

CITY OF STANFIELD

160 S Main—PO Box 369—Stanfield, OR 97875



Susan Whelan
Mayor

Benjamin Burgener
City Manager

City Hall: 541-449-3831
Fax: 541-449-1828

Staff Report Comprehensive Plan Amendments

REQUEST: To update the City of Stanfield Comprehensive Plan.

Applicant: City of Stanfield
160 South Main
Post Office Box 369
Stanfield, Oregon 97875

Notice to the Department
of Land Conservation
and Development: Thursday, March 30, 2023

Newspaper Notice: Thursday, April 13, 2023

Planning Commission
Public Hearing: Monday, May 8, 2023

City Council
Public Hearing: Tuesday, May 16, 2023

Assigned Staff: Carla McLane, Consultant
Benjamin Burgener, City Manager

Background: The Stanfield Comprehensive Plan has guided the city for many decades with the first Comprehensive Plan adoption in 1979 with amendments in 1983, 1984, and the more modern and current version adopted in 2003. There is local evidence that a minor change occurred in 2009, however there is no evidence that it underwent the required Post Acknowledgement Plan Amendment process. This action will repeal and replace Ordinance 365-2003 that adopted the 2003 version.

Summary of Changes: Work on the Comprehensive Plan focused on two areas – general organization of the document and addressing 20 years of change. Comprehensive Plans in Oregon are based on the 14 statewide planning goals. For the Stanfield Comprehensive Plan, the text was reorganized placing the 14 goals in the same order as the statewide goals. Also added for consistency was a Finding statement for each goal followed by the city policy. Some goals had narrative associated with them, some did not. A lot has happened since the adoption of the current Comprehensive Plan in 2003. Bringing the Comprehensive Plan up to date was a second major focus of this work amending findings, policy, and narrative as needed.

Approval Criteria and Process: The current Comprehensive Plan includes Section 7: Plan Amendment that will guide this review to adopt an update to the Comprehensive Plan. The applicable requirements follow in **bold** type with responses in regular type.

Amendments to the Comprehensive Plan may be initiated through the City Planning Department by property owners and residents within or adjacent to the city limits or urban growth boundary, by Umatilla County and by affected agencies or organizations. Amendments may also be initiated by the City Council, Planning Commission, City Administrator, or City Planner. All amendments shall be forwarded to LCDC in accordance with applicable State Statutes and Administrative Rules, and to Umatilla County in accordance with the Stanfield Planning Area Joint Management Agreement.

The City of Stanfield will process, review and act on a requested Plan amendment per the following procedures:

- A. The Planning Commission shall set a public hearing date and give notice thereof through a newspaper of general circulation in the city at least ten (10) days prior to the hearing and if applicable, notice shall be mailed to:**
- 1. Property owners within 250 feet of land subject to a proposed amendment to Comprehensive Plan map A, C, or D; and**
 - 2. Affected governmental units which may be impacted by or who have requested opportunity to review and comment on proposed amendments.**

The process resulting in this adoption started well over a year ago and was boosted by the receipt of a Technical Assistance Grant from the Department of Land Conservation and Development (DLCD). The public hearing before the Planning Commission scheduled for Monday, May 8, 2023, was published on Thursday, April 13, 2023. While changes are proposed to the current Zoning Map as notice was not timely accomplished that action will take place soon with the necessary public hearing(s) anticipated to be held sometime over the summer of 2023. The DLCD Regional Representative Dawn Hert has participated in numerous Technical Advisory Committee (TAC) meetings over the past year. Questions have been fielded from other DLCD staff.

- B. Copies of proposed amendments shall be made available for review at least ten (10) days prior to the Planning Commission hearing.**

Various versions of the proposed changes have been available since the Fall of 2022 on the city website that has all the meetings and meeting materials posted.

- C. Within ten (10) days after the close of the public hearing, the Planning Commission shall make findings of fact and recommend to the City Council adoption, revision or denial of proposed amendments.**

This process has been governed by the TAC since its inception and the City Council public hearing is scheduled for May 16, 2023, eight days after the Planning Commission public hearing. While some changes could still be made to the Comprehensive Plan it is anticipated that the version before the Planning Commission will undergo only minor changes.

- D. Upon receipt of the Planning Commission recommendation the City Council, shall set a public hearing date and give notice thereof through a newspaper of general circulation in the city at least ten (10) days prior to the hearing and if applicable, notice shall be mailed to:**
- 1. Property owners within 250 feet of land subject to a proposed amendment to Comprehensive Plan map A, C, or D; and**
 - 2. Affected governmental units which may be impacted by or who have requested the**

opportunity to review and comment on proposed amendments.

Please see the response under A above.

E. Copies of proposed amendments and the Planning Commission recommendation shall be made available for review at least ten (10) days prior to the City Council hearing.

Please see the response under B above.

F. Within ten (10) days after the close of the hearing, the City Council shall make findings of fact and adopt, adopt with changes, or deny the proposed amendments. Adoption of plan amendments is effective upon:

- 1. City adoption in the case of amendment of a Comprehensive Plan map for an area within the city limits.**
- 2. County co-adoption in the case of amendment of plan goals, objectives, policies, or plan maps for the urban growth area; or the urban growth boundary location.**

This Staff Report can act as the City Council's adopted findings of fact and since no action is taking place that affects land outside of the city limits coadoption is not necessary, however it is recommended. The City Council will adopt by Ordinance with an effective date of at least 30 days after the second reading. Staff recommend that the effective date for the changes to both the Comprehensive Plan and the Development Code be the same as be effective on the first day of a month to allow for consistency.

Formal LCDC acknowledgment may subsequently be required for some plan amendments, but they are effective locally per the above.

The City of Stanfield is required to provide the final adoption documents to the DLCD which will trigger an 'acknowledgement' from them. This is applicable to both the Comprehensive Plan and Development Code adoptions.

G. Notice of plan amendment decisions and copies of any plan amendments adopted by the City shall be sent to Umatilla County, LCDC, the applicant, the news media, and all persons or agencies that testified at the public hearings or in writing.

City staff will submit the required documents to the DLCD, Umatilla County planning staff, and any other persons who inquire. It will also be posted to the city website.

H. The applicant for an amendment bears the legal burden of proof regarding the amendment and the financial responsibility of defending an appeal of the City's approval of the amendment. The City may, however, elect to participate fully or partially in terms of staff and costs associated with the defense of such an appeal.

The City of Stanfield is the applicant and bears this responsibility.

Conclusions and Recommendations: City staff and the contract planner conclude that the proposed Comprehensive Plan, as amended, meets the needs of the City of Stanfield at the time of proposed adoption and for the foreseeable future. Change and growth is anticipated to continue, which will affect the findings and policies stated in the Comprehensive Plan. As that occurs the city should review the Comprehensive Plan regularly to maintain its viability and applicability to the community now and into the future.

City staff and the contract planner recommend that the Planning Commission recommend approval to the City Council and that the City Council adopt the Comprehensive Plan as amended.