

# CLACKAMAS COUNTY BOARD OF COUNTY COMMISSIONERS

## Policy Session Worksheet

**Presentation Date:** Feb 28, 2017 **Approx Start Time:** 1:30 PM **Approx Length:** 1 hr

**Presentation Title:** Long Range Planning Work Program

**Department:** Department of Transportation and Development

**Presenters:** Mike McCallister, Planning Director; Jennifer Hughes, Principal Planner; Karen Buehrig, Transportation Planning Supervisor

**Other Invitees:** Barb Cartmill, Director of DTD; Dan Johnson, Assistant Director of Development; Mike Bezner, Assistant Director of Transportation

**WHAT ACTION ARE YOU REQUESTING FROM THE BOARD?** None. This is an informational item only.

### **EXECUTIVE SUMMARY:**

Since 2012, a Long Range “land use” Planning work program has been developed and adopted by the Board of County Commissioners as a tool to prioritize and consolidate amendments to the Comprehensive Plan and Zoning Development Ordinance (ZDO). With the integration and implementation of Performance Clackamas, the Long Range Planning work program has been expanded to both land use and transportation planning work program items.

The Long Range Planning work program is not a comprehensive list of all of the responsibilities and functions of the Long Range Planning program, but rather is a list of “plan development projects” which include updates to the Comprehensive Plan, Transportation System Plan and Zoning and Development Ordinance. Adoption of the annual work program is timed to provide a basis for budget and development for the upcoming fiscal year.

To assist in the developing the list of potential work program projects, staff reached out to Community Planning Organizations, Villages and Hamlets, interested parties and other county departments to solicit suggestions. Attachment 1 is the memo from the Planning Director to the Planning Commission which includes the summary of the proposed projects and information about the work program considerations.

On February 6<sup>th</sup>, 2017, the Planning Commission took public testimony on the draft work program and developed a recommendation to the Board. The Planning Commission recommended the ten projects included in Attachment 2 - Table 1: Projects Recommended for the 2017-18 Long Range Planning Work Program with the addition of Project 15: Building size in the Rural Tourist Commercial zone (listed on Attachment 3). In addition, the Planning Commission would like as much of Project 16: McLoughlin Area Plan Comprehensive Plan District completed, with the understanding that additional resources will be needed to undertake this project. Finally, a project related to dog kennels in the rural area was added to the recommended project list by the Planning Commission.

## **FINANCIAL IMPLICATIONS (current year and ongoing):**

Is this item in your current budget?       YES       NO

Completion of the projects recommended by the Planning Commission would require additional budgetary resources above what is currently anticipated for next fiscal year.

What is the cost?    \$      Unknown      What is the funding source? General Fund

The cost is dependent on the number and position classifications of FTE assigned to the work program projects. The cost is also dependent of the scale of the projects selected for the work program.

## **STRATEGIC PLAN ALIGNMENT:**

- How does this item align with your Department's Strategic Business Plan goals?

The Long Range Planning Work Program supports the goal of providing "plan development (updates to the Comprehensive Plan, Transportation System Plan and Zoning & Development Ordinance), analysis, coordination and public engagement services to residents; businesses; local, regional and state partners, and County decision-makers so they can plan and invest based on a coordinated set of goals and policies that guide future development."

- How does this item align with the County's Performance Clackamas goals?

The Long Range Planning Work Program aligns with the following Performance Clackamas Strategic Priorities

- **Build public trust through good government**
- **Build a strong infrastructure**
- **Ensure safe, healthy and secure communities**

## **LEGAL/POLICY REQUIREMENTS:**

There are no identified legal requirements for adoption of the annual long-range planning work program. However, it is the county's policy to conduct an annual outreach process and public meetings before the Planning Commission and the Board of County Commissioner prior to Board adoption of the work program.

## **PUBLIC/GOVERNMENTAL PARTICIPATION:**

The public outreach conducted for the Long Range Planning Work program is summarized in the Planning Director Memo to the Planning Commission dated January 30<sup>th</sup>, 2017.

## **OPTIONS:**

The policy session is informational only. When this item is considered formally by the Board on March 16<sup>th</sup>, 2017, the options will include:

1. Adopt the Long Range Planning work program as recommended by the Planning Commission
2. Adopt the Long Range Planning work program with amendments
3. Continue the matter for further review and consideration at a future date to be determined by the Board.

**RECOMMENDATION:**

None, this is an informational item only.

**ATTACHMENTS:**

**Attachment 1:** Memo from the Planning Director to the Planning Commission dated January 30, 2017

**Attachment 2:** Table 1: Projects Recommended for the 2017-2018 Long Range Planning Work Program

**Attachment 3:** Table 2: Projects NOT included in the 2017-2018 Long Range Planning Work Program

**Attachment 4:** Draft Minutes from the February 6<sup>th</sup> Planning Commission Meeting

**SUBMITTED BY:**

Division Director/Head Approval \_\_\_\_\_

Department Director/Head Approval \_\_\_\_\_

County Administrator Approval \_\_\_\_\_

For information on this issue or copies of attachments, please contact Karen Buehrig @ 503-742-4683
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MIKE MCCALLISTER  
PLANNING AND ZONING DIRECTOR

DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT

DEVELOPMENT SERVICES BUILDING  
150 BEAVERCREEK ROAD OREGON CITY, OR 97045

January 30, 2017

To: Clackamas County Planning Commission

From: Mike McCallister, Planning Director, and  
Karen Buehrig, Transportation Planning Supervisor

RE: Long-Range Planning Work Program for 2017-2018

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Background

The Department of Transportation and Development (DTD) 2016 Performance Clackamas Strategic Business Plan identifies the purpose of the Long Range Planning program to be:

“The purpose of the Long-Range Planning Program is to provide plan development (updates to the Comprehensive Plan, Transportation System Plan and Zoning & Development Ordinance), analysis, coordination and public engagement services to residents; businesses; local, regional and state partners, and County decision-makers so they can plan and invest based on a coordinated set of goals and policies that guide future development.”

Since 2012, a Long Range “land use” planning work program has been developed and adopted by the Board of County Commissioners as a tool to prioritize and consolidate amendments to the Comprehensive Plan and Zoning Development Ordinance (ZDO). Attached as Table 3 is the adopted 2016-17 Work Program, including an update on the status of each project. With the integration and implementation of Performance Clackamas, the work program has been expanded to both land use and transportation Long Range Planning work program items. Staff from both the Transportation planning group and the Planning / Zoning division work on Long Range Planning work program items.

The Long Range Planning work program is not a comprehensive list of the responsibilities and functions of the Long Range Planning program, but rather is a list of “plan development projects” which include updates to the Comprehensive Plan, Transportation System Plan and Zoning and Development Ordinance. It is important to acknowledge the other task and work responsibilities of the staff involved in long range planning.

These responsibilities include:

- provide public service in the permits lobby and through the public service phone line/email account;
- processing land use application (over 600 applications last year);
- federal, state, regional and local intergovernmental coordination;
- contract planning services for the cities of Estacada and Gladstone; and
- analysis and data management activities.

**It is anticipated that there will be 1.5 FTE of transportation planning staff time and between 1.95 and 2.35 FTE (dependent on a possible retirement) of land use planning staff time available for Long Range Planning work program items for Fiscal Year 2017-2018.**

The adoption of the annual work program is timed to provide a basis for budget development for the upcoming fiscal year. The February 6, 2017 Planning Commission meeting provides an opportunity for public testimony regarding the work program. Following testimony, the Planning Commission will be asked to prioritize the projects and make a recommendation on the work program. The Planning Commission recommendation will be presented to the Board of County Commissioners for final consideration and approval at a public meeting scheduled for March 16, 2017.

### Public Outreach

Public outreach included an October 20th, 2016, notice to Community Planning Organizations, Hamlets and Villages, other interested parties and other county divisions to solicit project suggestions for inclusion in the work program. In addition, a reminder email was sent on November 17<sup>th</sup>, 2016. A final notice sent on January 18, 2017, provided details of the public meetings before the Planning Commission and BCC and invited testimony on the work program.

### Proposed Projects

Attached is a summarized list of projects submitted for consideration for the 2017-2018 work program. It is divided into two tables: Table 1: Draft 2017-18 Long Range Planning Work Program and Table 2 Projects NOT Recommended for Inclusion in the 2017-18 Work Program. This information will be presented in more detail during the February 6, 2017 Planning Commission meeting. The Planning Commission or individual Commissioners also may recommend other projects for consideration.

A total of 31 projects have been submitted for consideration to date (due to consolidation of related items, there are only 26 entries in the table), including:

- 4 land use and transportation projects which are continuing from the current fiscal year
- 1 new transportation project proposed by staff
- 1 new land use/transportation project proposed by staff
- 1 transportation project proposed by the Planning Commission
- 2 land use projects proposed by staff
- 3 land use projects proposed by the Department of Business and Community Services
- 1 land use project proposed by Far West CPO

- 2 land use projects proposed by McLoughlin Area Plan Implementation Team (MAP-IT)
- 1 land use project proposed by the Jennings Lodge CPO,
- 4 projects proposed by the Hamlet of Beavercreek (one has been folded in with a related request by the Department of Business and Community Services)
- 4 projects proposed by the Oak Grove Community Council (three related requests have been consolidated into one entry in the attached table and the fourth is combined with the same request by the CPO Summit)
- 3 projects proposed by the CPO Summit (two related requests have been consolidated into one entry in the attached table)
- 1 land use project proposed by an attorney on behalf of a client
- 3 projects proposed by the North Clackamas Urban Watersheds Council

Refer to Table 1 and Table 2 for additional details.

### Work Program Considerations

Adoption of the final work program requires consideration of the amount of staff time available to complete projects given budget limitations (all land use projects rely on general fund dollars) and staffing resources. Total land use planning FTE is 14.2 with 3.0 FTE needed for public service duties and 8.85 FTE for land use application processing, contract planning services and other day-to-day responsibilities. This leaves 2.35 FTE (possible retirement would reduce to 1.95 FTE) for long range planning projects.

Public service activity levels continue to remain high with significant numbers of phone calls, front counter contacts, and applications. The division's primary mission is to provide excellent public service, and the county has a legal obligation to process land use applications in state-mandated time frames. Assuming activity continues to be high, staff anticipates that day-to-day planning tasks will require staffing resources that would otherwise be available for long range planning project work.

In addition, the Planning and Zoning division is moving forward with efforts to modernize both its records management system and essential zoning and planning maps. One example is converting the county's official zoning maps to a digital format from 40-year-old Mylar maps that are beginning to degrade. This needed work was put on hold when staffing levels in the division fell due to retirements. Now that we have replaced two FTE over the last year, work on these tasks is resuming. In light of anticipated retirements of longtime employees over the next couple of years, it is essential that we utilize available institutional memory in completing this work before the opportunity is lost.

As stated previously, there is approximately 1.5 FTE of transportation planning staff time available for "plan development Projects." While transportation planning staff does not have the same public service requirements, their other responsibilities include coordination on interjurisdictional projects and other administrative requirements, such as the development of the Americans with Disabilities (ADA) Transition Plan. Transportation planning staff time is funded through the Road Fund, which limits the types of projects they can work on to those that focus on the transportation system.

Finally, approximately 0.3 FTE of land use planning staff time will be required to support the proposed transportation planning projects.

### Recommendation

Staff recommends that the 2017-2018 long range planning work program include the 10 projects identified in Table 1.

The division anticipates having 2.05 FTE available to assign to long-range land use planning projects in the next fiscal year and 1.8 FTE for long range transportation planning. On the land use side, this represents a 20 percent increase over the current work program, although a potential retirement would reduce the available FTE to 1.65.

During the public comment period, no transportation planning projects were suggested by the public or county departments. All of the transportation planning projects included in the 2017-2018 work program can be accommodated with existing staff resources.

On the land use side, many more project suggestions were received than can be completed with the available FTE. Staff is recommending inclusion of three projects that we believe represent the best use of limited resources due to widespread applicability (ZDO Audit) or critical timing (Floodplain Regulations, Transitional Housing). However, we anticipate that we also will be able to direct staff resources toward a community-recommended project. Based on longstanding community advocacy for enhanced planning around the McLoughlin Blvd/Park Avenue Station area, staff recommends that next year's work program include an initial phase of MAP-IT's request for Park Avenue Station Area Development and Design Standards.

TABLE 1: Projects Recommended for the 2017-18 Long Range Planning Work Program

	Project Name	Project Summary	Scope of Work	Proposed By	Estimated FTE	Staff Comments
<b>Draft LAND USE Long Range Planning Work Program</b>						
1	Zoning and Development Ordinance Audit	Multi-year project to review and update the entire ZDO	Research, code writing, outreach and public notice <b>ACTION: Planning Commission and BCC public hearings; adoption of text amendments to the ZDO and, where needed, the Comprehensive Plan</b>	Staff	1.1 to 1.5	<p>The Board first authorized this project in 2012, and it has been part of the approved work program in each subsequent year. However, work was suspended in July 2015 when staff resources were redirected to the adoption of marijuana land use regulations. Work resumed in 2016 but has been intermittent as other priorities took precedence. The audit, originally envisioned with a five-year timeline, is approximately half complete and scheduled to be approximately two-thirds complete by the end of the current fiscal year. Assuming that this project continues to be included in the work program, it is likely to be completed in June 2019.</p> <p>The range of estimated FTE is based on a possible retirement that would reduce available staffing for this project by 0.4 FTE.</p>
2	Floodplain Regulations	ZDO and Comprehensive Plan amendments to address Federal Emergency Management Agency (FEMA) mandates in response to a Biological Opinion (BiOp) issued by National Marine Fisheries Service for the protection of endangered species	Review and adapt for county use a model floodplain ordinance being prepared by FEMA and DLCD to address the BiOp; corresponding amendments to the Comprehensive Plan; public notice and outreach <b>ACTION: Planning Commission and BCC public hearings; adoption of text amendments to the ZDO and Comprehensive Plan</b>	Staff	.15	<p>In 2009, a lawsuit was filed against the Federal Emergency Management Agency (FEMA) by the Audubon Society of Portland, the North West Environmental Defense Center, the National Wildlife Federation, and the Association of Northwest Steelheaders, alleging that FEMA, in its implementation of the National Flood Insurance Program (NFIP), has failed to consult with the National Marine Fisheries Service (NMFS), thus alleging that FEMA is in compliance with Section 7 of the Endangered Species Act (ESA). In July 2010, FEMA entered into a settlement agreement with the plaintiffs, agreeing to initiate consultation with NMFS in the implementation of the NFIP. As a result, in 2016, NMFS issued a Biological Opinion (BiOp), to which FEMA is required to respond, that includes a set of recommendations, or Reasonable and Prudent Alternatives (RPAs), aimed at reducing the impacts of the NFIP on certain endangered species. In turn, local governments in Oregon such as Clackamas County — that implement NFIP standards at the local level to maintain membership within the NFIP — are now mandated to revise their floodplain management regulations to be compliant with the RPAs.</p> <p>Complete rollout and full implementation of the RPAs, on the part of both local governments and FEMA, will take place over the course of several years. However, initially and for purposes of the upcoming Work Program, the County is required by March of 2018 to significantly modify and update its floodplain regulations as outlined in the Interim Measures of Element 2 of the RPAs, based on a model ordinance being prepared by FEMA and the State Department of Land Conservation &amp; Development (DLCD), completion of which is expected in the Fall of this year. As such, completion of this project, which will likely include extensive outreach to property owners in floodplains, will be subject to a tight, roughly six-month timeline.</p>



	Project Name	Project Summary	Scope of Work	Proposed By	Estimated FTE	Staff Comments
3	Transitional Housing	ZDO and Comprehensive Plan amendments to allow for transitional housing to address homelessness	Research; coordination with the county Department of Health, Housing and Human Services; code writing; corresponding amendments to the Comprehensive Plan; public notice and outreach <b>ACTION: Planning Commission and BCC public hearings; adoption of amendments to the ZDO and Comprehensive Plan</b>	Staff	.10 -.20	This is a placeholder for an anticipated project to address transitional housing. Over the past year, the Board has expressed interest in assessing transitional housing opportunities to address homelessness, including veterans. The ZDO does not specifically address transitional housing land uses. At this time, the siting of these types of projects could only be authorized if they fit within the existing regulatory framework of the ZDO. The existing options are limited. Potential amendments to the ZDO could include adopting provisions to allow transitional shelters, tiny homes or other low income types of housing through a range of review processes (primary, accessory, temporary or conditional use). The range of estimated FTE reflects uncertainty regarding the scope of the possible amendments and the corresponding level of public outreach that may be required.
4	Development and Design Standards for the Park Ave Station Area	<ul style="list-style-type: none"> <li>Consider some of the specific provisions requested by MAP-IT as part of the ZDO audit</li> <li>Outreach to property owners about possible implementation of a more extensive revision of the Park Avenue Station Area standards</li> <li>Staff support for grant application(s) that may be submitted by MAP-IT for work on more extensive Park Avenue Station Area standards</li> </ul>	Research, code writing, outreach and public notice as part of the ZDO audit; property owner outreach and grant support for a more extensive set of revised standards <b>ACTION: No Planning Commission or BCC action required for the identified tasks</b>	MAP-IT	.20	The full request from MAP-IT is for ZDO amendments to introduce new development and design standards for the Park Avenue Station Area, focused on commercial and multifamily zoned property at the intersection of McLoughlin Blvd and Park Ave. MAP-IT has identified 20 objectives they would like to fulfill and 25 additional detailed objectives under the overarching ones. Some of the suggestions (e.g., require mixed-use development, allow higher-intensity development, reduce overall parking requirements, ensure parks and/or opens space are included in new development) seem to warrant property owner outreach to gauge support. Staff is also concerned about the level of staff support that will be required to complete the full project; however, there have been discussions about grants that may be available to MAP-IT to undertake some of the work. Therefore, staff's recommendation is to include a smaller-scale project in the upcoming year's work program with the expectation that future years' work programs may include additional work on the larger project.
<b>Draft TRANSPORTATION Long Range Work Program</b>						
5	Safe Routes to Schools – Action Plan development and outreach/education coordination.  Carry Over	In August, the Transportation Planning team received ODOT Safe Routes to Schools non-infrastructure funds to implement a three year program of outreach, education, and Safe Routes to School Actions plans for schools in North Clackamas School District	During FY 2016-2017, staff will work with an AmeriCorps Service member to conduct outreach to four schools and undertake 4 SRTS Action Plans. During FY 2016-2019, staff will work with a consulting team to coordinate with the schools on education and outreach for additional schools. <b>ACTION: No Planning Commission or BCC Action required</b>	Underway. Expected completion in June 2019	.5	County staff is responsible for SRTS Action Plan development for 4 schools per year, each year of the program. No Comprehensive Plan Amendments required.
6	Arndt Road – Goal Exception  Carry Over	The BCC Strategic Plan identified the intention to have I-5 access to Canby placed on the State Transportation Improvement Program (STIP).	In order to move forward with Phase II of the Arndt Road extension, a new Goal Exception is needed to support the crossing of the Molalla River.  <b>ACTION: Planning Commission and BCC public hearings if amendments to the CIP are needed; adoption of amendments to the Comprehensive Plan – Projects in CIP</b>	Transportation Planning Staff; BCC Priorities	.2	Work is underway in this project The next steps for this project are: <ol style="list-style-type: none"> <li>1) Complete rough cost estimate for extension of Arndt Road to Kerr parkway in Canby</li> <li>2) Meet with Canby to discuss cost estimates and viability of identifying funding</li> <li>3) If in agreement that it could be viable to identify funding for project, then proceed with updated goal exception for new alignment</li> <li>4) Continue to pursue funding</li> </ol> A study of the cost benefit of the various projects in the Canby to I-5 area could also be beneficial to understanding the more cost effective near term investments.

	Project Name	Project Summary	Scope of Work	Proposed By	Estimated FTE	Staff Comments
7	Monroe Neighborhood Street Design Plan	Complete a right-of-way survey, storm drainage study and traffic modeling to the Monroe Neighborhood Street Design Plan to address concerns raised by the Planning Commission	In November 2016, the BCC directed staff to bring the proposed amendments to the ZDO and Comprehensive Plan back to the Planning Commission after staff completed additional work to address the concerns raised by the Planning Commission <b>ACTION: Planning Commission and BCC public hearings if amendments to the CIP are needed; adoption of amendments to the Comprehensive Plan – Projects in CIP</b>	BCC Direction	.2	Staff is currently working to coordinate with Milwaukie on the next steps related to traffic modeling of the diverters throughout the corridor.
8	Performance Measures implementation in Development Review  Carry Over	Researching the impacts of implementing additional performance measures for sidewalks, bikeways, transit and safety	Follow-up from CRC Connections Project <b>ACTION: May result in Planning Commission and BCC public hearings if amendments to the Transportation System Plan are needed</b>	Transportation Planning Staff	.1	This project has two components: 1) Fold in development of Safety Performance Measure into Transportation Safety Action Plan project development work 2) Development Review staff review the previous 6 months' worth of applications to understand the implications of a system completeness standard for pedestrian and bikeway, as well as access to transit.
9	Transportation planning for the area formerly in Damascus that is within unincorporated Clackamas County and outside of Happy Valley's Planning jurisdiction	Incorporate needed transportation improvements project into the Clackamas County TSP to address the County roads that were formally in Damascus	Results in CIP projects and amendments to Transportation System Plan. <b>ACTION: Planning Commission and BCC public hearings; adoption of amendments to the Comprehensive Plan</b>	Long Range Planning Program Staff; Planning Commission	.3	This project is contingent on the area established by the new Happy Valley Urban Growth Management Agreement (UGMA).  A transportation plan to support future urban uses in the Damascus area was created by the City. It will need to be determined if these projects are folded into the Clackamas County TSP or if there is a need for a set of interim project more appropriate for the near term while it is still rural.
10	Stafford Area Preliminary Infrastructure Feasibility Analysis (SAPIFA)	The purpose of Stafford Area Preliminary Infrastructure Feasibility Assessment (SAPIFA) is to build a common understanding of the potential demands various levels of urban growth would have on the sewer, water, storm water and transportation infrastructure in the Stafford area and how those demands will impact the neighboring cities.	This information will be used to recommend the appropriate future jurisdictional responsibility of various areas within Stafford. This will be a study. A consultant will be hired to undertake the majority of work. <b>ACTION: No Action needed by Planning Commission and BCC</b>	Long Range Planning Program Staff	.2	Metro Community Planning and Development Planning Grant for \$170,000 was awarded for this project. Beginning the project is contingent on completion of the Urban and Rural Reserves process. It will require both Land Use and Transportation Long Range Planning staff time.

TABLE 2: Projects NOT included in recommended 2017-18 Long Range Planning Work Program

	Project Name	Project Summary	Scope of Work	Proposed By	Estimated FTE	Staff Comments
	<b>ZDO Amendments</b>					
11	Procedural Standards for Land Use Application Processing	Increase the length of the pre-decision public comment period for Type II applications to 35 days; require that land use applications are complete before the Planning Division accepts them as complete; issue a "request for response" to the Community Planning Organization prior to a preapplication conference	Code writing and public notice <b>ACTION: Planning Commission and BCC public hearings; adoption of text amendments to the ZDO and Comprehensive Plan</b>	Oak Grove Community Council		ZDO Section 1307 was overhauled in 2014 as part of the ZDO audit. At that time, the minimum notification period to CPOs was increased from 15 days to 20 days. It is common for staff to honor requests from CPOs to delay issuance of a decision until after a CPO meeting is held to consider a particular application, assuming such a delay can be granted within the statutory timelines the county has for issuing a final decision. Increasing the mandatory minimum will decrease flexibility for the county in issuing decisions in a timely manner.  State law requires local governments to accept and process land use applications even if they are incomplete.  During preapplication conferences, applicants are routinely advised to consult the CPO about proposed developments, and CPOs are notified of all Type II and III land use applications for review and comment.
12	Land Use Application Appeals	Allow appeals of Land Use Hearings Officer's decisions to the BCC	Code writing and public notice <b>ACTION: Planning Commission and BCC public hearings; adoption of text amendments to the ZDO</b>	CPO Summit		This request was considered and rejected when ZDO Section 1307 was audited in 2014. Adding an additional layer of local review of land use applications poses substantial difficulties in processing applications within timelines mandated by state statute. It also would require the BCC to shift time and resources to land use hearings.  The CPO Summit includes the following CPOs: Aurora-Butteville-Barlow CPO; Beaver Creek Hamlet/CPO; Boring CPO; Clackamas CPO; Far West Association of Neighbors; Firwood Neighbors; Holcomb-Outlook CPO; Jennings Lodge CPO; Ladd-Hill NA; Molalla CPO; Oak Grove Community Council; Rhododendren CPO; South Clackamas CPO; Stafford-Tualatin Valley CPO; and Sunnyside United Neighbors
13	Mass Gatherings	Prohibit mass gatherings without permits and allow mass gatherings in EFU, TBR and AG/F Districts only if such gatherings are directly related to farming or timber	Research, code writing, outreach, public notice <b>ACTION: Planning Commission and BCC public hearings; adoption of text amendments to the ZDO and Comprehensive Plan; Possible amendment of the County Code as well</b>	Far West CPO		As a result of public interest, the 2012-2013 work program included a project to adopt County Code provisions to regulate outdoor mass gatherings and events. At a June 2013 BCC Business Meeting, the Board tabled the draft regulations indefinitely. In lieu of specific regulations, staff has developed a notification process to alert relevant service providers (e.g., sheriff, fire district, traffic engineering) when the Planning and Zoning Division is made aware of a proposal for a large gathering. The notification allows agencies to staff appropriately for the duration of the event, particularly in case of emergency, and to advise the event organizer if any permits are required.  The scope of the current request for limits on gatherings is likely to involve zone code changes as well as revisiting the 2013 draft County Code provisions.
14	Tree Mitigation	Require mitigation plantings when trees are removed as part of development	Code writing, outreach, public notice <b>ACTION: Planning Commission and BCC public hearings; adoption of text amendments to the ZDO and Comprehensive Plan</b>	Jennings Lodge CPO		In 2010, the county drafted and considered a comprehensive tree protection ordinance. Ultimately, limited amendments were made to the ZDO to provide a disincentive to substantial tree removal in anticipation of development. In addition, mitigation requirements exist in overlay zones that apply in certain sensitive natural areas. At this time, staff anticipates that the environmental regulations in the ZDO will be subject to audit in 2018-2019, at which time this issue would be appropriate for further consideration.

	Project Name	Project Summary	Scope of Work	Proposed By	Estimated FTE	Staff Comments
15	Building Size in the Rural Tourist Commercial Zone	Allow exceptions to the maximum 4,000 square feet of building area per commercial use	Code writing, outreach, public notice <b>ACTION: Planning Commission and BCC public hearings; adoption of text amendments to the ZDO</b>	E. Michael Conners/ Hathaway Koback Connors, LLP		State law requires the 4,000 square foot building size limit in rural commercial areas but provides for exceptions to the standard. During the ZDO audit of the rural zones in 2015, staff considered syncing our code with the administrative rules. However, it became clear that allowing larger commercial uses could have significant impacts on the character of our rural communities and warranted additional outreach and discussion.
<b>Community Plans / Comprehensive Plan Updates</b>						
16	McLoughlin Area Plan Comprehensive Plan District	Comprehensive Plan update to introduce a new Plan District for the geographic area identified by the approved McLoughlin Area Plan	Research, Comprehensive Plan text writing, extensive public outreach over a large geographic area, public hearings  <b>ACTION: Planning Commission and BCC public hearings; adoption of text amendments to the Comprehensive Plan</b>	MAP-IT		<p>The request states that the Comprehensive Plan update process should result in supplemental Issues, Goals and Policies for the Plan District that seek to implement the Community Values and Guiding Principles of the McLoughlin Area Plan, and other content within the McLoughlin Area Plan Phase 1 and Phase 2 reports. It further states that the process may result in proposed amendments to other long-range planning documents and/or the ZDO.</p> <p>The MAP geographic area is extensive, covering all of the unincorporated urban area between the Willamette River and I-205, south of the Milwaukie Expressway and north of Gladstone. Several of the county's adopted Community and Design Plans (e.g., Sunnyside Village, Clackamas Regional Center Area) are the result of extensive planning projects that culminated in new Plan designations and zoning for the planned areas. They also included natural resources assessments and transportation system plans. These plans required a level of staffing that the Long Range Planning Program no longer has and typically included the hiring of consultants as well.</p> <p>In reading the project summary, it is not clear that this is the type of plan envisioned by MAP-IT. For example, it appears that ZDO amendments are not necessarily envisioned but rather may occur. Without implementing ZDO provisions, however, it is unclear what practical effect the new Plan District would have. Further scoping of the project with MAP-IT would be required in order to estimate the staff resources required for the project, but they appear to be considerable.</p>
17	Economic Opportunity Analysis (EOA)	Update Comprehensive Plan Chapter 8, <i>Economics</i> , to reflect outcomes of an updated EOA for Clackamas County, coordinated with cities	Comprehensive Plan text writing, outreach, public notice  <b>ACTION: Planning Commission and BCC public hearings; adoption of text amendments to the Comprehensive Plan</b>	Department of Business and Community Services		<p>The Business and Community Services Department is proposing to begin an EOA in coordination with cities in the county. The county's most recent EOA was completed in 1989. This document did not include incorporated areas and left all urban service lands, even in unincorporated areas, to the cities serving those areas.</p> <p>Following completion of the EOA, an update of Comprehensive Plan Chapter 8 would be appropriate, but it is premature to begin that effort in the upcoming fiscal year.</p> <p>The Beavercreek Hamlet submitted a request to stop the exodus of employees to other counties and add employment and industrial land. The EOA will analyze the need for employment and industrial land in the county and is an important step in moving toward increasing appropriately zoned land.</p>
18	Update Chapter 9: Open Space, Parks and Historic Resources to reflect North Clackamas Park and Recreation District Plan	Update Comprehensive Plan Chapter 9, <i>Open Space, Parks and Historic Resources</i> , to integrate the North Clackamas Parks and Recreation District Master Plan	Comprehensive Plan text writing, outreach, public notice  <b>ACTION: Planning Commission and BCC public hearings; adoption of text amendments to the Comprehensive Plan</b>	Department of Business and Community Services		Chapter 9 of the Comprehensive Plan is substantially out of date. Updating it is dependent on revisions to the NCPRD Master Plan but could be pursued at any point.

	Project Name	Project Summary	Scope of Work	Proposed By	Estimated FTE	Staff Comments
19	Phillips Creek Greenway Framework Plan Implementation	Amendments to <i>Comprehensive Plan</i> and <i>Zoning and Development Ordinance</i> , as needed, to fully implement the <i>Phillips Creek Greenway Framework Plan</i>	Research, code and plan writing, outreach and public notice <b>ACTION: Planning Commission and BCC public hearings; adoption of amendments to the ZDO and Comprehensive Plan.</b>	North Clackamas Urban Watersheds Council		<p>This request was framed as Comprehensive Plan and ZDO amendments; however, implementation of the Phillips Creek Greenway Framework Plan is unlikely to require significant amendments to those documents. Stream setbacks and related mitigation requirements have already been established for Phillips Creek by both the ZDO and the surface water management rules of CCSD #1, although portions of the stream identified by the framework plan do not qualify for a high level of protection under the criteria established by Metro for habitat protection in the urban area.</p> <p>The most significant aspects of the framework plan involve streamside restoration, property acquisition, trail development and public education. The plan envisions the North Clackamas Parks District as a lead on the greenway project. It is also likely that CCSD #1 would have a significant role as the surface management agency for that area.</p> <p>The county's Transportation System Plan already includes the Phillips Creek multi-use path in the Capital Improvement Program, but it is identified as a long term capital project, meaning no funding source has been identified and, although the project is needed, construction is not foreseen in the next 20 years due to financial constraints.</p>
<b>NOT LONG RANGE PLANNING</b>						
20	Notice by Email	Email the Community Planning Organization as soon as a land use application is deemed complete; use email for required notice of land use applications to Community Planning Organizations	Outside the scope of the Long Range Land Use Planning Program	CPO Summit; Oak Grove Community Council		The ZDO authorizes email or first class mail for required notice to CPOs. These requests would require a revision to office procedures used by the Development Services Program for processing land use applications. Refer to Development Services.
21	Hamlet and Village Support	Ongoing support for Hamlets and Villages	Not within the scope of the Long Range Planning program	Beavercreek Hamlet		Forward to Public and Government Affairs
22	Beavercreek Road Bikeway and Pedway Improvements	Improve the shoulder of Beavercreek Road for pedestrian and bicycle access from Henrici Road to the Beavercreek center	Not within the scope of the Long Range Planning program	Beavercreek Hamlet		Forward to the Capital Construction team
23	Urban and Rural Reserves	Resolution is needed on the urban and rural reserves		Beavercreek Hamlet		This project is on the current work program, and it is anticipated that it will be completed by the end of June 2017.
24	Endangered Anadromous Fish Recovery Plan	Plan a coordinated effort across county agencies to mitigate limiting factors for endangered lamprey, salmon and steelhead and actively support recovery efforts	Not within the scope of the Long Range Planning program	North Clackamas Urban Watersheds Council		The Comprehensive Plan and ZDO already include an acknowledged Statewide Planning Goal 5 program to protect significant fish habitat. It appears that NCUWC envisions the Planning and Zoning Division as having a coordination/advisory role. If staff resources are available, the Division could assist in that role.
25	Wildlife Movement Strategy	Create a long-range plan to implement the goals of the <i>Oregon Wildlife Movement Strategy</i> to connect the Mount Hood National Forest and contiguous habitat with the Willamette River Greenway and contiguous habitat	Not within the scope of the Long Range Planning program	North Clackamas Urban Watersheds Council		The Comprehensive Plan and ZDO already include an acknowledged Statewide Planning Goal 5 program to protect significant wildlife habitat. It appears that NCUWC envisions the Planning and Zoning Division as having a coordination/advisory role. If staff resources are available, the Division could assist in that role.



	Project Name	Project Summary	Scope of Work	Proposed By	Estimated FTE	Staff Comments
26	County Parks Master Plans	Provide Planning staff time to the County Parks Division to update County Parks master plans		Department of Business and Community Services		This is a County Parks Division project rather than a Long Range Planning Program project; however, if staff resources are available, the Planning and Zoning Division could assist the Parks Division with their master planning process.

**PLANNING COMMISSION  
DRAFT MINUTES**

February 6, 2017  
6:30 p.m., DSB Auditorium

Commissioners present: Michael Wilson, Gail Holmes, John Drentlaw, Michael Wagner, Thomas Peterson, Mark Fitz, John Gray.

Commissioners absent: Brian Pasko

Staff present: Karen Buehrig, Jennifer Hughes, Mike McCallister, Darcy Renhard.

1. Commission Chair Drentlaw called the meeting to order at 6:35 p.m.
2. Karen Buehrig began the staff report. This public meeting is to review the proposed 2017-2018 Long Range Planning Work Program. The Board of County Commissioners will have a study session to discuss the Work Program on February 28<sup>th</sup> and will give their decision at the business meeting on March 16<sup>th</sup>. This year, in an effort to align projects with the goals and outcomes of DTD's *Managing for Results (MFR)* program, we have included transportation system plans which are a part of long range planning. MFR is the strategic business plan for the entire DTD that supports the Performance Clackamas strategic measures. Within the strategic plan, there is a long range planning program. It is a little different this year because we are including land use development items. Funding sources are different for transportation plans and land use & zoning plans. Table 1 has a draft of the 2017-2018 Work Program. Transportation Planning projects are listed in this year's Work Program as well, which is a different approach from prior years. Because funding sources are different for land use planning activities and transportation planning projects, we cannot increase the land use planning staff time by reducing the transportation planning time. Some projects do overlap, and overall there are 26 projects on the list. Three CPOs submitted project ideas. Some project ideas were specific to the ZDO, some were relative to the Comprehensive Plan. Some project suggestions fell under construction plans, which are outside the scope of long range planning.

Jennifer Hughes continued the staff report, explaining that the first thing we need to do is a summary of where we are with our current Work Program. There are 5 projects on the approved work program. The reserves project is complete because the Board of County Commissioners has terminated additional review of the reserves. Work on the ZDO audit was suspended in 2015 due to the marijuana land use regulations project. We are still hoping to bring an audit amendment package to the Planning Commission at some point this fiscal year, but the date is not yet final. Another major project that we did was related to disincorporation of the former City of Damascus. We applied our zoning code to areas formerly in the city and are proceeding with reviewing the urban growth management agreement with the City of Happy Valley, which has an interest in planning part of the area. The revisions to the marijuana regulations will be heard next week. Staff is in the process of putting together the amendment package for the natural resource zone updates which will align our natural resource ordinances with State law. That package will be heard on February 27.

Jennifer continued with an overview of the staff-recommended long-range land use planning work program for 2017-2018. Staff would like to make significant progress on the ZDO audit in the 2017-2018 fiscal year to bring us closer to where we originally anticipated being at this point with the project. There is concern that due to possible retirements in the near future, we may be losing staff who have the expertise and skills needed to do all of the necessary work on the audit. The second project that staff is recommending for the next Work Plan is to update our floodplain regulations. This project is on the list because of a recent lawsuit brought against FEMA which requires us to make amendments to our floodplain ordinance. There are time constraints that are outside the County's control, so it is a high priority project. The third project that staff is recommending for next year's Work Program is transitional housing. The BCC has expressed an interest in this project as a means to address the homeless issue within Clackamas County. There are a number of options that staff has begun doing research on, but we are not sure at this point where the Board will want to go and what the scope will be. The fourth project that staff is recommending is the Park Avenue Station Area Plan. Two different plans have been submitted by representatives of the area, one for the station area and one for the entire McLoughlin area, but staff is recommending a scaled down proposal. We are recommending that there be outreach to the local property owners regarding specific revisions to development standards that might cause community concern. There are some potential opportunities for MAP-IT

to obtain grant funding through the State of Oregon or Metro and staff is recommending that we support them in their efforts to obtain such funding.

Karen Buehrig continued with the staff report, discussing the recommended transportation planning projects for the 2017-2018 work program. Karen pointed out that the transportation plans that are in orange on the table are carry-over from last year's plan. Other projects are listed after those. Over a year ago, we did receive funds from Metro to do a Stafford area infrastructure feasibility study.

Commissioner Wagner asked about the status of doing the safety audit on Passmore Road in Mulino that the BCC committed to doing 4 or 5 years ago. Karen answered that she will check with Joe Marek as to the status. Commissioner Fitz said that the biggest thing that came up a year ago was the people who have kennels in the Damascus area. When they become neighbors to Happy Valley there may be problems.

Commissioner Peterson asked if there was any opportunity to plan for fill-in in advance of staff retiring. Mike McCallister replied that as far as staff goes, we are actually up about 1.5 FTE from where we were a year ago, but that 3 of those staff are entry level planners. The retirement that was referred to earlier is a senior planner who has spent the last 4 or 5 years focusing on the audit. Because of the expertise needed, it will be very hard to replace the institutional knowledge that this planner has. From a staff perspective, it is important to get the audit work done before other staff with long term institutional knowledge retire and we lose their expertise.

Chair Drentlaw opened the public testimony.

**Karen Bjorklund-10824 SE Oak St., Milwaukie / Walt Gamble - 1786 SW Greenway Ct., West Linn:** Ms.

Bjorklund and Mr. Gamble explained that the CPO Summit is a group of CPO representatives that started meeting in November to discuss issues that they share. The group created a list of their top priorities, some of which can be addressed with ZDO amendments. Mr. Gamble: the first proposal is that ZDO comment periods are too short for the citizens to respond with comments. He would like it if when an application is deemed complete, it be sent immediately to the CPO so it can be distributed to the appropriate residents. The second idea is that when the notice actually goes out, it gets emailed to the CPO chair as well. Ms. Bjorklund: with regard to appeal of hearings officer decisions, she would like to keep the appeal process on a local level. Currently the requirement is that HO appeals go to LUBA, which is a financial barrier because you have to hire an attorney to represent you at LUBA. It is also a barrier to local land use planning. She feels that the appeals should go to the BCC because they are local and their interests are local. They have a better idea of what is needed than LUBA does. One of the top issues discussed at the CPO forum is that there is such a lack of citizen involvement within the County. She recommends that the PC put effort into the coming year to find solutions for this lack of citizen involvement. People who are interested in the CPO Summit can send Karen Bjorklund an email, care of Jennings Lodge CPO. Commissioner Wagner said that having appeals go to the BCC may actually backfire because the BCC may find it easier to approve things when there is a crowd of angry people facing them. Also, you are not required to hire an attorney to go to LUBA. Commissioner Peterson pointed out that there are timeline issues that must be addressed, and that extending timelines for comment may affect this. He asked if having the ability to do an appeal at the local level would impact these required timeframes. Ms. Bjorklund replied that parameters could be set up so that only certain things are appealable at the local level. Things keep being brought up because there are underlying issues, which could potentially be resolved if there was the ability to look into it at the local level. Mr. Gamble stated that some things should not be a local appeal because of the technicality involved. Maybe there could be a tiered system. The CPOs are all asking that local appeal be at the BCC. Commissioner Peterson asked if they are wanting to have things appealed to the BCC that have gone only before the hearings officer and not things that have already gone through the PC and BCC process. Mr. Gamble affirmed that this was correct.

**Mike Connors - 520 SW Yamhill St., Suite 235, Portland:** Mr. Connors is testifying on behalf of Embry Asset Group. They are asking for reconsideration of the size exception in rural commercial zones. This is shown as item #15 on the table. State law specifically allows for certain exceptions to these size limitations. Pre-2015 code allowed for a 4,000 sf size limitation. In 2015, staff recommended that the BCC defer the exception issue to a later process, but here it is 2017 and the issue still has not been addressed. He feels that it is a pretty narrow issue that would not take up a lot of staff time, but staff feels that providing notice and the actual staff time required for the notice process would require more than what we are able to provide at this point. Mr. Connors argues that outreach



is not legally required and was not done in the 2015 process. Property-specific notice was not required or provided in the first process, so why would it be required now? He is worried that this will morph into a permanent size restriction, which is not consistent with other counties or State law. He is asking that item #15 be included and that staff not be required to provide property-specific notice. Commissioner Wagner asked what size Mr. Connors client needs. Mr. Connors stated that State law allows up to 8,000 sf, but that is more than his client needs. Jennifer Hughes pointed out that we did, in fact, do a property-specific notice to all zones that were being touched by the proposed amendments in 2015. In fact, the Planning Division sent several thousand notices to the applicable property owners as is legally required, although the requirement was not due to the issue raised by Mr. Connors. Her concern with this request is that it potentially has some wide-ranging implications to some of our rural communities. There is nothing in unincorporated communities that limits the size of the building, as long as you can demonstrate that it serves the local community. If you start to allow these larger commercial installations in these smaller communities, how is it going to impact them and is it something that they even want? There was no exception language prior to 2015, although she understands why Mr. Connors thinks there was an exception. What staff was actually proposing in 2015 was to offer an exception, but then we realized that we should do more community outreach first. Commissioner Wagner is concerned that the zoning code may be interrupting the free market. Mike McCallister explained that this is really a policy level discussion. If the PC wants it as a project on the Work Program, then it should be considered with property owner notice and weighed against the other projects to see what should be taken off the list. Commissioner Fitz asked if we could allow for some flexibility, for example adding a second floor instead of taking up more ground space. Jennifer explained that we can't do that under the current code but we could with amendments.

**Grover Borenfeld – 4308 SE Boardman Ave., Jennings Lodge:** Mr. Borenfeld is a member of the Jennings Lodge CPO board. ORS 660-105 specifically calls out that counties shall coordinate with citizen involvement committees. He expressed his frustration with being a citizen who has been involved for 16 years, but does not feel that he has been heard at all. How do you get people involved if you repeatedly have people who are trying to be involved but are not listened to and end up feeling like they have made no difference?

**Nancy Gibson – 5884 SE Jennings Ave., Jennings Lodge:** Ms. Gibson is a board member for Oak Lodge Water Services. She is specifically concerned about tree mitigation. Our urban forest is of much more value to us as a standing forest than as one that has been razed. Every mature tree helps to mitigate storm water. We are currently experiencing excessive storm water, and every one of the mature trees requires 700 gallons of this water. We need to maintain our urban canopy not just to maintain the CO<sub>2</sub> absorption, but to mitigate the heat islands that are caused when all of the trees are removed. There is a lot of data which shows how much energy usage is reduced per household when there are trees providing mitigation against heat and other conditions. Commissioner Peterson asked how long she has been trying to promote this tree mitigation idea. Mr. Borenfeld said that they had been working on it since 2012. Mitigation is the best that can be done if development is going to be allowed to remove all of the mature trees. Commissioner Fitz asked why they don't go through the water district for assistance. Friends of Trees will aggressively sell you the trees to replace what was removed. He asked if they were working with any of these types of groups that are proactively trying to replace trees. Ms. Gibson and Mr. Borenfeld feel that the responsibility for mitigation should fall on the developer.

**Joseph Edge – 14850 SE River Forest Drive, Oak Grove:** Mr. Edge is the chair of MAP-IT, who is trying to get the County to take on the Park Avenue Station Plan. He would like the PC to recommend the work program as presented by staff. He thinks the County will need to apply for the grants rather than assist MAP-IT in applying. He wants to see a lot more family wage employment in the area, and density is really limited in the area. The whole area is over-retailed. We need to take a look at the current plan and possibly provide some sort of incentive to provide more diversity with what is available for development. They don't need more infrastructure, they just need to leverage what is already there. MAP-IT has a lot of overlapping concerns with the Jennings Lodge CPO. They would like to see a comprehensive plan for the area in the future.

On behalf of the North Clackamas Watershed Council, he would like to see a richer plan for the Phillips Creek project. He would like to see green space in the area, as it is really parks and nature deficient. Another project they would like to see is a study to identify the hot spots where wildlife conflicts are taking place and what kind of mitigation can be done to reduce not only the ecological element, but the economic costs. He feels that, specifically from the transportation side, there is opportunity to increase road safety in rural areas. He is also proposing that

the County have a full-time staff member to keep track of the various regulations that are changing because of the ESA. He feels that with someone in charge of these regulations the County would be ahead of the curve when it comes to lawsuits like the one brought by the Audubon Society this last year, which incidentally also results in having to allocate County staff and resources unexpectedly. Finally, he would like to comment that the tree ordinance does not require that you show how you considered alternatives and techniques before you conclude that tree preservation is not feasible. He suggests that applicants be required to submit a narrative explaining how their proposal meets each criterion.

**Paul Savas:** County Commissioner Savas explained that he was testifying as a citizen, not a Commissioner. He feels that our land use system and what the community wants are somewhat conflicted. He has observed over his 20 years of involvement that we are losing our trees because our land use system accommodates development. What we need to talk about is preserving what we have.

The other big issue is affordability. Wherever we put a lot of government investment, the cost of living increases exponentially. So the question then, is how much density is the right density? This is a question that we don't have the answer to tonight. MAP1 and MAP2 created the goals, strategies, principles, policies, and programs of the McLoughlin Area Plan. MAP-IT is the body created to help implement those goals. Staff is correctly concerned about increasing the density in this area because historically there has been such backlash and resistance to the idea from the local residents. If you don't get to the guiding principles of the MAP, the same backlash and resistance will continue. The original plan that was approved by residents assured that current densities would be maintained. He would encourage that some work from project #16 be included as part of the Work Program, but that assurances that were in the original McLoughlin Area Plan be incorporated. Commissioners Wagner and Fitz said that urban renewal is a great tool for projects like this. Commissioner Savas noted that it would be extremely difficult to get it passed by the entire County as is now required.

Chair Drentlaw closed the public testimony portion of the hearing and opened deliberations.

Mike McCallister discussed some of the procedural recommendations that were submitted. Staff is committed to looking at some of the recommendations on procedural issues (emailing notices, etc.). Regarding appeals being made to the BCC, there are some ways that this may be able to happen, but it would require an extensive amount of time from the BCC and would really tighten process deadlines. Commissioner Fitz commented that it sounds like they are asking for a small claims court for land use. Commissioner Peterson thinks that there may be a variety of ways to approach this and wondered how big of an effort it would be to come up with some alternatives. How much staff commitment would it really take?

Commissioner Wagner recommends the 2017-2018 Work Program s submitted by staff with the addition of project #15 and would like to do more for the McLoughlin area, even if it means hiring another senior planner. Commissioner Holmes commented that we need to ensure that we have heard the public and that we value their input. Commissioner Wilson thinks that with growth in the community, it seems that there should be more budget available for staff to get the work done. Commissioner Peterson pointed out that it is easy to say that we should add things, but if there is no staff to do it, then we aren't really doing anything to help this. Commissioner Drentlaw thinks that there was a lot of focus on budget and FTEs, but we need to focus on what the land use aspect is and decide what the priorities are. Commissioner Fitz asked staff what the highest priority project is that would make the rest of the projects easier to complete. Jennifer Hughes responded that it would be the ZDO audit. Mike McCallister explained that the ZDO audit that has been completed thus far has significantly increased efficiencies for the public as well as staff. It is important to keep the momentum going. Also, the floodplain ordinance is not something that can be put off.

Commissioner Wagner made a motion that the PC recommend to BCC that staff's proposal for the 2017-2018 Work Program, plus project #15 and as much of project #16 as the County can come up with resources for, be approved. Commissioner Peterson seconded the motion.

Commissioner Fitz requested an amendment to the motion to add code to allow for permitted use of dog kennels, but would put it on the project list as the lowest priority. *Ayes=4 (Holmes, Wilson, Wagner, Fitz) Nays=3 (Peterson, Drentlaw, Gray). Motion is amended.*

*Ayes=7, Nays=0. Motion passes.*

3. Our next meeting will be on February 13th.

There being no further business, the meeting was adjourned at 9:24 p.m.

DRAFT