



Staff Report

To: Planning Commission

Through: Chris Kerr, Community Development Director

From: Dan Handel, Planner

Meeting Date: January 25, 2024 (Prepared January 18, 2024)

Item: Legislative Amendment 23-04 for adoption of the Parks and Recreation Master Plan, and Comprehensive Plan Goal and Policy updates

Issue before the Planning Commission

Legislative Amendment LA 23-04 (Type V) for adoption of the Parks and Recreation Master Plan and associated Comprehensive Plan goal and policy updates: The Planning Commission is to hold a public hearing and make a recommendation to the City Council.

Executive Summary

Background

Oregon Revised Statute (ORS) 197 and Oregon Administrative Rule (OAR) 660-034 (State and Local Park Planning) provide the statutes and rules that guide local governments in how they prepare, plan, adopt, amend, and revise their comprehensive plans in compliance with the Statewide Planning Goals, including but not limited to local park planning to ensure local governments to plan for the recreation needs of their residents and visitors.

Following a request for proposals (RFP) for planning consulting services, the Council authorized the City to enter into contract with Conservation Technix, Inc. to update the Parks & Recreation Master Plan. The plan was last updated in 2009. To support the consultant team, the City appointed the Recreation and Parks Board as the Technical Advisory Group (TAG). The TAG met

with the consultant and city staff three times throughout 2023 to provide feedback and direction at key milestones of the project.

Following guidance from the consultant and review of consultant draft plan, the TAG recommended advancement of the draft plan for adoption by the City following its final meeting in December 2023. Staff also provided for work session meetings with both the Planning Commission and City Council.

Purpose

The purpose of the Parks & Recreation Master Plan is to:

- Detail a profile of the Woodburn community today, including demographic information and resident interests related to recreation;
- Inventory the existing parkland, trail network, and recreational facilities and programming that the City offers;
- Outline a series of recreation goals and objectives for the City to work towards; and
- Provide an implementation and investment plan for the City Council to consider that help the City reach those goals and objectives.

Comprehensive Plan Amendments

Proposed Comprehensive Plan amendments apply only to a fraction of the hundreds of pages of the Comprehensive Plan. Specifically, amendments to Section L contain goals and policies applicable to the recreation element of the Woodburn Comprehensive Plan. Proposed updates and edits are included in a ~~strikethrough-and~~underline format (Attachment 102).

The prepared Parks and Recreation Master Plan (Attachment 103) is considered a new, updated component of the Comprehensive Plan and is therefore not shown in a ~~strikethrough-and~~underline format but rather is a separate, new element to be adopted.

If the Commission notices any remaining scrivener's errors regarding grammar, spelling, and/or typos, please do draw staff attention to them.

As a legislative amendment, commissioners may contact staff directly with questions any time before the hearing at (503) 982-5266 or <jesse.cuomo@ci.woodburn.or.us>.

Recommendation

Approval: Staff recommends that the Planning Commission consider the staff report and attachments and recommend City Council adoption of the Parks and Recreation Master Plan

and updated Goals and Policies as part of a Comprehensive Plan amendment, based on the Analyses and Findings (Attachment 101) in the staff report, as presented.

Actions

Recommend Approval of the Comprehensive Plan Amendment as outlined above; or the Planning Commission may instead recommend:

1. Approval with revisions; or
2. That staff revise and return to a later hearing for further deliberation by the Planning Commission.

If the Planning Commission were to act upon the recommendation, staff would proceed to a City Council public hearing, tentatively scheduled for February 12, and ordinance adoption on either February 26 or March 11.

Attachment List

101. Analyses & Findings

102. Comprehensive Plan Goal and Policy updates

103. Parks & Recreation Master Plan (201 pages, available online at <<https://www.woodburn-or.gov/bc-pc/page/planning-commission-49>>)