

**CAPITAL PROJECTS COMMITTEE MINUTES**  
**First Federal Savings and Loan, 121 N. Edwards Street, Newberg, OR 97132**  
**Wednesday, June 10, 1998 at 7 PM**

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**Members Present:** Roger Currier, Donna McCain, Rob Molzahn, Nadine Windsor, Dale Schatz, Julie Codiga

**Members Absent:** William Rosacker

**Others Present:** Mike Soderquist, Larry Anderson, Duane Cole, Barton Brierley, Donna Proctor

**I. CALL TO ORDER**

The meeting was called to order at 7:05 p.m. by Chair Roger Currier.

**II. APPROVAL OF MINUTES**

There were no minutes available from the April 15, 1998 meeting and the May 27, 1998 meeting had been cancelled.

**III. OLD BUSINESS**

• **Downtown Redevelopment Committee Update - Codiga**

Julie Codiga briefed the committee on the recent Downtown Redevelopment Committee town hall meeting. She stated that one of the main topics for discussion was parking. Several years ago, a parking study was conducted of the downtown area which revealed that Newberg has an adequate amount of parking, but the location of parking was not ideal. The speaker, Mr. Malcolm Johnstone, was very informative and presented slides that suggested many good downtown design ideas. Ms. Codiga mentioned that the Committee had discussed the street lighting options and felt that a good idea was to use a sleeve on the existing street lights to stimulate a "retro" design. Larry Anderson, Engineering Manager, discussed additional street light options that could be considered.

Mr. Johnstone suggested that a new committee be formed by the Chamber of Commerce to lead this downtown redevelopment effort. Unfortunately, Ann Pesola, Chamber Director had indicated that the Chamber does not have the staff time to take on this project. There was some discussion about assigning this project to the new economic planner.

**IV. NEW BUSINESS**

• **Capital Improvement Plan - Soderquist**

Mike Soderquist, Community Development Director stated that this Capital Improvement Plan was a new exercise for the City. He stated that this draft plan had been presented to the Planning Commission and would soon go to the City Council for approval. He stated the Community Development Department would be updating this document annually prior to the budget process. Mr. Soderquist stated that this was the first attempt at this type of document, so any comments or recommendations would be welcomed. Mr. Soderquist reviewed the remainder of the document.

There was a consensus of the Committee to recommend that City Council approve the Capital Improvement Plan.

• **Permit Center - Soderquist**

Mr. Soderquist distributed a list of the current building permit fees for a typical single family home for the Committee's reference.

Barton Brierley, Planning Manager, reviewed the proposal for the permit center and explained how the new program will create a mechanism to use fees to pay for services rendered, rather than subsidizing the operating costs for a portion of planning, building and engineering divisions with the general fund. The permit center proposal will make those functions more self-funded, primarily by creating a Community Development Fee. This fee, which is  $\frac{1}{2}$  of 1% of the value of construction, would be charged at the time that the building permit is issued. This would be charged on all building permits, not just new construction. Similarly, a City Hall fee (equal to  $\frac{1}{4}$  of 1%) would also be charged.

There was discussion regarding the Development Preapplication Conference Fee. Ms. Codiga didn't agree that the applicant should pay a fee if they do not get all the answers they need. She stated she had to attend three different conferences because the Fire Department did not attend the first two. She suggested possibly having a preliminary meeting that would be at no charge and when the applicant is better prepared and ready to make application, they would be charged for a preapplication conference. Rob Molzahn thought this fee might reduce the number of preapplication conferences for people just looking for general information. He felt that the preapplication conference fee should be applied to the application fee when the person makes formal application.

**Motion: Codiga/Molzahn to set the preapplication conference fee as a one time fee for a preapplication meeting with the representation of all city departments/divisions involved in making the decisions. This fee amount would then be applied toward the formal application fee when/if the applicant does make formal application. Passed unanimously.**

**Motion: Codiga/Windsor to keep the annexation fee on a sliding scale as proposed by staff. Passed unanimously.**

**Motion: Molzahn/Windsor to reduce the Urban Growth Boundary Amendment fee to \$2500 rather than the proposed \$5000. Passed with one abstention.**

**Motion: Molzahn/Codiga to accept the permit center document and recommend Council adoption with the amendments noted by the Committee. Passed unanimously.**

- **Downtown Development Coordinator/Long Range Planner - Soderquist**

Mr. Soderquist stated that interviews were scheduled for Friday, June 12. Mr. Brierley stated that there were five finalists with varied backgrounds (one subsequently withdrew).

- **NW Specific Plan Storm Water Detention System Reimbursements - Anderson**

Chair Currier stated that this issue had already been discussed at the City Council meeting and the public hearing had been scheduled. Mr. Anderson explained that the developer of Fenway Park Subdivision built a storm water detention pond to be used by the Specific Plan Development and is requesting reimbursement from those properties (which have not already compensated the developer) that will be using the system. Mr. Anderson, stated that there would be a meeting with the property owners involved prior to the public hearing.

- **Summer Meetings - Mayor Proctor**

Mayor Proctor announced that the meetings for July and August had been cancelled.

## V. REPORTS

The committee did not have any questions for Mr. Anderson regarding his monthly report. Mr.

Soderquist stated that the remainder of the reports were included in the packet for the Committee's leisurely review.

**VI. OTHER BUSINESS**

Ms. Codiga asked about the bike lanes on Foothills Drive. She wondered why parking was allowed in the bike lanes. Mr. Anderson stated that the bike lanes have been eliminated and the striping would be removed under the City painting contract this year. Ms. Codiga felt that if the City required the developer to install the bike lanes, then the City should require they keep the bike lanes. Mr. Anderson stated that the City did not require the bike lanes be installed, rather they were the decision of the developer and the homeowners requested they be eliminated.

**VII. ADJOURNMENT**

The meeting was adjourned at 9:05 pm.

Approved by the Capital Projects Committee on this 21<sup>st</sup> day of October, 1998.

Ayes: 6

Nays: 0

Abstain: 0

Absent: 2

ATTEST:

  
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Tabrina R. Mueller, Recording Secretary