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**Stanfield Grant TA-23-203**  
**Task 2 Requirements**  
**TAC Meeting**  
**September 29, 2022**

**TASK 2 REQUIREMENTS:**

*The consultant will thoroughly review and identify areas in need of update in the City's Comprehensive Plan and Development Code. The consultant will interview City officials and staff regarding specific concerns and verify action items in order to ensure mutual understanding of the project and the tasks which need to be completed. At this time, the consultant shall provide a projected timeline for creating and reviewing the draft updated ordinance, public notification, TAC, Planning Commission/City Council work sessions and public hearings.*

The Grant requires as part of Task 2 that the consultant will “thoroughly review and identify areas in need of update in the City’s Comprehensive Plan and Development Code” and provides some mechanisms to do just that. The outcome of this work will be a “projected timeline for creating and reviewing the draft updated ordinance” and the tasks that would follow to include public notices, work with this TAC, and work sessions and public hearings with both the Planning Commission and City Council.

Previous meetings of this group have provided opportunities for me to hear from the TAC their understanding of and concerns with the current Comprehensive Plan with more limited conversation concerning the Stanfield Development Code (SDC). On July 14, 2022, as part of a Planning Commission meeting limited discussion was held concerning the work being done under this Grant. An interview was held with City Manager Ben Burgener and Public Works Director Scott Morris on Thursday, August 4, 2022, that included discussions about the Comprehensive Plan and Development Code, but also touched on other applicable documents such as the Transportation System Plan (TSP), Stanfield’s component of the Umatilla County Natural Hazards Mitigation Plan (NHMP) and its influence on application of flood plain requirements, Public Works Standards and the inconsistency with both the SDC and the TSP, the 2013 Park Master Plan, 2014 Main Street Revitalization Plan, as well as others. I have also had the opportunity to work on other projects and proposals in Stanfield during the past six months that has allowed for me to better understand the SDC and identify various inconsistencies or areas where a simpler application may be warranted.

Task 2 asks for an accounting of the specific concerns and action items that need to be accomplished as part of the update to both the Comprehensive Plan and the SDC. The following outlines the recommended changes or areas to review as currently identified. This is not an exhaustive list, and it can be updated throughout the process by addition, deletion, or amendment.

**Comprehensive Plan:**

- Organize the document by Goal.

- Incorporate a short history of the City of Stanfield.
- Determine if a Comprehensive Plan Map is needed and if so, generate it for adoption. The alternative would be to address Comprehensive Plan designations as part of the Zoning Map or accomplish outlining the Comprehensive Plan designations as part of the text.
- Assure that Policy is consistent with current process and procedures.
- Assure that Policy is framed to reflect the direction that Stanfield desires to go in.
- Move certain Goal 3 Policies to other locations, most likely Goal 14, to better address growth aspirations.
- Clarify certain Goal 5 text concerning wetlands and Critical Ground Water Area (CGWA) designations. Determine if Policies are warranted. Move flood plain Policies to Goal 7.
- Determine how Stanfield wants to address historical and cultural sites. Assure that Policies will support implementation of appropriate SDC requirements around historical and cultural preservation activities and requirements.
- Update the Comprehensive Plan concerning the Lower Umatilla Basin (LUB) Groundwater Management Area (GWMA) and determine Policies concerning how Stanfield will engage and participate. Determine if regulation would be appropriate within the SDC or if Stanfield should address both water quantity and quality concerns in the appropriate water conservation or management plans.
- Goal 7 needs to be better connected to the NHMP. Items missing from the NHMP should then be discussed as part of the Comprehensive Plan and identified for inclusion in the next update to the NHMP.
- Incorporate the 2013 Park Master Plan findings and policies into the Comprehensive Plan. Identify and include next steps for planning and implementation of recreational needs.
- Incorporate the 2014 Main Street Revitalization Report into Goal 9. Update appropriately and identify next planning steps related to Goal 9.
- Incorporate the 2018 Housing Needs Analysis and update the findings and policies as appropriate. Stanfield has already outpaced the growth expectations of that analysis resulting in the need to identify next planning steps related to Goal 10.
- Incorporate reference to Stanfield's various utility planning documents (water and wastewater in particular) and create Policies that would direct how infrastructure planning and implementation will influence future urbanization and urban growth boundary expansions.
- Determine other public services that should be included in the Goal 11 discussion and assure that information is current. Update Policy statements around education, fire and police services, social service connections, services to Veterans, and connections to the diversifying Stanfield citizenry.
- Rework Goal 12 to have the TSP be the definitive document to outline the Policies for implementation of transportation maintenance and improvement. This would include bicycle and pedestrian improvements as well as other transportation infrastructure. Umatilla County work around transit and interaction with the Oregon Department of Transportation concerning Interstate 84 and Highway 395 should also be addressed if not fully outlined in the current TSP.
- Goal 13 should be updated to reflect current energy needs and the utilities within Stanfield that provide a related service. Solar access standards should be updated and activity to provide heat relief should be encouraged.
- Urbanization and future growth desires should be reflected in Goal 14. The current Joint Management Agreement with Umatilla County could be reviewed to determine if it best serves Stanfield in meeting its growth desires.

- Various document review and amendment procedures should be updated to create consistency with the SDC.

#### Stanfield Development Code:

- Chapter 1 Introduction: update introduction and general administration to reflect this review of both the Comprehensive Plan and SDC; review of definitions to determine their adequacy and relevance to current activity; and explore enforcement to confirm compatibility with current practice and determine if enforcement is working as envisioned. This Chapter will probably need the least work.
- Chapter 2 Land Use Districts: review the various districts to determine that each of the districts is allowing the types of uses envisioned by the affected neighborhoods and communities; review current lot size requirements overall and how they impact development within the downtown area and neighborhood development both north and south of the city core; evaluate if the subdistrict approach is working or if it should be abandoned for a more holistic approach; assure that the Zoning Map is consistent with the SDC district boundaries and names; determine if there are any missing districts or subdistricts that should be incorporated to the SDC or the Zoning Map; update the Floodplain Overlay to be consistent with current law and practice; determine the use and applicability of the Wetlands Overlay District (and assure connections to Policy in the Comprehensive Plan); and review the Master Planned Neighborhood Development process for review and update to be more easily used by Stanfield and potential developers.
- Chapter 3 Design Standards: review if these are the right standards; determine if any standards are missing; simplify the application of standards by working to place all standards in the Public Works Standards format and removing them from the SDC, TSP, and other planning documents; evaluate the Floodplain Design Standards, moving some components to the Comprehensive Plan and incorporate others into the Floodplain Overlay District; and evaluate how the chapter is organized to identify if another approach would better serve Stanfield.
- Chapter 4 Applications and Review Procedures: simplify; determine the similarities between the Master Planning Neighborhood Development requirements of Chapter 2 in relation to the Master Planned Developments of Chapter 4 and incorporate and simplify; assure the development review and site design review can be easily understood to assure compliance with applicants to the provisions of the SDC; incorporate the provisions of 4.7 land use district map and text amendments into 4.2 types of applications and review procedures to eliminate confusion; incorporate standards for how neighborhood or pocket parks are required or incorporated into subdivisions or alternative processes for developments to support other planned or developed parks with financial inputs; and incorporate standards for the annexation process into the SDC.
- Chapter 5 Exceptions to Code Standards: simplify the variance process.
- Chapter 6 Map Amendments: remove this Chapter and incorporate a system for amendments to both text and maps to be tracked and showcased to the public.
- Overall work to make the SDC easier to read and more user friendly.
- Address known inconsistencies and work to identify others through the process, correcting the SDC to eliminate them.
- Assure that the Public Works Standards are called out as part of the SDC and that those same standards reflect the requirements of the SDC.
- Identify other plans that warrant update once this process has been completed with at least a simple statement of the needed work.

The second part of Task 2 is to identify the timeline for this process to occur although the Grant includes some timeline requirements. The Grant is looking for DRAFT versions of the Comprehensive Plan and SDC no later than February 28, 2023, with FINAL versions and adoption by May 31, 2023. My attempt here will be to provide a more specific timeline of the work between now and Grant closeout that must be done by May 31, 2023. These proposed dates can be amended, and work will be accomplished in such a way as to affect the timeline by potentially achieving completion earlier than identified. The dates provided are suggested meeting dates of the TAC, Joint Work Session, Planning Commission public hearing(s) and City Council public hearing. Anticipated dates for the reading of the adopting ordinance is also included. This schedule is subject to change and requires the review and approval of both the Stanfield City Manager and the TAC.

<b>Document</b>	<b>Version</b>	<b>Date</b>
Comprehensive Plan	1 <sup>st</sup> Draft	October 20, 2022
Comprehensive Plan	2 <sup>nd</sup> or Final Draft	November 3, 2022
Development Code	1 <sup>st</sup> Draft – Chapters 2, 3, and 4	December 8, 2022
Development Code	1 <sup>st</sup> Draft – Chapters 1, 5, and 6	January 12, 2023
Development Code	1 <sup>st</sup> Draft – Full Document	January 26, 2023
Development Code	2 <sup>nd</sup> or Final Draft	February 16, 2023
Joint Work Session (TAC, PC, CC)	Final Drafts of Comprehensive Plan and SDC	February 28, 2023
Joint Work Session	If needed	March 14, 2023
Planning Commission PH	Final Drafts as amended by the Joint Work Session	March 28, 2023
2 <sup>nd</sup> Planning Commission PH	If needed	April 11, 2023
City Council PH	Final Drafts as recommended by the Planning Commission	May 2, 2023
City Council Adoption	Final Comprehensive Plan and Development Code as approved at the City Council Public Hearing	May 2 and 16, 2023

This timeline does not include the various public notices that will be done. Public Notices, both the ones that are required by the SDC and others that will be done voluntarily to support the Inclusive Outreach Plan, will be done timely and in compliance with the SDC. The new additions to the Stanfield website will also be maintained providing public access to the work that is being accomplished.