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**MEMORANDUM**

To: Stanfield City Council  
Stanfield Planning Commission  
Stanfield Grant TA-23-203 Technical Advisory Committee  
Ben Burgener, City Manager

From: Carla McLane, Consultant

Date: April 15, 2023

RE: Joint Work Session  
April 18, 2023  
Stanfield Comprehensive Plan and Development Code Update

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I am looking forward to seeing you all on Tuesday late afternoon to walk through both the Comprehensive Plan and Development Code. An unbelievable amount of work has taken place over the past year. I can hardly believe that the TAC Kick Off Meeting was held last year in early May. Time flies when you're having fun?!

The documents that you have show the text proposed to be deleted ~~striketrough~~ with new text underlined. There are changes throughout both documents; comments only remain in the Comprehensive Plan. Most of the comments in the Development Code have been resolved (although we may still find some inconsistencies or items for further amendment).

**Comprehensive Plan:** The proposed changes to the Comprehensive Plan work to simplify the document and align the Chapters more closely with the 14 Statewide Land Use Planning Goals. Look closely at the proposed goals and objectives contained within.

**Scope of Changes to the SDC:** This portion of the memorandum is organized by Chapter and Section of the Development Code.

*Chapter 1*

*Chapter 1 Section 1 How to use...:* Minor changes to this one-page Section. Identifies that Chapter 6 is to be removed.

*Chapter 1 Section 2 General Administration:* No substantive changes to this Section.

*Chapter 1 Section 3 Definitions:* there are a lot of definitions that have been added to the Section.

*Chapter 1 Section 4 Enforcement:* Minor changes to this Section. Determinations will eventually need to be made about how best to do enforcement.

*Chapter 2*

*Chapter 2 Section 1 Residential:* There are many changes with the intent to be clearer. Did relocated the Neighborhood Commercial to the Commercial Section.

*Chapter 2 Section 2 Commercial:* This section has a name change from Downtown to Commercial to better reflect the intent and to clarify that there are several different Commercial areas in Stanfield.

*Chapter 2 Section 3 General Industrial:* Minor changes.

*Chapter 2 Section 4 Light Industrial:* Minor changes.

*Chapter 2 Section 5 Master Planned Development:* This has been amended to be applicable in either residential, commercial, or industrial settings. It also provides a framework for Specific Area Plans.

*Chapter 2 Section 6 Open Space:* Changes to this Section are going to require an amendment to the Zoning Map as well. The intent is to maintain the OS designation only for the area owned by the UPRR and change the other locations to be zoned Residential or Light Industrial.

*Chapter 2 Section 7 Floodplain Overlay District:* Changes to this Section are also going to trigger changes to the Zoning Map adding the Floodplain as adopted by both FEMA and the City. This Section is being shortened considerably to simply address the why and where. The Floodplain Development standards will be found in Chapter 3 Section 7.

*Chapter 2 Section 8 Wetlands Overlay District:* This Section is proposed to be removed in its entirety. Standards for wetlands will be included in Chapter 3 Section 6 Other Standards.

### *Chapter 3*

*Chapter 3 Section 0 Introduction:* No substantive changes.

*Chapter 3 Section 1 Access and Circulation:* Changes for clarification with most changes throughout Chapter 3 focusing on moving 'standards' to the Public Works Standards for ease in management and to eliminate confusion.

*Chapter 3 Section 2 Landscaping, Street Trees, Fences and Walls:* Removed the Landscape Conservation requirements and worked to simplify other parts of this Section.

*Chapter 3 Section 3 Vehicle and Bicycle Parking:* Moved the Loading Standards to this Section. Also proposing to move several items to the Public Works Standards.

*Chapter 3 Section 4 Public Facilities Standards:* Most changes reflect the movement to Public Works Standards.

*Chapter 3 Section 5 Surface Water Management:* This section was previously 'reserved' and now has a proposed Surface Water Management plan in place. The balance of any needed standards is proposed for inclusion in the Public Works Standards.

*Chapter 3 Section 6 Other Standards:* This was and is a catch all Section. Density Transfer was relocated to Chapter 2 Section 1 Residential, Solid Waste Storage was a placeholder and is now Wetlands, Solid Waste Storage was a place holder with options for Solid Waste being incorporated into the General and Light Industrial Sections, and Environmental Performance deleted. Minor changes are proposed to the telecommunications criteria and signs still could use some work.

*Chapter 3 Section 7 Floodplain Design Standards:* This Section has been heavily amended to comply with current State law.

*Chapter 3 Section 8 Loading Standards:* This Section has been relocated to Chapter 3 Section 3 Vehicle and Bicycle Parking.

### *Chapter 4*

*Chapter 4 Section 0 Introduction:* This Section has been relocated to Chapter 1 Section 1 How to use.

*Chapter 4 Section 1 Applications and Procedures:* There are a number of proposed changes to this Section to align it with Oregon Revised Statute relative to public notice and other public meeting requirements. There are several areas that are recommended for change that include removing the posting requirement, reducing the boundary for mailing, reduce the appeal period from 14 to 12 days, redefine the requirement for Impact Studies, and a proposed addition to the list of applicants to allow certain entities with eminent domain ability to make applications for their projects timely. Moved

Expedited Land Divisions to Chapter 4 Section 3 Land Divisions and Wetlands Notification Provisions to Chapter 3 Section 6 Other Standards.

*Chapter 4 Section 2 Development and Site Review:* In the end not a lot of proposed changes.

*Chapter 4 Section 3 Land Divisions and Lot Line Adjustments:* Proposed changes work to align the Section with ORS Chapter 92.

*Chapter 4 Section 4 Conditional Use Permits:* Minor changes to this Section.

*Chapter 4 Section 5 Master Planned Developments:* A subsection was added to this Section to provide more clarity on how to use this Section and what its benefits are.

*Chapter 4 Section 6 Modifications:* Some language is proposed to provide further clarity on how this Section is used.

*Chapter 4 Section 7 Map and Text Amendments:* Removed this Section in its entirety and assured the requirements were in Chapter 4 Section 1 Applications and Procedures.

*Chapter 4 Section 8 Code Interpretation:* A section on Authorization of Similar Uses has been added for additional clarity.

*Chapter 4 Section 9 Miscellaneous:* This Section deals with three temporary use permits. While they could be relocated no inspiration struck.

*Chapter 4 Section 10 Traffic Impact Study:* Amended subsection 4.10.200 for clarity and to be more consistent with the Model Code.

#### *Chapter 5*

*Chapter 5 Exceptions to Code Standards:* Deleted this introduction as it duplicates Chapter 1 Section 1 How to use.

*Chapter 5 Section 1 Variances:* Minor changes.

*Chapter 5 Section 2 NonConforming Uses and Developments:* Added language to provide clarity.

#### *Chapter 6*

*Chapter 6 Map Amendments:* This Chapter has been deleted as it has not been used to date and revisions are retained in other ways than by housing them within the Development Code.

**Recommendations for changes to the Municipal Code:** The Stanfield Municipal Code (SMC) is designed to regulate and provide guidance to the City Council and staff on a myriad of issues that include general administrative actions; business activities; animals; health and safety; vehicles and traffic; streets, sidewalks, and public places; public services; buildings and construction; subdivisions; and the floodplain. When considering how to regulate activities within a community multiple options are available to include the SMC, the Development Code, and the Public Works Standards.

Based on a cursory review of the SMC Table of Contents several Chapters or Sections should be reviewed by the City Council based on the recommendations that follow. Some Chapters or Sections are called out because they provide guidance as to how actions should be accomplished.

<b>SMC Title and Chapter</b>	<b>Proposed Action</b>
Title 2 Chapter 2.08 Planning Commission	Delete 2.08.030.b Composition
Title 2 Chapter 2.08 Planning Commission	Confirm 2.08.040 Organization
Title 2 Chapter 2.08 Planning Commission	Confirm 2.08.050 Scope of Activities Recreation, Housing, and Zoning
Title 2 Chapter 2.16 Real Property Compensation	Implements Measure 37

Title 2 Chapter 2.24 Comprehensive Plan	Update Adoption Ordinance Number and Date at conclusion of this current update
Title 2 Chapter 2.36 Parks and Recreation Committee	Balance with 2.08.050 to determine responsibility for Parks Master Planning process
Title 5 Chapter 5.04 Business Licenses	Balance with Home Occupations in the Residential District
Title 5 Chapter 5.06 Mobile Food Venders	Recommend regulating activities within the SMC and locations within the SDC
Title 5 Chapter 5.08 Alcoholic Liquor	Recommend regulating activities within the SMC and locations within the SDC
Title 5 Chapter 5.16 Merchant Police	Should be referenced when activities that will utilize this type of service are proposed under the SDC
Title 5 Chapter 5.60 Transient Room Tax	Should be referenced when lodging or related activities are proposed under the SDC
Title 6 Chapter 6.12 Livestock and Poultry	Should be referenced when activities are proposed that have livestock or poultry included
Title 8 Chapter 8.24 Automobile Wrecking Yards	Recommend removal from the SMC and place regulations within the SDC including areas where it could be allowed
Title 8 Chapter 8.28 Junkyards	Recommend removal from the SMC and place regulations within the SDC including areas where it could be allowed
Title 10 Chapter 10.20 One-way Streets	Consider relocating to the PW Standards
Title 10 Chapter 10.30 Occupied RV Parking	Entire section should be reviewed for legality. May need to be removed
Title 12 Chapter 12.20 Tree Planting	Recommend regulating activities within the SMC and remove Street Tree and Nuisance ??? from the SDC
Title 12 Chapter 12.30 Streetscape Plan	Confirm how plan connects to the SDC regulations Ordinance 417-2015 (adopted 11/17/2015)
Title 13 Chapter 13.20 Standard Specifications for Public Works	Requires Public Works Standards are adopted by Resolution by the City Council
Title 15 Chapter 15.12 Historical Landmarks	Recommend regulating activities within the SDC and removing this Chapter from the SMC
Title 16 Subdivisions	Title is blank and could be removed. Alternatively, it could be renamed Development Code and reflect the current adoption date, ordinance number, and general provisions.
Title 17 Floodplain	Recommend removal from the SMC and place regulations within the SDC

**Proposed Additions to the Public Works Standards:** There are many regulations or standards within the SDC that may be better served in the Public Works Standards. Much of Chapter 3 could be converted into the Public Works Standards creating a clearer distinction between the land use approval process and the standards that are applicable to development. Examples include:

Chapter 3 Section 1 Access and Circulation:

- Access Permit Requirements
- Access Options
- Access Spacing
- Number of Access Points

- Shared Driveways
- Driveway Openings (including location and width)
- Construction Requirements
- Sidewalk Design and Construction

Chapter 3 Section 2 Landscaping, Street Trees, Fences and Walls:

- Landscaping Design Standards
- Street Trees

Chapter 3 Section 3 Vehicle and Bicycle Parking:

- Parking Stall Dimensions
- Disabled Parking Requirements
- Bicycle Parking Requirements
- Loading Area Requirements

Chapter 3 Section 4 Public Facilities Standards:

- Street Location, Width, and Grade
- Minimum Rights-of-Way and Street Sections
- Cul-de-sac Dimensions
- Grades and Curves
- Curb, Curb Cuts, Ramps, and Driveway Approaches
- Street Signs
- Street Light Standards
- Street Cross Sections

Chapter 3 Section 5 Surface Water Management: This Section is being designed to provide the Performance Standard and then have the implementation be housed within the Public Works Standards.