

PLANNING COMMISSION MINUTES
Newberg Public Library - Newberg, Oregon
THURSDAY, DECEMBER 12, 1996 AT 7:00 P.M.

Approved at the January 9, 1997 Planning Commission Meeting

I. PLANNING COMMISSION ROLL CALL

Planning Commission Members Present:

Matson Haug, Chair Steve Hannum Myrna Miller
Richard Waldren Jack Kriz

ABSENT: Jim Harney Rick Mills

Staff Present:

John Knight, Planning Manager
Barbara Mingay, Planning Technician
Janet Yarbrough, Recording Secretary

II. OPEN MEETING

Chair Matson Haug opened the meeting at 7:05 p.m.

- III. STUDY SESSION:** Design guidelines for Residential Needs Analysis Grant (GR-2-95).
Presentation by Rick Browning of Browning-Shono Architects. This is a follow-up of work done on the Visual Preference Survey. No formal minutes are taken during study sessions.

IV. CONSENT CALENDAR

1. Approval of November 14, 1996 Planning Commission Minutes.

Motion #1:	Commissioners Hannum-Waldren to approve the consent calendar items, approving the minutes of the November 14, 1996 Planning Commission Meeting.
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Vote on Motion #1:	The Motion carried unanimously (5-0; ABSENT-2: Harney, Mills).
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- V. COMMUNICATIONS FROM THE FLOOR (5 minute maximum per person)**
none

VI. SUBDIVISION SESSION

*****This is not a public hearing pursuant to ORS Chapter 197*****

The Public is welcome to attend and listen, but no public testimony is taken for the subdivision portion of the meeting.

1. **APPLICANT:** Far West Development
 REQUEST: Subdivision approval for a 10 lot subdivision to be known as "Pacific Park"
 ZONING: R-2

LOCATION: Pacific Street west of Ninth Street
TAX LOT: 3220CA-2401, -1300, -1400, -1401, -1202
FILE NO: S-9-96 **RESOLUTION NO:** 96-56
CRITERIA: Newberg Development Code 10.34.030
RECOMMEND: Approve with conditions as proposed

OPEN FOR PUBLIC HEARING.

Chair Haug opened the subdivision portion of the meeting, announcing the purpose, discussion and time allotments.

Abstentions/ex-parte contact: **Commissioner Waldren** said that he knows the applicant, but does not feel that will affect his participation.

Staff Report: **Barb Mingay, Planning Technician**, reviewed the staff report. She said that the applicant has complied with the conditions and criteria for approval.

Staff Recommendation: This is not a public hearing pursuant to ORS Chapter 197 and no public testimony may be taken. During Planning Commission review, consideration should only be given to criteria compliance. Staff recommended that the Planning Commission approve Resolution 96-56 which would allow for development of a ten (10) lot subdivision to be known as "Pacific Park."

Letters: One (1) letter was received, dated November 4, 1996, from Edward & Alice Allen. They had no objections to the subdivision, but they would like a fence between their property and the subdivision homes.

Questions of staff by Commission: **Commissioner Kriz** asked for clarification as to the location of the Allen's house. **Barb Mingay, Planning Technician**, located the house on the map for the commissioners. She said the Allen's own tax lot 1402 and 1500. **Commissioner Hannum** asked if Newberg Garbage would access the property through the private street. Staff responded that generally they would not go down private streets, so residents would have to carry their garbage out to the street and house it on their own. **Commissioner Hannum** asked if there could be a public place for picking up the garbage. Staff said that right now the garbage would be placed on Pacific Street for pick up, and not on private property. **Barb Mingay, Planning Technician**, read a statement from Newberg Garbage, indicating that they would be willing to drive down the private street as long as there was no parking or blockage on the street. **Commissioner Haug** asked if there would be conditions set regarding the width and depth of the private street. Staff said that they would be required to adhere to the standards for public street requirements. Staff reminded the commissioners that there is no standard by which to regulate the depth of the street. The commissioners could approve the plan subject to staff approval regarding the depth of the streets. **Commissioner Waldren** suggested an enclosed area for garbage collection if Newberg Garbage chooses not to pick up on the private street. The commissioners agreed there is a need for a consensus on the location of the garbage. They left this up to the discretion of the staff.

Motion #2:	Commissioner Waldren-Miller to amend Resolution 96-56 to include a condition that the street thickness will be such that the garbage can be picked up and that if not, there will be a contained, enclosed and landscaped area for the common collection of garbage.
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Vote on Motion #2:	The motion carried unanimously (5-0; ABSENT: Harney, Mills).
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Commissioner Hannum asked if the one percent grade would be enough to handle storm water.

John Knight, Planning Manager, responded that the applicant would have to meet the City drainage standards, and if they did not, they would have to adjust their plans. It was clarified by the staff that this grade was for the sewer, and that the grade of the street would be dealt with in the plan.

Commissioner Haug asked if there was any discussion about the request from the Allen's for perimeter fencing. Staff said it was not a condition for approval, only a recommendation. Staff said it would not be appropriate for the commissioners to require the fence because it is the responsibility of the property owners.

John Knight, Planning Manager, suggested a condition that a surveyor or licensed engineer bring in the preliminary drawing. The commissioners decided this was unnecessary because the ordinance already requires this.

Commissioner Haug asked if there was a need for pedestrian access. **John Knight, Planning Manager**, said the area was too close to Ninth Street to warrant such access. **Commissioner Hannum** asked for clarification on how the streets would eventually connect. Staff referred to the subdivision plans. **Commissioner Kriz** suggested that a pedestrian connection be allowed should the easement become available later. Staff said the applicant did not have control of that whole area. Staff said that the ordinances which deal with pedestrian connections need to be updated, and until then, the commission could require pedestrian connections. However, staff said that the close access at Ninth Street makes this unnecessary.

Commission Deliberation: none

Motion #3:	Commissioner Waldren-Miller to adopt Resolution 96-56 as amended.
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Vote on Motion #3:	The motion carried unanimously (5-0; ABSENT: Harney, Mills).
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VII. QUASI-JUDICIAL PUBLIC HEARINGS (none)

The Commissioners took a break at approximately 8:40 p.m.

Chair Haug called the meeting back to order at 8:50 p.m.

VIII. OLD BUSINESS

1. Completion of goal setting work started in November (file: GR-21-96).

John Knight, Planning Manager, reviewed the past goals and goal-related work completed by the Planning Commission. He also reviewed the goals of the Comprehensive Plan. From these goals, he asked the commissioners to develop a list of priorities for the next five years. The commissioners agreed that the goals of housing, urbanization and urban design; woods and open spaces; transportation and economy were their main priorities. The Commission determined that the key issues under each category are as follows (the numbers in parentheses indicate the number of votes each issue received from the commissioners):

Economy	Woods and Open Spaces (Goal 5)	Transportation	Urbanization, Design and Housing
1. Focus on Jobs (3)	1. Park Master Plan (1)	1. Bicycle Plan	1. Sign Ordinance
2. Riverfront Development (3)	2. Inventory Update: wooded areas and tree preservation ordinance	2. 99W Impacts (1)	2. PUD Ordinance
3. Downtown Development (2)	3. Riverfront Plan	3. North Arterial (3)	3. City Tree Planting Project
4. Chamber Liaison	4. Natural Resource Inventory	4. Bypass (2)	4. Density Issues (5)

The commissioners took the issues which received votes and prioritized them according to four areas. The first category was "Utopia," or what the commissioners would like to accomplish if time and resources were not an issue. The second category was "level of involvement," or the degree to which the Commission felt they should be involved. The third category was "most urgent." The final category was "least effort/most success." The votes are as follows:

Issue	Utopia	Level of Involvement	Most Urgent	Least Effort/ Most Success
North Arterial		2	2	
Park Master Plan				2
Focus on Jobs	2			2
Riverfront Development				
Downtown Development	2			
Density		2	2	
99W/Bypass	1		2	

Commissioners Kriz and Haug will help the staff put this information together to be presented to the City Council.

IX. NEW BUSINESS

1. Discussion of Planning Commission Quick Response Team.

John Knight, Planning Manager, said there were some issues coming up outside the normal planning meetings on which he needed input from the Planning Commission. He suggested the development of a two to three member team meet occasionally and informally to discuss key issues, attend hearings and provide additional input informally. The commissioners indicated their support for the team because it would make their involvement in important issues more feasible and give the planning commissioners more voice in city council decisions. This will be discussed in more detail at future meetings.

2. Discussion of the time to elect a chair and a vice-chair.

John Knight reminded the commissioners of a past discussion to change the election of chair and vice-chair from January to June because of the personnel changes taking place in January. **Commissioners Miller, Hannum and Waldren** will discuss the position of vice-chair amongst themselves.

X. STAFF AND COMMISSION REPORTS

1. Update on Council Items: Discussion of 99W hearing

John Knight, Planning Manager, said he felt this issue is a planning issue as well as an engineering issue. Staff distributed to the commissioners a report of the environmental impacts of the proposed highway. Staff also distributed a draft of a letter from the Commission to Mark Shippen regarding the project. There was some discussion of the information contained in the letter. **Commissioner Kriz** didn't feel that the Commission had enough information to vote on whether or not to send the letter. They also discussed the public involvement in the process of planning this highway. The commissioners agreed that **Commissioners Kriz and Miller** would work with John Knight on the revision of the letter to include the views and issues of the Planning Commission regarding the construction of the highway and the impacts of the project.

2. Other reports, letters, or correspondence
 - a. Information item re: Appointment of Planning Commissioners
3. Next Planning Commission Meeting, January 9, 1997

XI. ADJOURNMENT

The meeting was adjourned at approximately 10:40 p.m.

Passed by the Planning Commission of the City of Newberg this 9th day of January, 1997.

AYES: 7 NO: 0 ABSTAIN: 0 ABSENT: 0
(list names)

ATTEST:

Barbara Y. Mingay
Planning Commission Recording Secretary Signature

Barbara Y. Mingay 1-9-97
Print Name Date

**INFORMATION RECEIVED INTO THE RECORD
AT THE DECEMBER 12, 1996 PLANNING COMMISSION MEETING.**

**THIS INFORMATION IS ON FILE AT THE COMMUNITY DEVELOPMENT OFFICE
ATTACHED TO THE MINUTES OF THE MEETING AND IN THE PROJECT FILE IT
PERTAINS TO.**

PROJECT FILE # S-9-96

A copy of the general construction requirements from Seaside, Florida, was given to the commissioners.

A copy of the design guidelines for Ashland, Oregon, was given to the commissioners.

A picture of a house built according to the construction requirements in Seaside, Florida, was distributed to the commissioners.

PROJECT FILE # GR-21-96

A memo regarding the proposed project prioritization was distributed to the commissioners.

ODOT

A report from ODOT and the Federal Highway administration regarding the environmental assessment of the Brutscher St. to Main St. Pacific Highway Project was distributed to the commissioners.

A draft of a letter to Mark Shippen from the commissioners regarding the project was given to the commissioners.

Information on street crossings from the Oregon Bicycle and Pedestrian Plan was distributed.

LABELS FROM THE 12/12/96
PLANNING COMMISSION MEETING
FROM THOSE WHO GAVE PUBLIC
TESTIMONY

NONE