility and, therefore, consistency with the adopted TSP will be maintained throughout future development of the site. At the time the applicant submits a subdivision application for the property, a traffic impact assessment will be required demonstrating further compliance with the City's TSP. The proposal complies with the Transportation Planning Rule provisions.

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Findings justifying a decision on an application shall be made in writing, and shall be provided to the applicant.

*Finding:* *Written findings have been provided for each of the applicable Comprehensive Plan and Zoning Code section in this staff report.*

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*Finding:* *Conditions are included at the end of this report, as necessary.*

### 16.170 APPLICATION REQUIREMENTS AND REVIEW PROCEDURES

#### Administrative, Limited Land Use, Quasi-Judicial & Legislative Decisions

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*Finding:* *This application is classified as Type IV because it includes a comprehensive plan map amendment and a zoning code map amendment.*

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Applicants or their representatives are encouraged to meet with adjacent property owners and neighborhood representatives prior to submitting an application to the City in order to solicit input and exchange information about the proposed development. The applicant for a Type III application is encouraged to hold a neighborhood meeting with a recognized neighborhood or community organization. If no organization exists, then the applicant is encouraged to hold a meeting with adjacent property owners within a radius of 250 feet who will receive public notice.

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***Finding:*** *The timing of submittal of the legislative request is appropriate.*

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***Finding:*** *The applicant has met the requirements of 16.170.020 and was deemed to have submitted a complete application on April 9, 2015.*

#### **CONCLUSION**

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Planning Commission may recommend that the City Council approve, approve with Conditions or Deny the requested amendments.