



Planning Commission Minutes
April 9, 2009
7 p.m. Regular Meeting
Newberg Public Safety Building
401 E. Third St

I. Roll Call

Present: Thomas Barnes Derek Duff Philip Smith
Cathy Stuhr Nick Tri Lon Wall, Chair
Amanda Golson, student PC

Absent: Matson Haug (excused)

II. Open Meeting

Chair Wall opened the meeting at 7:00 p.m. and asked for roll call

III. Consent Calendar (items are considered routine and are not discussed unless requested by the commissioners)

1. Approval of February 12, 2009 Planning Commission Meeting Minutes
2. Approval of March 12, 2009 Planning Commission Meeting Minutes

Motion #1 Tri/Barnes to approve the minutes from the Planning Commission meeting of February 12, 2009 (Yes/6 No/0, 1 Absent), unanimous voice vote

Motion # 2 Stuhr/Tri to approve the minutes from the Planning Commission meeting of March 12, 2009 (Yes/6 No/0, 1 Absent), unanimous voice vote

IV. Communications from the floor (5 Minutes maximum per person)

1. For items not listed on the agenda

Chair Wall asked if there were any members of the public that wished to bring up an item that was not on the agenda. No one wished to bring up any other items.

V. Workshop: Periodic Review Overview – Process, Time frame, Objectives. File # G-09-003

Steve Olson noted that the file # for Periodic Review needed to be changed to G-09-003. He reminded the committee that the night would be a work shop which will be less formal than a hearing. The last periodic review for Newberg was in 1991. This was Newberg's first and last

periodic review, since the statewide planning program has only been around since 1975. The idea is to review the comprehensive plan approx. every 10 years.

“What is periodic review and why are we discussing it now?” The purpose of periodic review is to ensure that comprehensive plans and land use regulations remain in compliance with the adopted statewide planning goals and that adequate provision for needed housing, economic development, transportation, public facilities, and services, and urbanization are coordinated as required by state law. It is a cooperative process between the state, local governments, and other interested persons. We expect to be notified in April 2009 by DLCD that Newberg is required to begin the periodic review process.

The first rounds of periodic review in the state took almost 10 years to complete. The process has been revised a couple of times. The review now focuses on 5 elements rather than everything all at once. It is based on the concept that if you put a plan in place it is not good forever, and needs to be updated as conditions and priorities change over time. The comprehensive plan should be dynamic not static. Coordination with local governments is required; for example, the city needs to coordinate with the county on any UGB expansion. The plan is meant to be the community's vision and goal for the future. It is supposed to be a readable and accessible document. Periodic review is also not the only time to modify the comprehensive plan. The affordable housing project, for example, will likely result in some suggested changes to the Newberg Comprehensive Plan and Development Code.

In one sense Newberg really started the periodic review process 5 years ago with the Ad Hoc Committee on Newberg's Future. The city also has an adopted citizen involvement plan that the periodic review process needs to follow. The process was described in the report, and staff would like to hear the Planning Commission's suggestions for improving the plan. Steve Olson stated that people need to be able to ask questions and make suggestions at every step of the process. A slide was shown of a flow chart that goes over the Periodic Review Process. Steve Olson went on to explain the different phases for the review.

Phase 1 will take 6 months and will evaluate the existing plan. This will lead to the development of a work program to make needed changes. The work program must be developed within 6 months of notice to proceed. Phase 2 will be completing the tasks in the work program, which must be completed within 3 years. There is an opportunity to get grants from DLCD to assist in completing the work tasks. Tonight is an overview of the process and the citizen involvement plan. The next stage will be plan evaluation by staff and Planning Commission, and development of a work program. Some parts of the comprehensive plan have been recently updated, such as the Transportation System Plan, and probably do not need to be updated. Extensive citizen involvement will be a part of every phase. DLCD will review the work program adopted by Council and may approve it or add work tasks. When each work task is complete it will be submitted to the DLCD for approval. They can approve the task or remand it back for changes.

Thomas Barnes asked what the maximum of 120 days means referring to 120 days from what? Steve Olson answered that it was for DLCD to make a decision as to whether to approve or remand the work task.

The objectives slide was shown. The first objective for Newberg is to have the plan evaluation take into account all the work that has been completed in recent years. This should lead to a work program that can be completed within 3 years. We have to be sure we meet all the state goals. They have grants available which has caused some cities to volunteer to start the process early for the sake of the grant opportunities.

The issues slide was displayed showing 3 major issues identified by staff for the work program. 1) A UGB amendment to include a full 20 year supply of land in the UGB. 2) Miscellaneous plan and zone changes within the UGB to provide for additional multifamily zoned land, correct some errors, and better identify existing park land. 3) Republishing the comprehensive plan. The goal would be to publish a single document that summarizes all elements, updates the language, and conveys the community's vision and goals for the future.

Philip Smith stated the housing committee has been pushing for more multifamily housing. Steve Olson noted that we can try to make the code smarter to encourage multifamily housing but we also need more land.

Steve Olson went on to say that the comprehensive plan is a single document but also includes items like the TSP. One goal is to republish the document. A summary of the TSP should be a part of the plan. A person should be able to sit down with the document and get a clear picture of the community's goals.

Philip Smith asked about the goal to review the content and replace the current binder with a new public friendly document within the 3 years. Steve Olson answered that the time frame is something to keep in mind when developing the work program. There are some things you may not want to include in the review. You want to include things you know need to be changed. It is possible that you might decide after including it that it did not need to be changed. The idea is to pick things you know really need to be worked on.

The next slide showed the proposed schedule. The first part of phase one will be that the Planning Commission will be involved in a workshop. The dates along the way for the plan for 2009 were displayed in the next slide and can be found on page 32 of 116 in the packet.

Philip Smith asked if the Planning Commission public hearing will be well publicized. Steve Olson stated that it definitely will be well publicized. He is thinking that the Planning Commission may need a couple of meetings to complete the evaluation. Cathy Stuhr stated there may come a time when they realize they need more.

Steve Olson continued by going through the next slide for the proposed citizen involvement plan. He stated they would need to contact at least 5 categories of people, as listed in the Citizen Advisory Plan. We will use the Newberg's Future mailing list, which covers a broad range of the community.

Cathy Stuhr asked about pg 90 CIC which states that the citizen involvement committee is supposed to be meeting once a year to review citizen involvement in general. This consists of the

planning commission plus 5 additional citizens. She pointed out that the notes state we are not doing that. Steve Olson agreed that we are not doing it. He stated that is one reason why we need to do the periodic review. We need to look at why we have not been doing this, and either amend the plan to be more workable or implement the existing plan fully.

Steve Olson continued by stating that the planning commission has never been shy about suggesting changes to the citizen involvement process, which is good. City involvement process changes have happened over time, but have not happened as part of an annual review. We also typically do more than is required by the code for noticing, such as mailing notices early and using the city web site. It is not a requirement, but we have tried to consistently do that.

Cathy Stuhr asked if we have ever talked with the Graphic about adding a column that was dedicated to planning issues? She stated that many do not get the notice they desire for the meeting, as the legal notices can be difficult to find. Steve Olson answered that the Graphic often covers planning issues now, although we have not asked them about a regular column. He stated that the paper sometimes also runs the notices in community briefs section, which gets more notice. He indicated that there are many layers to the public notice process, including on-site signs, mailers, newspaper ads, and website calendars. The city is in the process of redoing the web site which should make things easier to read. Steve Olson went on to ask for questions or comments from the committee.

Cathy Stuhr asked if anyone read page 96. She read the page to the committee making comment that the needed improvement was a highway bypass.

Derek Duff asked about the possibility for Newberg businesses to post notices? He stated at one time they were doing that with Fred Meyer in the last 2 or 3 years. Steve Olson stated it was a good idea to ask private businesses (at least large ones) to use their notice boards to give people a chance to see the notices. Derek Duff pointed out that not everyone reads the Graphic or goes to the web site. Cathy Stuhr pointed out that some cities have public involvement teams. Steve Olson suggested that the planning commission could be the best public involvement team as the primary body going over the review. Steve Olson asked again for any questions about the periodic review. He reminded the committee that they are looking at a high level at this point.

VI. Training: State wide planning goals (video)

Steve moved the meeting to the state wide planning goals where he presented a video titled "Planning Commission Training Series: Oregon's Land Use Goals" The video ended at 8:45, running 1 hour.

Steve followed up the video bringing the group's attention to the print out in the back of the packet that goes through the rules and explains the goals. He stated it can be a handy reference to help explain some of the strengths and weakness of the goals. He went on to say that the key is that planning is supposed to balance all the difference goals. Philip Smith stated he knows what was meant in the video when it mentioned that some of the goals are weak. He went on to say that the first thing that needs to be achieved is to let people have their chance to have something to say. In his experience the first goal is very important. Steve Olson agreed. Cathy Stuhr commented on the 5 planning areas that periodic review will focus on. She stated that we can't move forward on one without looking at the others.

VII. Items from staff

1. Update on council items

The McClure annexation went to the City Council and has tentatively passed. The applicant is revising the findings for adoption at the next hearing. It was more of a question of timing than a question of the zoning.

2. The church zone change on Main Street was approved.

3. The building department is on the verge of picking up work with Dundee Dayton and Lafayette.

4. Annual ethics reports are due soon. Philip Smith asked if he needs to submit a quarterly report as well. Steve Olson answered he does not know but will check. Nick stated that the annual one has to be in by April 15th and the others on the 15th of each quarter. Steve Olson stated he will double check on the matter

5. Other reports, letters, or correspondence: A revised traffic study has been received for the Fred Meyer gas station project, which will be considered at the next meeting. There will also be an update on the South Industrial plan.

6. Next planning commission meeting: May 14th, 2009

VIII. Items from commissioners

Philip Smith mentioned that the housing task force anticipates a vote on its final proposed report to City Council next Thursday. He will not be present for the meeting but they are getting very close to the end.

Chair Lon asked Thomas Barnes when the budget committee meetings start. He is wondering if there will be a scheduling conflict. The date for the first Budget Committee was given to them by Dawn Karen Bevill. This will not conflict with the meeting. Chair Lon asked who the vice chair is and Thomas answered Joel is.

Motion #3 to adjourn at 8:57, 2nd by Thomas Barnes. All in favor

Approved by the Planning Commission this 14th day of May, 2009

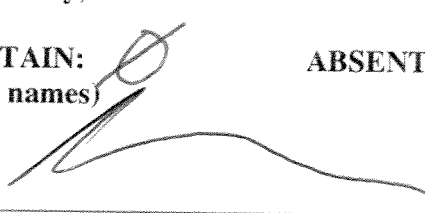
AYES: 7

NO: 0

ABSTAIN:
(List names)

ABSENT: 1 (Smith)


Planning Commission Recording Secretary


Planning Commission Chair

5/14/2009
Date