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**TO:** Kent Studebaker, Mayor  
Members of the City Council

**FROM:** Debra Andreades, Senior Planner  
Amanda Owings, Traffic Engineer

**SUBJECT:** Public Hearing for Ordinance 2725 – Amendments to the Comprehensive Plan and the Community Development Code to Implement the TSP (LU 16-0025)

**DATE:** November 8, 2016                      **DATE OF MEETING:** December 6, 2016

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**ACTION**

Conduct a public hearing on Ordinance 2725 to consider the Planning Commission’s recommendation on amendments to the Connected Community Chapter of the Comprehensive Plan and the Community Development Code (CDC) implementing recommendations of the 2014 Transportation System Plan (TSP). Amendments to the TSP are also proposed to ensure consistency among the three documents.

**SUGGESTED MOTION**

Move to approve LU 16-0025 and enact Ordinance 2725, including the findings and conclusions in **Exhibit A-1.1**.

**INTRODUCTION/BACKGROUND**

The City updated its TSP in 2014, as required by the State of Oregon Transportation Planning Rule that directs transportation planning to be coordinated with land use planning. The policies in the TSP coincide with those found in the Connected Community Chapter of the City’s Comprehensive Plan (Plan). The TSP also contains recommendations for specific amendments to the CDC which will implement the policies of the Connected Community Chapter of the Plan, and by extension, those of the TSP. These amendments include new clear and objective criteria for traffic impact studies.

The Planning Commission (Commission) recommended adoption of Ordinance 2725 at its September 25, 2016, public hearing and approved the Findings, Conclusion, and Order on October 10, 2016.

The Planning Commission public hearing record is provided for the Council's review, including the staff report (**Exhibit D-1**) and findings (**Exhibit B-1**). Minutes from the Planning Commission hearing is in **Exhibit C-1**. **Attachments 2, 3 and 4** to **Exhibit A-1.1** contain the amendments recommended by the Commission; both the track-change version the commission reviewed and the final "clean" version are provided.

## **DISCUSSION**

As discussed in **Exhibit D-1**, the proposed amendments are in compliance with applicable City Comprehensive Plan policies, state laws, and statewide planning goals. The amendments incorporate input received from the Planning Commission during two work sessions and the public hearing. The amendments were also reviewed by the City traffic engineer and two private consulting traffic engineers, one of which is a Development Review Commission member, who provided technical input. A brief description of the proposed amendments follows.

### **Comprehensive Plan Text Amendments**

Amendments to the Plan do not include substantive modifications to any goal or policy. Only one policy, Connected Community, Policy C-1, is proposed to be amended: where the language states "planned level of service", instead the City's Level of Service standard is specified, consistent with the TSP (see **Attachment 3**).

### **TSP Amendments**

Amendments to the TSP will add projects from the recently adopted Southwest Employment Area Plan and update the format of the Street Classification Maps with only one modification of current street classifications: Kruse Way Place, where the change from 'local street' functional classification to 'neighborhood collector' functional classification was approved in 2014 with adoption of the TSP update, however the map was not updated at that time; the map is being updated now. The policy change to the Comprehensive Plan will also be reflected in the TSP.

### **Community Development Code Amendments**

The TSP update included a list of recommended amendments to the CDC to ensure that the code implements the plan. A summary of the proposed amendments to the CDC follows:

- Define "Traffic Impact Study (TIS)" and add criteria in the CDC for when a TIS is required and the level of analysis required.
- Ensure that affected transportation agencies are notified of pending development applications.
- Ensure street standards referenced in the CDC are consistent with those in the TSP and Plan.

- Add a specific requirement to post a sign indicating where temporary dead-end streets are planned for extension.
- Clarify requirements for access to the transportation system.

During its review of the amendments, the Planning Commission also considered the current Circulation and Local Street Connectivity policy and concluded that the policy and implementing standards in LOC 50.06.003 should be reviewed in a separate work task; it was not within the scope of work for LU 16-0025 to recommend changes to the 2014 TSP (i.e., current policy).

In addition to code changes that are before the City Council in the proposed ordinance, the City Engineer has prepared “Traffic Impact Study Guidelines”, which are found separately in Exhibit F-1. These are meant to assist applicants for development in preparing Traffic Impact Studies, to ensure that the information submitted with development proposals is complete and allows for an accurate assessment of future traffic conditions and mitigation measures, if any. Although the Planning Commission provided input on the Guidelines, and they are in turn provided to the City Council for review and input, these are not proposed to be part of the CDC but as a separate document to be used by the Engineering Department. The City Engineer has authority over what is required in a specific Traffic Impact Study and whether the Traffic Impact Study is sufficient for a proposed project. By not making the Guidelines part of the CDC, they can be easily updated by the City Engineer as advances in traffic engineering occur. As stated above, the criteria for when and at what level a Traffic Study is required is a proposed amendment to the CDC.

The reasons for the specific amendments are contained in text boxes embedded in the “track-changes” version of the attachments to the Ordinance.

### **ALTERNATIVES & FISCAL IMPACT**

The proposed ordinance recommended by the Commission does not have a significant fiscal impact to the City, because the amendments are intended to update and ensure consistency among existing working documents. However, the proposed code amendments specifying criteria for traffic impact studies is a process improvement, which may reduce the staff time required for processing some development applications.

### **RECOMMENDATION**

Based on the information presented in this report, staff recommends that the Council approve LU 16-0025, and enact Ordinance 2725 (**Exhibit A-1.1**), which includes findings and conclusions.

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**EXHIBITS**

A. Draft Ordinances

A-1.1 Proposed Ordinance 2725, 11/02/16

Attachment 1: City Council Findings

Attachment 2:

- Draft Amendments to Comprehensive Plan with track-changes and commentary (for review only), 06/30/16;
- Final version of Attachment 2 for adoption, 10/03/16

Attachment 3:

- Draft Amendments to TSP with track-changes and commentary (for review only), 06/30/16;
- Final version of Attachment 3 for adoption, 10/03/16

Attachment 4:

- Draft Amendments to CDC with track-changes and commentary (for review only), 09/13/16;
- Final version of Attachment 4 for adoption, 10/03/16

B. Findings, Conclusion and Order

B-1 Approved Planning Commission Findings, Conclusion and Order, 10/10/16

*(Please note that Attachments referenced in the Findings are not included. Refer to the final version of Attachments of Proposed Ordinance 2725 [Exhibit A-1.1]).*

C. Minutes

C-1 Planning Commission Minutes-Public Hearing, 09/26/16

D. Staff Reports

D-1 Planning Commission Staff Report, 09/15/16

E. Graphics/Plans

[No current exhibits]

F. Written Materials

F-1 City Engineer's Proposed-Traffic Impact Study Guidelines, 08/30/16 [to be issued by City Engineer following adoption of Ordinance 2725].

G. Letters

[No current exhibits]

BACKGROUND MATERIAL AND REFERENCES

Staff reports and public meeting materials that were prepared for these code amendments can be found by visiting the project web page for LU 16-0025.

Use the link below to visit the City's "Project" page:

<http://www.ci.oswego.or.us/projects>

(In the "Search" box enter LU 16-0025 then press "Submit")