

PLANNING COMMISSION MINUTES
Newberg Public Library - Newberg, Oregon
THURSDAY, JUNE 12, 1997 AT 7 P.M.

Approved at the July 10, 1997 Planning Commission Meeting

I. PLANNING COMMISSION ROLL CALL

Planning Commission Members Present:

Stephen Ashby
Jack Kriz

Steve Hannum
Myrna Miller

Matson Haug, Chair
Richard Waldren

Absent: Lon Wall

Staff Present:

John Knight, Planning Manager
Barbara Mingay, Planning Technician
Julie Bouche', Recording Secretary

II. OPEN MEETING

Chair Matson Haug opened the meeting at 7:03 p.m. He announced the procedure of testimony. Citizens must fill out a public comment registration form to speak at the meeting.

III. CONSENT CALENDAR

1. Approval of May 8, 1997 Planning Commission Minutes.

Motion #1:	Commissioners Miller-Kriz voted to approve the consent calendar items, approving the minutes of the May 8, 1997 Planning Commission Meeting.
-------------------	---

Vote on Motion #1:	The Motion carried unanimously(6-0); Absent -1 (Wall).
---------------------------	--

IV. COMMUNICATIONS FROM THE FLOOR (5 minute maximum per person)

None.

V. STUDY SESSION

John Knight, Planning Manager, reported that the Residential Needs grant would be completed in late August. Mr. Knight introduced consultant **Al Benkendorf**, who reviewed the status of the grant, and noted that LCDC has granted a two-month extension to the contract. Mr. Benkendorf reviewed the project's four objectives: 1) To look at development patterns or barriers to achieving planned densities; 2) Develop new provisions as needed; 3) Insure that adequate land is zoned appropriately; and 4) Implement development and design standards. Mr. Benkendorf quoted a report on projected housing growth for the city which indicated that medium growth in ownership housing for 1997-2000 would be 877 new owner-occupied homes, an average of 200 per year; new rental housing was estimated at 485 new units, an average of 120 per year.

Chair Haug asked what grant results would be available in 60 days. **Mr. Benkendorf** responded that the housing needs analysis, recommendations on code revisions, inventory of vacant property, and recommendations regarding medium and high density zoning would be available.

Commissioners agreed on the need for a workshop. **John Knight, Planning Manager**, suggested scheduling a workshop in August, and **Mr. Benkendorf** suggested July to get early feedback from the commissioners.

Mr. Benkendorf introduced his colleague, **Beverly Bookin**. **Ms. Bookin** reviewed the memo she had sent earlier to the commissioners. She suggested discussion on the first observation and recommendation outlined in her memo concerning expanding the three existing residential zones (R-1, R-2, and R-3) to include a new multifamily zone (R-4). She outlined the advantages of doing this, and stated that making this change would influence the final recommendations plan. **Mr. Knight** clarified the size of housing within each existing zone and noted that some neighborhood groups may be resistant to multifamily zoning in their neighborhood.

Ms. Bookin reviewed the second observation in her memo concerning the establishment of minimum densities in each zone. **Mr. Knight** indicated that the R-1 lot size would not be changed under the suggested plan. He suggested creating a small percentage of larger lots zoned to accommodate custom housing. These changes would apply only to vacant land.

Commissioner Kriz stated that he approved of a larger lot size and felt a separate zone would be prudent for further planning. He asked about the possibility of adding dwelling units in the C-1 zone. **Ms. Bookin** suggested a small amount of ground floor commercial amid multifamily.

Commissioner Waldren commented that reducing the residential parking space requirement from 2 to 1.5 is not a good idea. **Mr. Knight** commented that even if the changes do not take place now, it is important to have the pieces in place for changes in 20 years.

Commissioner Kriz asked about advisability of duplexes in R-1, stating that mother-in-law units may be a touchy issue. **Ms. Bookin** stated that in Portland only 5-10 percent use the opportunity for mother-in-law units when the zone permits, within strict restrictions. She also described a new residential area in which 25 percent of home owners took advantage of the opportunity to have mother-in-law units on their property. **Chair Haug** pointed out the discrepancy between 5 to 10 percent and 25 percent.

Ms. Bookin also suggested that the commission consider creating a fifth zone of 10,000 square feet lots and up.

A five (5) minute recess was called at 7:50 p.m., after which the meeting reconvened.

VI. PUBLIC HEARINGS

PUBLIC HEARING (#1)

APPLICANT:	Chehalem Park & Recreation District		
REQUEST:	Conditional use permit to convert the existing Newberg Armory site and structures to a public park/community center.		
LOCATION:	620 N. Morton Street		
TAX LOT:	3218DC-4300		
FILE NO:	CUP-7-97	RESOLUTION NO.:	97-68
CRITERIA:	Newberg Development Code - Section 10.30.040		

OPEN FOR PUBLIC HEARING.

Chair Haug entered ORS 197, relating to the Public Hearing process into the record, and opened the Public Hearing.

Abstentions/ex-parte contact: None

Objections: None

Staff Report: **John Knight, Planning Manager**, discussed the criteria for approval of a conditional use permit. He said this was a new use for the property, and the code required issuance of a conditional use permit. Mr. Knight reported that the Parks Department purchased the property, and discussed the proposed landscaping and parking improvements, including closing off the rear access. Mr. Knight recommended the commission approve the resolution, and reported that he had received a written communication regarding the property at 4:30 p.m. on Thursday, June 12.

Motion:	Commissioners Miller-Waldren to accept the written communication.
----------------	--

Vote on Motion:	The Motion carried unanimously (6-0). Absent -1 (Wall).
------------------------	---

Preliminary Staff Recommendation: The preliminary recommendation is made in the absence of public hearing testimony, and may be modified subsequent to the close of the public hearing. At this writing, the staff recommended approval of the resolution.

Proponent:

Don Clements
Chehalem Parks and Recreation Department
1802 Haworth Avenue
Newberg, OR 97132

Mr. Clements reported that the Parks Department purchased the Armory early in the year and had done minor repairs. He reported that he and his staff held an informal meeting with the neighbors to display plans for the building and discuss any concerns. All the neighbors were in favor of closing the rear access to the property. The Parks Department offered to install wood or chain link fencing if the neighbors desired, as long as it meets city code. Mr. Clements said this had been a concern of Mr. Dailey, who owns an apartment complex to the north of the property. Mr. Clements reported that, in his opinion, the neighbors were generally in favor of the project.

Commissioner Kriz asked Mr. Clements to describe the proposed use and hours of the building. **Mr. Clements** replied that the building would probably be open until 10 p.m.; the Parks Department would work with neighbors regarding appropriate times. The building would be used during the day for classes and basketball games, both structured and drop-in, but that the leagues would not be moved there. Mr. Clement said the facility would probably be filled only once or twice a month for special events, such as the Chamber auction. Mr. Clements discussed the possibility of parking problems occurring on rare occasions, stating that the Parks Department would try to intercede to correct these.

Chair Haug asked if the facility is staffed during the day. **Mr. Clements** said that there are currently three staff members in the facility.

Commissioner Miller asked how noise would be controlled. **Mr. Clements** responded that the facility would fall under the city noise ordinances.

John Knight, Planning Manager, read into the record the written comments of Dave Dailey and Jerry L. Havener, Patrick Tomkin, and Leigh Williams. Mr. Dailey and Mr. Havener expressed concern that adequate parking be provided and that the privacy of the adjacent properties be protected by the

installation of a privacy fence along the north property line. Mr. Tomkins and Ms. Williams were concerned about the increased traffic on Morton Street.

Public Agency reports: None

Letters: Three (3) received; Mr. Dailey and Mr. Havener, regarding adequate parking; Mr. Tomkins regarding increased traffic; and Ms. Williams, regarding increased traffic.

Proponent/Opponent Rebuttal: None

Staff Recommendation: Adoption of the Resolution #97-68, approving the Conditional Use Permit.

Hearing Closed.

Commission Deliberation:

Chair Haug asked the Planning Department staff about traditional usage of the facility. **Barbara Mingay, Planning Technician**, replied that it was rented out for private dances, auctions, and storage on a sporadic basis and that very little maintenance had been performed in recent years.

Commissioner Kriz asked if the proposed plan had gone through design review. **John Knight** responded that it had not because it was not new construction.

Commissioner Kriz stated that he would like to see the parking lots in Phase I paved rather than graveled to avoid a problem with dust. The Commissioners discussed the number of spaces in the parking lots, the amount of paving that would be required, and whether the fire department would have adequate access.

Public testimony was re-opened to allow Mr. Clements to comment on the paving and dust issue.

Mr. Clements stated that parking was not a problem, the gravel parking lot existed when the Armory was using the facility, and the Parks Department would add more gravel to address the dust problem. Mr. Clements indicated that the Parks Department requested extra time to do the paving job correctly, including assessing the storm drainage problems, so as to not adversely impact the neighborhood. He stated that the Parks Department would take care of dust problems that may occur.

Hearing closed

Commissioner Kriz stated that the city code required a five foot landscaping buffer to the adjacent property and commented that this does not show in the current plan of Phase II. **John Knight** responded that this should be included and the plan can be expanded to accommodate this.

The Commissioners discussed whether the Parks Department should pave the parking lots sooner than indicated on the proposed plan. **John Knight** stated that the Parks Department was trying to defer the cost of paving until the later phase, and suggested allowing the Parks Department to complete Phase I now, with one year, instead of two, to complete Phase II. **Mr. Clements** clarified that the paving could be completed by July 30, 1998.

Motion #2:	Commissioners Waldren-Hannum to approve the plan with Phase II paving completed by July 31, 1998. Commissioners Kriz-Hannum amended the motion to correct the landscape plan for the five foot landscape buffer and insure that NDC parking lot setbacks are met, and to correct the park/total-lot area to the SE corner of the site.
-------------------	--

Vote on Motion #2:

The motion carried (6-0). Absent -1 (Wall).

John Knight handed out an informational parliamentary procedures chart for the Commissioners review and use in future meetings.

PUBLIC HEARING (#2)

APPLICANT: Chehalem Park & Recreation District
REQUEST: Annexation of three parcels with a total area of approximately 25.5 acres. The parcels are islands of unincorporated area surrounded by the City limits, within the Newberg Urban Growth Boundary and NW Newberg Specific Plan.
LOCATION: 1217 E. Henry Road; east of College Street
TAX LOT: 3208-3400; 3208-3500; 3207DD-100
FILE NO: ANX-15-97 **RESOLUTION NO.:** 97-69
CRITERIA: Newberg Development Code Sections 10.36.050 and 10.20.030

Abstentions/ex-parte contact: None

Objections: None

Staff Report: **Barbara Mingay, Planning Technician**, reported that the property is currently owned by two individuals and is to be developed as residential and a neighborhood park. She stated that there was no residential plan at this time. There had been no public response to date.

Preliminary Staff Recommendation: The preliminary recommendation is made in the absence of public hearing testimony, and may be modified subsequent to the close of the public hearing. At this writing, the staff recommended approval of Resolution #97-69.

Proponent:

Don Clements
Chehalem Parks and Recreation Department
1802 Haworth Avenue
Newberg, OR 97132

Mr. Clements indicated that he received phone calls from neighbors, concerned about the park. He stated that it was to be a neighborhood park, therefore, no parking spaces, and that it's development is outlined in the NW Newberg Specific Plan.

Public Agency reports: None

Letters: None

Proponent/Opponent Rebuttal: None

Staff Recommendation: Approval of Resolution 97-69, recommending that City Council approve the Annexation.

Hearing Closed.

Commission Deliberation:

Barbara Mingay, Planning Technician, stated she had a letter from Dr. Thomas Gail, the owner of the property, regarding the dedication of a public right-of-way for the streets effected by the resolution.

Motion:	Commissioners Miller-Kriz to accept the written communication from Dr. Gail.
----------------	---

Vote on Motion:	The Motion carried unanimously (6-0). Absent -1 (Wall).
------------------------	---

Ms. Mingay read the letter into the record.

Chair Haug clarified that the motion was for recommendation to the city council for annexation and that this issue was part of the overall Specific Plan. There was general discussion regarding the requirements of the Specific Plan.

Commissioner Ashby expressed concern regarding the impact of Measures 47 and 50 on police services to this area. There was discussion about possible triggers for managing such services.

Motion #3:	Commissioners Miller-Waldren to approve resolution 97-69 that recommends that City Council approve the Annexation and Zone Change.
-------------------	---

Vote on Motion #3:	The Motion carried unanimously (6-0). Absent -1 (Wall).
---------------------------	---

Barbara Mingay, Planning Technician, stated that the resolution would be forwarded to the City Council for its July meeting and that if it passes, it will appear on the November 1997 ballot.

PUBLIC HEARING (#3)

APPLICANT: Allen & Sandra Mason
REQUEST: Annexation of a .24 acre parcel within the Urban Growth Boundary.
LOCATION: 816 S. Springbrook Road
TAX LOT: 3221-3300
FILE NO: ANX-16-97 **RESOLUTION NO.:** 97-70
CRITERIA: Newberg Development Code Sections 10.36.050 and 10.20.030

Abstentions/ex-parte contact: None.

Objections: None.

Staff Report: **Barbara Mingay, Planning Technician**, reported that the Annexation request came about as the result of a failing septic system, and recommended the Commissioners approve Resolution #97-70.

Commissioner Miller asked if the property was currently connected to the city sewer and water. **Ms. Mingay** stated that the sewer had been connected but the water was not since the owners have a private well. The owners have agreed to connect to city water at annexation.

Preliminary Staff Recommendation: The preliminary recommendation is made in the absence of public hearing testimony, and may be modified subsequent to the close of the public hearing. At this writing, the staff recommended approval of the resolution.

Proponent:

Sandra Mason

816 S. Springbrook
Newberg, OR 97132

Ms. Mason indicated that the septic was not failing but was forced into failure by the city and Planning Commission. Ms. Mason stated that she and her husband had an easement for over 20 years. She indicated that when the property behind them was developed they were given six months to connect to the city sewer but could not until their property was annexed by the city.

Public Agency reports: None

Letters: None

Proponent/Opponent Rebuttal: None

Staff Recommendation: Staff recommended approval of Resolution 97-70, approving the Annexation and Zone Change.

Hearing Closed.

Commission Deliberation:

Commissioner Miller stated that the commission needed to resolve this as soon as possible. The Commissioners agreed.

Motion #4:	Commissioners Kriz-Waldren to approve Resolution 97-70, approving the Annexation and Zone Change.
-------------------	--

Vote on Motion #4:	The Motion carried unanimously (6-0). Absent - 1 (Wall).
---------------------------	--

VII. LEGISLATIVE PUBLIC HEARINGS None

VIII. OLD BUSINESS

1. Ordinance Amendments:
 - a. Resolution 97-63; Initiating an Ordinance Amendment relating to expedited land division requirements (G-25-97).
 - b. Resolution 97-64; Initiating an Ordinance Amendment relating to sign requirements (G-27-97).
 - c. Resolution 97-65; Initiating an Ordinance Amendment relating to noticing requirements (G-28-97).
 - d. Resolution 97-67; Initiating an Ordinance Amendment for TGM Grants (Transportation & Residential Needs, GR-2-95 and GR-4-95).

There was general discussion regarding the need to amend the sign ordinance, whether a sub-committee of the commission would be a valid way to approach this, and whether this was the appropriate time to address the issue. **Commissioner Kriz** suggested that two members of the Planning Commission meet with the Chamber of Commerce. The Commissioners agreed that **Commissioner Ashby** and **Commissioner Hannum** would do this.

Motion #5:	Commissioners Miller-Hannum to table Resolution 97-64 until the Commission's September 1997 meeting.
-------------------	---

Vote on Motion #5 :	The Motion carried unanimously (6-0). Absent -1 (Wall).
----------------------------	---

Motion #6:	Commissioners Kriz-Waldren to approve Resolutions 97-63, 97-65, and 97-67.
-------------------	---

Vote on Motion #6:	The Motion carried unanimously (6-0). Absent -1 (Wall).
---------------------------	---

IX. NEW BUSINESS

1. Quick Response Team Makeup.

There was general discussion of the role and purpose of the Quick Response Team. **Chair Haug** stated that the Team needs more definition and process and he wanted the Commission to be informed of Team discussions and meetings. John Knight indicated that the Team could give regular informal updates to the Commission before or during the monthly meetings.

Motion #7a:	Commissioners Kriz-Miller to define the role of the Quick Response Team, add an agenda item for a monthly report, and ask the mayor to appoint three Commission members to the Quick Response Team.
--------------------	--

John Knight stated that the definition of the Quick Response Team was to serve as an extension of staff, to be an oversight committee to assist staff in low-level issues, and to report to the Commission on a monthly basis.

Motion #7b: amendment	Commissioners Kriz-Miller to amend previous motion to include John Knight's definition of the Quick Response Team.
------------------------------	---

Vote on Motion #7 a/b:	The motion carried unanimously (6-0). Absent -1 (Wall).
-------------------------------	---

The Commissioners selected **Commissioners Wall, Miller and Hannum** to serve on the Quick Response Team. **Commissioner Ashby** is the alternate.

X. STAFF AND COMMISSION REPORTS

1. Update on Council Items
2. Other reports, letters, or correspondence (Chair & Vice Chair rotation).
3. Next Planning Commission Meeting, July 10, 1997.

General discussion occurred regarding the rotation of chair and vice-chair and the job expectations of each position.

Motion #9:	Commissioners Kriz-Hannum to accept Commissioner Waldren as chair and Commissioner Miller as vice-chair.
-------------------	---

Vote on Motion #9:

The motion carried unanimously (6-0). Absent -1 (Wall).

XI. ADJOURNMENT

The meeting was adjourned at approximately 10:17 p.m.

Passed by the Planning Commission of the City of Newberg this 10th day of July, 1997.

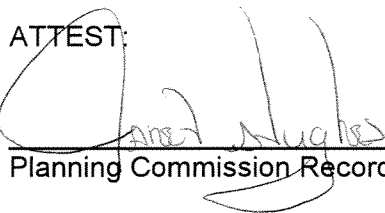
AYES: 6

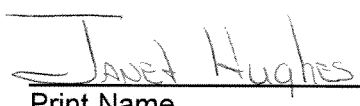
NO: 0

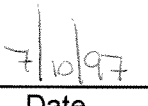
ABSTAIN: 0
(list names)

ABSENT: 1 - Hannum

ATTEST:


Planning Commission Recording Secretary Signature


Print Name


Date

**INFORMATION RECEIVED INTO THE RECORD
AT THE JUNE 12, 1997 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 # CUP-7-97

A letter received from Dave Dailey and Jerry Havener regarding parking.

PROJECT FILE # ANX-15-97

A letter received from Thomas Gail regarding dedication of a public right-of-way.

GENERAL INFORMATION

1. Parliamentary Procedures - At a Glance, distributed to Commissioners.
2. A letter received from Cristine Colburn regarding "Oak Knoll" and developer Mart Storm.

LABELS FROM THE 6/12/97
PLANNING COMMISSION
MEETING FROM THOSE WHO
GAVE PUBLIC TESTIMONY

Sandra Mason (ANX-16-97)
816 S. Springbrook
Newberg, OR 97132

Don Clements (CUP-7-97)
Chehalem Parks and Recreation
Department
1802 Haworth Avenue
Newberg, OR 97132

Don Clements (ANX-15-97)
Chehalem Parks and Recreation
Department
1802 Haworth Avenue
Newberg, OR 97132