

**PLANNING COMMISSION MINUTES**  
**Newberg Public Library - Newberg, Oregon**  
**THURSDAY, AUGUST 14, 1997 AT 7 P.M.**

**Approved at the September 11, 1997 Planning Commission Meeting**

**I. PLANNING COMMISSION ROLL CALL**

**Planning Commission Members Present:**

Stephen Ashby                  Steve Hannum                  Lon Wall                  Richard Waldren, Chair

**Planning Commission Members Absent:**

Myrna Miller                  Jack Kriz                  Matson Haug

**Staff Present:**

Barbara Mingay, Planning Technician  
Susan Napolitano, Recording Secretary

**II. OPEN MEETING**

Chair Richard Waldren opened the meeting at 7:05 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 July 10, 1997 Planning Commission Minutes.

<b>Motion #1:</b>	<b>Commissioners Wall-Hannum</b> voted to approve the consent calendar items, approving the minutes of the July 10, 1997 Planning Commission Meeting with correction to John Knight's title.
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<b>Vote on Motion #1:</b>	The Motion carried unanimously(4-0); Absent-3(Miller, Kriz, Haug)
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**IV. COMMUNICATIONS FROM THE FLOOR (5 minute maximum per person)**

None

**V. PUBLIC HEARING**

**PUBLIC HEARING (#1)**

**APPLICANT:** Julie Want, C.P.A.  
**REQUEST:** Zone change from R-2 to RP  
**LOCATION:** 105 Parkview Drive  
**TAX LOT:** 3220BB-04500  
**FILE NO:** Z-11-97  
**CRITERIA:** Newberg Development Code Section 10.20.030

**RESOLUTION NO.: 97-78**

**OPEN FOR PUBLIC HEARING.**

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

**Abstentions/ex-parte contact/conflict of interest: Commissioner Ashby** indicated he works in the same field as the applicant; however, he did not feel that review of this application would benefit him in any

way financially. **Commissioner Hannum** noted his acquaintance with the applicant. **Commissioner Waldren** indicated he had visited the site as a possible purchase some time ago. After a brief discussion, commissioners concluded that they could review the application impartially.

**Objections to jurisdiction:** None

**Staff Report:** **Barbara Mingay, Planning Technician**, reviewed the staff report and indicated that staff was supportive of the proposal.

**Preliminary Staff Recommendation:** The preliminary staff recommendation was made in the absence of public hearing testimony, and may be modified subsequent to the close of the public hearing. At this writing, staff recommended adoption of Planning Commission Resolution 97-78 .

**Proponent:**

Ms. Julie Want  
P.O. Box 1029  
Newberg, OR 97132

**Ms. Want** stated that her current office space is too small due to her expanding business. She has been looking for a larger office space for a year and a half. She assured the committee that the property in question had already undergone commercial upgrades, with adjustments to be made on the kitchen and some of the walls downstairs. Ms. Want said there was already ample parking and that she does not anticipate her business will generate a lot of traffic. She stated that she had spoken with the neighbors and has updated the landscaping. She requested Commission approval of the project, which would allow herself and Mr. Want to move their business to the new location.

**Questions to Proponent:** **Chair Waldren** asked the proponent if she knew the extent of the commercial upgrades. **Mr. and Mrs. Want, in response to Chair Waldren, stated that all the electrical wiring had been upgraded, the fire systems had been removed, and that there was conduit possibly put in at time of the last renovation.** Ms. Want described the improvements including ADA access.

**Public Agency reports:** None

**Letters:** None

**Proponent/Opponent Rebuttal:** None

**Staff Recommendation:** Approval of Resolution 97-78, recommending that City Council approve the zone change.

**Hearing Closed.**

**Commission Deliberation:**

**Commissioner Wall** stated that although he is ordinarily not in favor of zone changes, he does not have any objections to this resolution.

**Commissioner Hannum** stated that it seemed like reasonable use of the property.

**Commissioner Ashby** agreed that the resolution 97-78 met all criteria.

<b>Motion #2:</b>	<b>Wall-Hannum</b> moved to adopt Resolution 97-78, approving the zone change.
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<b>Vote on Motion #2:</b>	The motion carried (4-0 )unanimously. Absent-3 (Miller, Kriz, Haug)
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**PUBLIC HEARING (#2)**

**APPLICANT:** City of Newberg

**REQUEST:** Text amendments to the Newberg Development Code relating to noticing requirements.

**FILE NO.:** G-28-97

**RESOLUTION NO.:** 97-74

**CRITERIA:** Newberg Development Code Section 10.20.030

**Abstentions/ex-parte contact:** None

**Objections:** None

**Staff Report:** **Barbara Mingay, Planning Technician**, reviewed the staff report. She briefly restated last month's discussion on the noticing requirements. She directed the commission to the staff report memorandum. She asked that the committee look over the information relating to noticing in other cities, and direct staff to assess what part(s) of the noticing requirements they liked or disliked.

**Proponent:** None

**Opponent:** None

**Public Agency reports:** None

**Letters:** None

**Proponent/Opponent Rebuttal:** None

**Staff Recommendation:** **Barbara Mingay, Planning Technician**, recommended that the committee look closely at the language of Tigard's and Oregon City's posting requirements. She felt if noticing requirements such as these were adopted that there would be more responsibility put on the applicant.

**Commission Discussion:** A general discussion ensued concerning the additional burden put on the applicant if they were required to post notices as well as hold pre-application meetings. After thoroughly discussing the pros and cons of a pre-meeting requirement, the commission came to the conclusion that future noticing ordinances should not include a pre-meeting requirement.

<b>Motion #3:</b>	<b>Commissioners Hannum-Ashby</b> moved to direct staff to include requirements that the applicant must mail notices to surrounding landowners, post the site, remove the notices at the conclusion of the hearing, and provide affidavit's of posting. In addition, ordinance language was to include a notation that if the applicant failed to comply with noticing requirements, the entire process could be invalidated; and to include the sign size and design as identified in Tigard's requirements.
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<b>Vote on Motion #3:</b>	The motion carried (4-0) unanimously. Absent-3(Miller, Kriz, Haug).
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**INFORMATION RECEIVED INTO THE RECORD  
AT THE AUGUST 14, 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.**

No items were submitted into the record

LABELS FROM THE 8/14/97  
PLANNING COMMISSION MEETING  
FROM THOSE WHO GAVE PUBLIC  
TESTIMONY

Julie & Walter Want      Z-11-97  
P.O. Box 1029  
Newberg, OR 97132