NEWBERG CITY COUNCIL MINUTES
REGULAR SESSION
August 6, 2018, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)

A work session was held at 6:00 p.m. preceding the meeting. Present were Mayor Andrews, Councilors Patrick Johnson, Mike Corey, Scott Essin, and Stephen McKinney. Councilor Bacon was absent. District 1 Council seat is currently vacant. Staff present were City Manager Joe Hannan, Finance Director Matt Zook, City Recorder Sue Ryan, Community Development Director Doug Rux, Public Works Director Jay Harris, Assistant Finance Director Caleb Lippard, Police Chief Brian Casey, Information Technology Director Dave Brooks, Human Resources Director Anna Lee, and Library Director Leah Griffith.

Council Priorities presentations: City Manager Hannan said with the communications upgrade, Planning Commission was reviewing the tower application, and WCCCA was evaluating options for taking over Dispatch.

Public Works Director Harris said an inventory of sidewalk ramp locations and sidewalk replacements was done that would be in conjunction with the pavement restoration. Council would discuss gravel roads in November. The five-year Pavement Maintenance Plan was on the City's website. He discussed current and past projects. A ribbon cutting for Villa Road would be held on August 31.

CM Hannan said Goal 3, the TVF&R annexation, was done. He was working on the surplus equipment sales. Regarding the goal for NERPS, the next steps would be presented to Council soon.

Information Technology Director Brooks said due to budget constraints, he had met with departments about items they needed, and he would come up with a plan to see what was affordable for the IT plan.

Community Development Director Rux said a consultant was hired and the technical advisory and citizen advisory committees had met on the Urban Growth Boundary expansion. They had identified pilot locations to test the methodology for transportation, sewer, and water services and associated costs. If the methodology looked like it was workable, it would be used for other areas. They were also working on the preliminary study area boundary. CDD Rux said regarding affordable housing, the R-3 annexation policy and Accessory Dwelling Unit provisions had been approved. Staff was working on a Construction Excise Tax and allowing duplexes and triplexes in R-1 on corner lots. There was discussion on public outreach for Accessory Dwelling Units, vacation home rentals, and the current code requirements for sidewalk improvements.

CDD Rux reported on the Riverfront Master Plan. The citizen advisory and technical advisory committees met and discussed the project vision and goals, and market conditions for residential, commercial, and industrial. The first open house was August 23. An Urban Renewal feasibility study would also be done for this area.

PWD Harris reported on emergency preparedness. He said staff had been taking emergency preparedness training. The communications upgrade would take the City from analog to digital at the 9-1-1 Center, and new handheld radios would be given to staff as well. He was looking into how to upgrade the satellite phone. Code Red was functional. He was working with WCCCA upgrade to improve fire and medical communication. The Emergency Operations Center was ready. The City received a grant to do seismic retrofits on buildings. He met with PGE regarding emergency coordination, and other agencies. He was also working on a Ham radio group.

CDD Rux said the strategy for the Economic Development Strategy should be updated by April 2019. He explained the projects in the Downtown Improvement Plan and Tourism Plan. CDD Rux said a University of RARE student would start on the Community Visioning Program in September.

Community Engagement Specialist Olivares gave an update on the Communications Plan and the strategies to engage the community. Strides had been made in connecting the community and the City and getting information out to community members. CM Hannan said the last goal regarding transit would be addressed by Councilor Essin under Council Business.

CALL MEETING TO ORDER
Mayor Andrews called the business session to order at 7:05 p.m.

ROLL CALL

Members Present:	Mayor Bob Andrews	Mike Corey	Stephen McKinney
	Patrick Johnson	Scott Essin	
Members Absent:	Denise Bacon		
**District 1 vacant*			
Staff Present:	Joe Hannan, City Manager	Truman Stone, City Attorney	
	Sue Ryan, City Recorder	Keith Leonard, Associate Planner	
	Cheryl Caines, Senior Planner	Doug Rux, Community Development Director	
	Daniel Keuler, Senior Accountant	Caleb Lippard, Assistant Finance Director	

PRESENTATIONS: Chehalem Valley Chamber of Commerce quarterly report: – Carr Biggerstaff, Chamber Board Director said they received a $20,000 grant from Travel Oregon for Destination marketing and tourism promotion. These funds were for a Rain or Shine program to promote Destination marketing. The report listed the Visitor Center website's most visited pages.

GFOA Award: Assistant Finance Director Lippard said the City's annual financial reports had been submitted to the Government Finance Officers Association for review. He announced for Fiscal Year 2017-18 the City received the GFOA Award for Excellence in Financial Reporting.

CITY MANAGER'S REPORT: City Manager Hannan reported on his activities including attending Yamhill Transit Advisory Committee meetings, working on the seismic retrofitting of City Hall, meeting with downtown investors, receiving a grant for $740,000 to help finance the Crestview extension from the roundabout at Springbrook to Highway 99W, working with Department of Agriculture on expanding internet and broadband capacity, and looking into worker housing, attending the Providence Hospital dedication, and discussing converting the VFW Hall to an event space. This Friday a police officer would be graduating from the Police Academy.

Oregon Mayor's Association Award: CM Hannan listed the reasons the Mayor was nominated. He presented the Mayor's Leadership Award to Mayor Andrews.

COUNCIL APPOINTMENTS:

MOTION: Andrews/Corey moved to approve the Mayor's appointment of Shannon Buckmaster, Chehalem Valley Chamber of Commerce, to the Transient Lodging Tax Ad Hoc Committee for a term that will expire December 31, 2020. Motion carried (5 Yes/0 No/1 Absent [Bacon] *District 1 Vacant).

PUBLIC COMMENTS:
David Jackson, Newberg Veterans Group Banner Committee, said it was difficult to find sites for veterans' honor banners. Part of the difficulty was ODOT had jurisdiction over many of the streets. He suggested the banners be exempted from the City's sign code. He submitted City of Beaverton's development code as an example.

Rick Rogers, Habitat for Humanity, announced the Elected Officials Build Day would be August 25.

CONSENT CALENDAR:

MOTION: Johnson/Corey moved to approve the Consent Calendar including Resolution 2018-3495, A Resolution approving an intergovernmental agreement between the City of Newberg and Mid-Willamette Valley Council of Governments for Economic Development Revolving Loan Fund services; and Resolution 2018-3494, A Resolution to authorize the City Manager to enter into a professional services agreement with GSI Water Solutions, Inc. for a cost not to exceed $69,600 to perform work on the City's Water Management Conservation Plan Update and Water Rights Review Project. Motion carried (5 Yes/0 No/1 absent [Bacon] *District 1 Vacant).

PUBLIC HEARINGS: Springbrook Oaks Comp Plan Amendment: Mayor Andrews opened the public hearing for Ordinance 2833. He called for any abstentions, bias, ex parte contacts, conflicts of interest, or objections to jurisdiction. There were none. City Attorney Stone read the hearing announcements.

Associate Planner Leonard presented the staff report. This was a Comprehensive Plan amendment for the Springbrook Oaks Specific Plan to allow residential use. He described the subject property and surrounding area. This plan was originally adopted in 1999, and allowed residential use. It was amended in 2006 to prohibit residential use to eliminate impacts from the future planned Bypass. Since then, the Bypass location had been refined and there was no longer a need to prohibit residential use. The application met several State planning goals and Newberg Comprehensive Plan goals including citizen involvement, land use and planning, economy housing, urban design, transportation, public facilities and services, and energy and urbanization. It was also consistent with the Newberg Comprehensive Plan housing and residential land needs. The residential density proposed was 21.8 units per acre or up to 145 units on 6.66 acres. Adequate public facilities and services were available, the application complied with the Transportation Planning Rule, the applicant provided a Measure 49 waiver, and the applicant was not asking for any boundary adjustment.

Proponents: Mimi Doukas, AKS Engineering, was representing the applicant. This was a request for a minor text amendment to the Springbrook Oaks Specific Plan only for area F-1 to restore residential as an allowed use. In 2006 staff had concerns on residential use in relation to the Bypass. The Bypass had moved forward, and those protections were no longer necessary. The City was experiencing a housing shortage, and the importance of allowing residential uses was amplified. If a land use application came forward for development that triggered more than 40 trips per day, a transportation analysis would be required. The goal was to do a Friendsview development. She requested approval.
Opponents: None
Undecided: None
The applicant waived the 7-day rebuttal period. Associate Planner Leonard recommended adoption of the ordinance. Mayor Andrews closed the public hearing.

Deliberations:

MOTION: Corey/Johnson moved to waive the second reading of the ordinance. Motion carried (5 Yes/0 No/1 Absent [Bacon] *District 1 Vacant).

MOTION: McKinney/Johnson moved to approve Ordinance 2018-2833, An Ordinance approving the 2018 amendment to the Springbrook Oaks specific plan and the Newberg Municipal Code to remove the restriction on residential development within the F-1 area within the RP-SP zone to be read by title only. Motion carried (5 Yes/0 No/1 Absent [Bacon] *District 1 Vacant).

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River Street Comp Plan amendment: Mayor Andrews opened the public hearing for Ordinance 2838. He called for any abstentions, bias, ex parte contacts, conflicts of interest, or objections to jurisdiction. There were none. City Attorney Stone read the hearing announcements.

CDD Rux gave the staff report. This was a Comprehensive Plan Zone Map amendment to change the designation of a property on River Street from Medium Density Residential(R-2) to High Density Residential (R-3). No development was being proposed now. There was a stream corridor on the property and the property was adjacent to another High Density Residential site. He reviewed the approval criteria. The application would provide for a diversity of housing types and density, the property had immediate access to a collector or minor arterial, and was located near commercial services and open spaces. It would help meet the policies for low and moderate income housing, and rental properties to be dispersed throughout the City. There continued to be a deficit of residential land. The property was near schools, downtown, and a park. There were adequate public facilities to serve the site. The change from medium to high density was an additional 23 units, which would mean a total of 45-48 units total. River Street was a collector street and when this property developed, the street would be improved. The application complied with the Transportation Planning Rule. There would not be a significant increase in traffic. It was consistent with the Transportation System Plan, and did not degrade performance. Public comments were received on the current condition of River Street, intersection of River Street and Highway 99W, and stream corridor protection. This area was in the Riverfront Master Plan, which would be looking at infrastructure improvements. The Planning Commission recommended approval of the application.

Councilor Johnson asked about the land supply charts showing deficits for different categories. It looked like there was a larger deficiency in Medium Density Residential than in High Density Residential. CDD Rux discussed the deficiency of High Density Residential, where they could get the most number of units per acre, and dispersing it throughout the community. It would accommodate multi-family housing demand. Additional residential could also support commercial activities to come from the Riverfront Master Plan. He explained the types of developments surrounding the property.

Councilor McKinney asked if the size and shape of the land lent itself to high density. CDD Rux said it was a narrow and long parcel. He explained how its suitability for high density. He was not anticipating a parking problem.

Proponents: None; Opponents: None; Undecided: None
Mayor Andrews closed the public hearing. CDD Rux stated staff recommended adoption of the ordinance. CA Stone said the applicant was not present to waive the 7-day rebuttal period so Council could not make a final decision tonight. The ordinance would be carried over to the next meeting.

Animal Shelter Sale: Mayor Andrews opened the public hearing for Resolution 2018-3488. He called for any abstentions, bias, ex parte contacts, conflicts of interest, or objections to jurisdiction. There were none.

CA Stone gave the staff report. This was an opportunity for the public to give input on the sale of the Animal Shelter. He gave a background on the shelter's creation, and the Newberg Animal Shelter Friends' work to run it. The sale would help fund the City's communications upgrade. The property was appraised at $680,000, which didn't include the total parcel. The proposed sale was for total 50,114 square feet, which was an increase of $38,000. The negotiated price was $718,000. The Friends group was credited $480,000 due to their contributions. The Friends proposed a $150,000 down payment with the rest to be financed at 3% interest. This parcel would have to be partitioned from the larger City-owned parcel, and they would share that cost. On June 21, a purchase and sale agreement was signed contingent on Council's approval tonight.

Proponents: Rick Lipinski, Newberg Animal Shelter Friends, said he hoped tonight would conclude the months of negotiations. He explained how the Friends' work and commitment.

Opponents: None; Undecided: None.
Mayor Andrews closed the public hearing. CA Stone recommended approval of the resolution.

MOTION: McKinney/Corey moved to approve Resolution 2018-3488, A Resolution approving the sale of the Newberg Animal Shelter property after a public hearing and ratifying the purchase and sale agreement between the City and the Newberg Animal Shelter Friends dated June 21, 2018, thereby removing the Council approval contingency to that agreement. Motion carried (5 Yes/0 No/1Absent [Bacon] *District 1 Vacant).

Master Fee Schedule changes: Senior Accountant Keuler said this was an update to the Master Fee Schedule. Recommended changes included the addition of a $100 bike rack fee, a reduction of the commercial plumbing fixture costs to $19.92 per fixture, adding Engineering Land Use Review fees for PUDs and projects in institutional zones, and removing the City Hall Facility Fee. He suggested removing the Fire and EMS fees as these services had been transferred to TVF&R. No comments were received, either in person or written.

MOTION: Corey/Johnson moved to approve Resolution 2018-3493 as amended to remove the Fire & EMS fees, A Resolution to update the Master Fee Schedule for the addition of bike rack fees, an adjustment to commercial plumbing fixture costs, the inclusion of PUDs and projects in institutional zones within the engineering land use review fees, and the removal of the City Facility Fee. Motion carried (5 Yes/0 No/1 Absent [Bacon] *District 1 Vacant).

NEW BUSINESS: Economic Development Strategy Annual Review: CDD Rux said the second year of the Economic Development Strategy had been completed. Partners in this work included: Industrial - vertical wine project, supply chain analysis, retention visits, Business Resource Center, recruitment activities, maintaining relationships, round table forums, data gathering, infrastructure financing, UGB expansion, shovel ready sites, follow up interviews, City permitting process, sanitary sewer master plan, and additional funding for the Bypass. For commercial - downtown revitalization, retaining existing retail businesses, increasing commercial and retail land supply, securing downtown improvements funds, implementing Downtown Plan recommendations, permitting software, exit interviews, business resource center, marketing sites, redevelopment opportunities, possible property assemblage, incentive packages, downtown Urban Renewal, inventory of vacant and underutilized property, programs for connecting the brokerage community, start up assistance, and UGB expansion. For workforce - marketing the accelerator, Work Force Development, Business Resource Center, entrepreneur partnerships, Buy Local Program, marketing and recruitment, food carts, promoting vacant parcel development, high school programs, expanding the Chamber internship program, and making connections between start-up businesses, the high school, and local colleges. For tourism - increasing tourism counts, TLT ad hoc committee, gateway areas improvements, regional marketing campaign, destination tourism opportunities, improving Francis Square, increasing the number of events, grant for the cultural center for the culinary kitchen, and TLT grants. Other items they were working on were continuing projects from the first year, promoting programs, evaluating a mid-level hotel, and coordinating event calendars. Councilor Johnson asked for information on how TLT monies could be used for projects outside the City limits.

COUNCIL BUSINESS: Councilor Essin gave a report on the Yamhill County Transit Authority (Goal 13). He explained how a new draft Transit Plan with short term and long term goals. The short term goals included installing new bus stop signs, schedules, system maps, and clearly marking buses. There would also be 4 new routes in Newberg. From 2020 to 2023, there would be phased fleet expansion and improvement of the bus stops. From 2023 to 2027, local funding would be needed to improve transit. Various options were being considered for the collection of those funds. They would also be working on a transit only interchange street. He explained the other regional transit improvements.

City Recorder Ryan reminded the Council about the Yamhill County Local Government Dinner on August 16. Mayor Andrews discussed a letter he received on August 3 regarding the grant award for the Crestview extension.

CA Stone clarified for the record that when the Master Fee Schedule changes were discussed, the room was empty and there was no public comment.

ADJOURNMENT: The meeting was adjourned at 9:31 p.m.

ADOPTED by the Newberg City Council this day of September 4th, 2018.

Sue Ryan

Sue Ryan, City Recorder

ATTESTED by the Mayor this 7th day of September, 2018.

Bob Andrews Bob Andrews, Mayor