

**CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS**

**Study Session Worksheet**

**Presentation Date:** 9/11/12 **Approximate Start Time:** 10:45 **Approximate Length:** 45 min.

**Presentation Title:** Planning and Zoning Division Annual Work Program

**Department:** Department of Transportation and Development, Planning and Zoning Division

**Presenters:** Mike McCallister, Planning Director  
Dan Chandler, Strategic Policy Administrator

**Other Invitees:** Cam Gilmour, DTD Director  
Barb Cartmill, Deputy DTD Director

**WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?**

Staff requests the Board adopt by resolution the Planning and Zoning Division's 2012-2013 Annual Work Program.

**EXECUTIVE SUMMARY:**

As the Board is aware from previous discussions on the Clackamas Investment Strategy, the Planning and Zoning Division is in the first year of a five-year audit of the Zoning and Development Ordinance. The Planning and Zoning Division would like to formalize adoption of the annual work program with the BCC. This will achieve certainty in the division's work program, allow for better management of staff resources, and provide a means to explain the division's annual priorities to the general public.

This work program only includes the list of "projects." It does not identify the division's other programs and responsibilities, including processing land use applications, providing public service functions in the permits lobby, intergovernmental coordination and other day-to-day activities.

The annual work program includes Phase 1 (highlighted by a review of urban industrial zoning districts) of the 5-year audit, as well as six other projects. Copies of the 5-Year Work Plan and the 2012-2013 Annual Work Plan are attached.

**FINANCIAL IMPLICATIONS:**

The projects identified in the Annual Work Program are included in Planning and Zoning Division's 2012-2013 adopted budget. No new funding is sought. However, some of the projects are predicated on current staffing levels, which may change during the budget year.

The amendments to the Zoning and Development Ordinance included in the annual work program are matters of public concern and participation and include consideration by both the Planning Commission and the Board. The staff cannot predict the outcome of any proposed amendment package. However, at this point, staff has not identified any increased costs to the public or to business that will result from the proposed projects.

**LEGAL/POLICY REQUIREMENTS:**

The adoption of the annual work program is not subject to any legal standards. All the projects identified in the work program will be processed under normal regulatory and public outreach protocols. Study sessions with the Planning Commission and BCC will be requested where policy direction is needed to pursue each project.

From a policy perspective, the Board can decide to add or delete projects from the work program. Additions would require an analysis of the fiscal implications.

**PUBLIC/GOVERNMENTAL PARTICIPATION:**

The work program was established through outreach, division analysis and feedback from the Planning Commission. Last January, the Planning and Zoning Division solicited feedback on potential projects from the Planning Commission, Community Planning Organizations, Hamlets, Villages, and county departments with an identified interest in land use issues. Subsequently, a work session was held with the Planning Commission to review and prioritize a draft list of projects.

In the near future, the Planning and Zoning Division will be formalizing a more transparent public process to review and adopt an annual work program. Development of the work program is anticipated to include similar outreach efforts as those conducted this year, with the addition of an opportunity for input from the general public. Once developed, the list of projects would be evaluated by the Planning Division in consideration of anticipated funding and staffing resources with a recommendation forwarded to the Planning Commission. The Planning Commission would then review the work program through a public hearing or work session and forward a recommendation to the BCC. The BCC would review the Planning Commission recommendation and adopt a work program in January or February of each year. That work program would then be used in subsequent budget discussions to identify needed funding and staffing resources.

**OPTIONS:**

1. Adopt the Annual Work Program
2. Amend the Annual Work Program to add or delete specific projects.

**RECOMMENDATION:**

The Planning and Zoning Division respectfully requests the BCC adopt the 2012-2013 Annual Work Program as presented.

**ATTACHMENTS:**

Draft Planning and Zoning Division Annual Work Program  
Draft Planning and Zoning Division 5-Year Work Plan

**SUBMITTED BY:**

Division Director/Head Approval Mike McCallister  
Department Director/Head Approval [Signature]  
County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Mike McCallister  
@ 503-742-4522

**Planning and Zoning Division 5-Year Work Plan**  
**2012-2017**  
**(Updated 8-30-2012)**

<b>PROJECT DESCRIPTION: 5 Year Audit of the Comprehensive Plan and ZDO</b>		
ORIGIN SOURCE	FUNDING SOURCE	PROJECT SUMMARY
<p>Planning and Zoning Division / Strategic Policy Administration</p>	<p>General Fund</p>	<p>The 5 Year Audit includes:</p> <p>2012/2013: Establish a new numbering system for the Comprehensive Plan. Repeal/amend obsolete and conflicting provisions of the Comprehensive Plan. Update and standardize existing Comprehensive Plan maps. Develop tables of allowed uses in various classes of zoning districts. Consolidate, simplify and revise industrial zones. Complete annual housekeeping and natural resource zoning district updates.</p> <p>2013/2014: Consolidate, simplify and revise commercial and multi-family zones. Consider adoption of a new commercial planned development ordinance or revision to existing related provisions. Evaluate and refine application processing standards. Review and amend the Parks standards in the Plan and ZDO, with emphasis on resolving conflicts between those standards and the North Clackamas Parks and Recreation District's master plan. Complete annual housekeeping and natural resource zoning district updates.</p> <p>2014/2015: Consolidate, simplify and revise single family residential zones, development standards (excluding environmentally sensitive area and natural hazards standards) and special use standards. Complete annual housekeeping and natural resource zoning district updates.</p> <p>2015/2016: Consolidate, simplify and revise environmentally sensitive area and natural hazards development standards and overlay zones. Complete annual housekeeping and natural resource zoning district updates.</p> <p>2016/2017: Consolidate all of the County's discretionary development review provisions into the Zoning and Development Ordinance. Complete</p>

		annual housekeeping and natural resource zoning district updates.
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**Annual Work Plan**  
**2012-2013**

**PROJECT DESCRIPTION: Phase One of a 5 Year Audit of the Comprehensive Plan and Zoning and Development Ordinance**

ORIGIN SOURCE	FUNDING SOURCE	<u>PROJECT SUMMARY</u>
Planning and Zoning Division	General Fund	<ol style="list-style-type: none"> <li>1. Codify the Comprehensive Plan (i.e. renumber it appropriately).</li> <li>2. Repeal/amend obsolete and conflicting Comprehensive Plan provisions.</li> <li>3. Review all Comprehensive Plan maps to modernize and standardize.</li> <li>4. Create a Table of Uses for each category of zoning district (i.e. commercial, industrial, and residential). First emphasis is industrial districts.</li> <li>5. Consolidate, simplify and revise industrial zoning district provisions.</li> <li>6. Complete annual housekeeping and natural resource zoning district updates.</li> <li>7. Evaluate and consider changes to the structure and organization of the ZDO.</li> </ol> <p>Required Action:</p> <p>Comprehensive Plan: Research, renumber and amend text, recreate/refine existing maps</p> <p>ZDO: Research, create tables of uses, amend text</p> <p>Estimated Completion Date: June 2013</p>

**PROJECT DESCRIPTION: Rural City Population Coordination**

ORIGIN SOURCE	FUNDING SOURCE	PROJECT SUMMARY
<p>Planning &amp; Zoning Division</p>	<p>Technical Assistance Grant (\$40,000)</p>	<p>Population coordination and allocation between Clackamas County and 5 rural cities (Canby, Barlow, Estacada, Molalla &amp; Sandy). Population coordination required by law. Grant requires work to be completed by March 2013. Include related updates of Comprehensive Plan Maps IV-6 and IV-7; coordinate with other maps in Comprehensive Plan Chapters 4 and 10. Include review of urban reserve area mapping for Sandy and Portland Metropolitan area, as well as other cities.</p> <p>Required Action: Comprehensive Plan Text and Map Amendments</p> <p>Estimated Completion Date: April 2013</p>

**PROJECT DESCRIPTION: Eagle Landing / Planned Mix Use Map and Text Amendments**

ORIGIN SOURCE	FUNDING SOURCE	PROJECT SUMMARY
<p>Eagle Landing Developer</p>	<p>Developer / Application Fees</p>	<ol style="list-style-type: none"> <li>1. Create a new Planned Mixed Use Zoning Ordinance to apply to the Eagle Landing area in coordination with a similar effort completed by the City of Happy Valley.</li> <li>2. Comprehensive Plan Map Amendment from Regional Center High Density Residential, High Density Residential and Planned Community Use to Planned Mixed Use. Corresponding Zone Change from RCHDR, HDR and OSM to PMU6. Map amendments to the Clackamas Regional Center Boundary.</li> </ol> <p>The second phase of this amendment package is nearing completion with a BCC hearing scheduled for August 1, 2012. Formal ordinance adoption will follow if preliminary approval is granted by the BCC.</p> <p>Required Action: Comprehensive Plan Map and</p>

		Text Amendments and ZDO Amendment. Estimated Completion Date: September 2012.
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**PROJECT DESCRIPTION: Mulino Hamlet Guidelines and Development Standards**

<b>ORIGIN SOURCE</b>  Planning and Zoning Division / Mulino Hamlet	<b>FUNDING SOURCE</b>  General Fund	<b>PROJECT SUMMARY</b>  Adopt Rural Commercial Design Guidelines and Development Standards for the Mulino Hamlet based on the Mulino Hamlet Community Plan.  Required Action: Comprehensive Plan and ZDO Text Amendments.  Estimated Completion Date: As of August 28, 2012 no additional work will be completed on this project due to the lack of support from property and business owners in the affected area.
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**PROJECT DESCRIPTION: Comprehensive Plan and ZDO Text Amendment**

<b>ORIGIN SOURCE</b>  Office of Sustainability	<b>FUNDING SOURCE</b>  Office of Sustainability	<b>PROJECT SUMMARY</b>  Zoning and Development Ordinance and Comprehensive Plan amendments to update definitions and policies, provide opportunities for, and amend siting and operational standards for various types of solid waste disposal and recycling facilities. File No. ZDO-233  This amendment package has been reviewed by the Planning Commission and was scheduled for hearing before the BCC on September 13, 2012. That hearing has been postponed indefinitely.  Required Action: Comprehensive Plan and ZDO Text Amendments  Estimated Completion Date: June 2013
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**PROJECT DESCRIPTION: General Goal 5 Work (Environmental Regulations and Overlays)**

ORIGIN SOURCE	FUNDING SOURCE	PROJECT SUMMARY
Planning and Zoning Division	General Fund	<p>Revisit Statewide Planning Goal 5 and related environmental overlay zones to consider eliminating redundancies and ineffective standards and processes. Consider coordinating with Oregon Dept. of Forestry to regulate forest practices in stream and wetland buffers. Consider overhauling Open Space provisions in the Comprehensive Plan and ZDO.</p> <p>Required Action: Research and Coordination with Stakeholders</p> <p>Estimated Completion Date: Ongoing through 5 Year Plan and ZDO Audit. May culminate in proposed text amendments.</p>

**PROJECT DESCRIPTION: Adopt Mass Gathering and Event Code**

ORIGIN SOURCE	FUNDING SOURCE	PROJECT SUMMARY
Planning and Zoning Division	General Fund	<p>Adopt a new code to address outdoor mass gatherings and events.</p> <p>Required Action: Amendment to Clackamas County Code.</p> <p>Estimated Completion Date: June 2013</p>