

Attachment 2. 2024 Planning Division Work Plan Project Descriptions and Current Status

Critical Projects

- **Customer Service and Development Standards Update** – Create customer service metrics and complete review of code for application procedures and standards including when full site design review is required rather than just doing a simultaneous review during a building permit.
Status: 0% Not Started
Source: City Staff
Required Staff Time: Medium
- **Urban Growth Boundary (UGB) Expansion** – Work on sequential UGB expansion to help bring lands into the City of Newberg’s UGB for future industrial and residential uses in a timely fashion.
Status: 20% Council Initiated UGB Sequential Process on December 4, 2023
Source: City Council
Required Staff Time: High
- **Vacation Rentals Update** – Review short-term rentals and code in Newberg and potentially update vacation rental review criteria and standards.
Status: 10% Issue paper was presented to Council and Ad-Hoc Committee was formed. No formal amendments have been initiated by Council.
Source: City Council
Required Staff Time: High
- **Childcare Updates** – Look into allowing on-site daycares for employers, evaluate parking requirements for new daycares, possible allowance of daycares in light industrial districts without a conditional use permit, and making sure development code lines up with state standards for daycares and in-home childcare.
Status: 10% Update was initiated by City Council on November 20, 2023
Source: City Council
Required Staff Time: Medium

- **CET Funding Process -Affordable Housing** – Facilitate the Notice of Funding Availability (NOFA) and award process for affordable housing projects.
Status: 20% Notice of Funding Availability scheduled Winter/Spring 2024
Source: City Council
Required Staff Time: Medium

Significant Projects

- **Requirements related to HOA's and Stormwater Facilities** – Update code so that Home Owner Associations (HOA's) can't disband and that HOA's are responsible for stormwater facilities management leaving less ownership and responsibility for future stormwater tracts for the city.
Status: 0% Not Started
Source: City Maintenance Staff
Required Staff Time: Medium
- **Update Code for Compliance with HB3395 (2023)** – Review and update code so that it matches up and is compliant with state code coming from HB3395 including residential use of commercial lands, residential approval procedures, emergency shelter siting, subdivisions for affordable housing and single-room occupancies.
Status: 0% Not Started
Source: State Mandate/City Staff
Required Staff Time: Medium
- **Director's Interpretations Updates and Code Maintenance** – Update the development code to codify the Director's interpretations through the years and correct minor errors.
Status: 0% Not Started
Source: City Staff
Required Staff Time: Medium

- **Review of \$30,000 threshold for Public Improvements** – Review \$30,000 threshold for requiring public improvements (i.e. sidewalks) as part of remodels and building construction considering inflation in the past 5 years. Potentially tie threshold dollar number to CPI data.
Status: 0% Not Started
Source: City Staff
Required Staff Time: Medium
- **Downtown West End Mill (Craft Industrial) M-5 Zoning District** – Create a new “craft industrial” district on the west end of downtown adding additional industrial uses while still allowing all downtown commercial uses to still be permitted. *Status:* Status: 80% Project has gone through review and transportation impact report has been done. Just hearings at Planning Commission and City Council would still be required.
Source: Downtown Improvement Plan
Required Staff Time: Medium
- **Small Cell Sites** – Look into allowing small cell sites in the City Right-of-Way (ROW) and how to regulate them. This could potentially produce an opportunity for the city to gain revenue if allowed to lease locations on poles/etc. in the ROW.
Status: 60% Project has been initiated and proposed amendments have been made and submitted to DLCD. It is currently still being reviewed by the legal team that staff is aware of.
Source: City Council
Required Staff Time: Medium
- **HB2984 (2023) Commercial Conversions to Residential for Affordable Housing** – Update code to be compliant with state law regarding commercial buildings being allowed to convert to residential uses for affordable housing.
Status: 0% Not Started
Source: State Mandate/City Staff
Required Staff Time: Medium
- **Enterprise Zone Renewal** – Update and keep current Newberg’s enterprise zone to help attract living wage jobs.
Status: 10% Update started

Source: City Staff
Required Staff Time: Low

Other Projects

- **Comprehensive Plan Update** – Update Newberg’s Comprehensive Plan which has only had minor amendments since the 1990’s and guides the overall planning direction of the city.
Status: 0% Not Started
Source: City Staff
Required Staff Time: High

- **Street Tree and Planter Strip Update** – Research and update best practices for planter strips and allowed required street trees to help prevent utility conflicts and sidewalk uplift in the future.
Status: 0% Not Started
Source: City Staff
Required Staff Time: High

- **Airport Code Update** – Update code to comply with current FAA standards.
Status: 0% Not Started
Source: City Staff
Required Staff Time: Medium

- **Historic Preservation Projects** – Help the Historic Preservation Commission with their 5-year work program including historic building façade restoration research.
Status: 15% Some items have been accomplished such as mapping project with George Fox
Source: City Staff
Required Staff Time: Medium