

NEWBERG PLANNING COMMISSION MINUTES
November 10, 2016, 7:00 PM
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)

Chair Allyn Edwards called the meeting to order at 7:00 pm.

ROLL CALL

Members Present: Allyn Edwards, Chair
Cathy Stuhr
Ron Wolfe
Jason Dale
Patricia Watson
Philip Smith
Miranda Piros, Student

Members Absent: Gary Bliss, excused

Staff Present: Doug Rux, Community Development Director
Steve Olson, Senior Planner
Jessica Pelz, Associate Planner
Brad Allen, Assistant Planner
Bobbie Morgan, Office Assistant II
Kaaren Hofmann, City Engineer

PUBLIC COMMENTS: None.

Community Development Director Doug Rux introduced Assistant Planner Brad Allen.

CONSENT CALENDAR:

Approval of the October 13, 2016 Planning Commission meeting minutes

MOTION: PC Philip Smith/PC Cathy Sthur moved to approve the October 13, 2016 Planning Commission meeting minutes. Motion carried (6 Yes/ 0 No).

QUASI-JUDICIAL PUBLIC HEARING: Chair Allyn Edwards called the hearing to order at 7:05 pm.

Conditional Use Permit – 601 E Sheridan Street: Consider a conditional use permit application to allow use of an existing single-family dwelling as a vacation rental home. APPLICANT: Lifestyle Properties, LLC – Megan Carda, Property Manager OWNER: Eric & Laura McGlynn LOCATION: 601 E Sheridan Street TAX LOT: 3218DD-15200 FILE NO.: CUP-16-005 ORDER: 2016-25 CRITERIA: Newberg Development Code Sections: 15.225.060, 15.445.300-350

The legal announcement was read by Chair Allyn Edwards. He asked for any abstentions, bias, ex parte contact, and objections to jurisdiction. There was none.

The staff report was presented by Associate Planner Jessica Pelz. She said this was a conditional use permit request to allow a vacation rental at 601 E Sheridan Street. In the Code vacation rentals were a conditional use in the R-1 and R-2 zones. This property was in the R-2 zone near downtown. She explained where the property was located and reviewed the criteria. One criterion was the location, size, design, and operating characteristics of the proposed use were reasonably compatible with the surrounding neighborhood and had minimal impacts on livability. This was an existing two bedroom single family

house. The owners planned to do cosmetic upgrades including landscaping, paint, driveway repair, and front step repair and were planning to use a professional vacation rental company to oversee the daily management and upkeep. It was only a two bedroom house and was limited to how many guests could be accommodated. There was an existing one car garage and one driveway parking space in front of the garage. It looked like the other neighborhood houses in the area. The next criterion was the location design and site planning of the proposed development would provide a convenient, functional, and attractive environment and it would be consistent with the Code. This was an existing dwelling and met the vacation rental standards. The location was attractive for a vacation rental because of its proximity to the cultural center, downtown, and George Fox. It was similar in size and scope to the rest of the neighborhood. She then summarized the vacation rental criteria. It must be a single family dwelling, and it was; it must be registered with the City and pay Transient Lodging Tax; two off street parking spaces had to be provided which they had; regular trash collection had to be provided which would be done; the maximum occupancy was two guests per bedroom; the premises could not include an RV, tent, or other temporary shelters; and standards and contact information would be posted at the front door. Staff recommended approval of the application.

There was discussion regarding what information would be posted at the front door.

Public Testimony:

Robert Soppe, Newberg resident, questioned whether the application met the Code. The Code required a minimum of two parking spaces on the site available for the rental occupants. The staff report said these would be provided by the garage and driveway. Because of the short length of the driveway, cars were parked illegally because they blocked the sidewalk. It was common in this neighborhood to have short driveways. The minimum length for a driveway for a parking space was 18 feet, and the driveway was short about 3 feet. While a compact car might fit in the driveway, a mid-size or longer vehicle would not. He urged the Commission to make sure the parking space standard was being met.

Chair Allyn Edwards closed the public testimony portion of the hearing at 7:19 pm.

Final Comments from Staff and Recommendation:

AP Jessica Pelz said it was true that a lot of older neighborhoods did not meet the standard. Because it was a pre-existing condition and the house had a garage and driveway, staff thought the criterion was met and they did not need to require an additional parking space. They had two spaces, although they were substandard.

PC Philip Smith asked if the issue had been discussed with the applicant. This was a problem and if they grandfathered it in, it would continue to be a problem in the neighborhood. If there was a way to solve the issue, it should be explored with the applicant. AP Jessica Pelz responded that there were a lot of non-conforming things on this site, such as the setbacks. She was not sure how feasible it would be to have the garage remodeled to extend the driveway.

PC Jason Dale said if they modified the garage, they would have to meet all of the current criteria and they did not meet the setbacks. It was a potential can of worms if they required a modification. AP Jessica Pelz said there were conditions in the Code for non-conforming uses. It was discretionary and could not adversely impact neighboring properties.

Chair Allyn Edwards suggested adding a condition that vehicles not block the sidewalk and if they did block the sidewalk, vehicles would have to park on the street.

PC Cathy Stuhr asked if this was non-conforming or if they needed a variance. AP Jessica Pelz thought this was a pre-existing non-conforming use. It could be lived in or rented without having to be brought up to current standards.

Planning Commission Deliberation and Action:

MOTION: PC Philip Smith/PC Jason Dale moved to approve CUP-16-005 with two modifications, to remove the VR standard language for the posting at the front door and to add language that occupants would not block the sidewalk. Motion carried (6 Yes/ 0 No).

LEGISLATIVE PUBLIC HEARING: Chair Allyn Edwards called the hearing to order at 7:28 pm.

Transportation System Plan (continued): Consider a resolution recommending that the City Council adopt a new Transportation System Plan and associated Comprehensive Plan and Development Code amendments. Resolution 2016-322. File No. CPTA4-11-001

AP Jessica Pelz gave the staff report. At the last Commission meeting, the Commission continued this hearing at the point of deliberation. The public testimony portion was closed and no new testimony would be taken tonight. Staff was directed to meet with Mr. Soppe to discuss his concerns and staff met with him along with Commissioner Stuhr. Any minor edits for grammar or clarity would be done before the TSP was taken to the City Council. Staff recommended approval of the resolution.

Chair Allyn Edwards asked if there were any red flags or concerns that the Commission should be aware of regarding Mr. Soppe's testimony. PC Cathy Stuhr confirmed there were no red flags. The concern was that the Commission missed some details and needed to use more critical thinking and take a closer look at these types of plans. She thought the changes that Mr. Soppe suggested would be forwarded to the Council.

Chair Allyn Edwards said on page 81 of the packet, it discussed transit needs and how all routes provided infrequent service. He thought a daily schedule needed to be created so people would know when to expect buses. On page 207, population data, it gave the population of Newberg and projections going forward and he wanted to know if George Fox's number of students was included in the population. AP Jessica Pelz thought they were included. Garth Appanaitis, DKS and Associates, said the George Fox student population and its impacts on traffic demands was taken into account in the traffic forecasting and travel demand model.

Chair Allyn Edwards said on page 372 of the packet, he thought there was an inconsistency on shared driveways where it said no more than four lots would access one shared a driveway. One lot could be a pipe stem lot with a couple houses on it. Further down it mentioned no more than three lots or three dwellings would share a driveway. On page 429, it stated special planning and efforts should be made to replace affordable housing displaced by the construction of the Bypass. ODOT should be encouraged to provide relocation assistance to the maximum extent allowable under federal law. The TSP was a long term plan and the Bypass would soon be done and this point seemed irrelevant. CDD Doug Rux said there was a Phase 2 of the Bypass that had money allocated for right-of-way acquisition. He explained the areas in the City that would be included in Phase 2.

Chair Allyn Edwards said there was no affordable housing in the areas of Phase 2. CDD Doug Rux said the manufactured home park was in that area.

Planning Commission Deliberation and Action:

PC Cathy Stuhr asked about Chair Allyn Edwards' change to page 372 on the number of lots that accessed a shared driveway. Did they need to ask for Council direction on the issue? AP Jessica Pelz said the existing Code language stated no more than three lots could access one shared driveway. It was changed to four instead of three because of current development patterns and reducing the amount of pavement. It

could be revisited in the future if it created a problem. For a development such as apartments or condos, there would be parking on the site and she did not think there would be a shared driveway issue.

Chair Allyn Edwards agreed it was not typical to have a fourplex unit on a pipe stem lot, but it could happen. AP Jessica Pelz said that was a bigger issue for discussion and it could be revisited at a later time.

PC Philip Smith thought shared driveways should be dealt with separately from the TSP.

MOTION: PC Cathy Stuhr/PC Ron Wolfe moved to approve Resolution 2016-322. Motion carried (6 Yes/ 0 No).

The Commission took a five minute break.

LEGISLATIVE PUBLIC HEARING: Chair Allyn Edwards called the hearing to order at 7:56 pm.

Newberg Downtown Improvement Plan: Consider a resolution recommending that the City Council adopt the Newberg Downtown Improvement Plan as a guide for future downtown planning efforts and investments. Resolution 2016-323. File: GR-14-001

Chair Allyn Edwards called for any abstentions and objections to jurisdiction. There was none.

The staff report was presented by Senior Planner Steve Olson. The Newberg Downtown Improvement Plan was a vision plan and set of guiding principles as well as an action plan with dates and schedules. The suggestions for future changes to the Comprehensive Plan and Development Code were not being adopted tonight. That would be a separate process. This plan would be a guiding document and action plan.

Dave Siegel, Leland Consultant Group, gave a PowerPoint presentation on the plan. A lot of progress had been made on the plan since coming to the Commission in June. The big ideas for carrying out the vision had been fleshed out as directed by the Commission and projects, partnerships, and activities were identified to carry out the vision over the next 20 years. The plan was presented at a public workshop in September and the final draft was now being forwarded to the Commission. He summarized the purpose of the project, why downtowns were important, and what great downtowns were made of. Affective plans were ones that had vision, a set of desired outcomes, and a program of actions and projects for carrying out the plan. They had conducted background research, site studies, existing conditions, local and regional economy, development opportunities, and infrastructure that served as the foundation of the plan. They had partnered with City staff, Downtown Coalition, stakeholders, and advisory committee to develop the draft vision and outcomes. At the first public workshop they tested these outcomes and asked the community about their ideas for the downtown of the future. They took what they heard and developed concepts or big ideas for focusing the plan and actions to carry it out and these were tested in a second public workshop. The concepts were also taken to developers. An action plan was then developed to carry out the vision and big ideas with specific actions in the next three years and those that would take longer to accomplish. They also developed a strategy so the plan would not just sit on a shelf. Some of the key take-aways from the research were: Newberg's economy was healthy and on the upswing, there was a significant concentration of jobs and housing within easy access to downtown, and there was healthy projected growth over the short and long term and downtown had the ability to absorb a great deal of the growth. The community said the downtown of the future was an active and attractive destination at the gateway to Oregon's wine country with a successful mix of uses and homes with easy access to what downtown had to offer. It was people oriented, easy to get around, had interesting sidewalk places, public art, and was a unique place to live, work, shop, and play. The ten desired outcomes, or characteristics, people wanted to see in the downtown were: safe, comfortable, fun, easy to find their way around, center

of public life with an interesting mix of businesses and places to live, parking would be easy to find, new development and redevelopment would be consistent with and compliment the older historic buildings, public art would compliment the broader sidewalks and streetscape amenities, and infrastructure would be sufficient to support growth downtown. Some of the big ideas to focus on were: gateways, First Street redevelopment and road diet, reinventing Hancock Street, creating an east end gateway district, creating a west end mill district, creating a Second Street mixed use district, creating a pedestrian oriented streetscape environment in the civic and cultural corridor, a catalyst development in the downtown core, improving north and south connections, and celebrating public art. These ideas were the framework for the plan. Some projects would take coordination, design, and engineering and he discussed some of the recommended actions to move the projects forward. The strategy to make sure the plan was implemented included monitoring, updating, and reporting on the status of the projects. This plan would come before the City Council on December 5 and the plan would begin to be implemented in January. It would take political will and community support to carry out the plan.

PC Philip Smith said for the west end mill district, directly north of it was industrial land that should be part of the mill district. How significant was the railroad as a boundary to the downtown plan? Mr. Siegel responded the railroad was both a barrier and an opportunity. It made sense for the district to have it as a boundary. The west end mill district could be expanded. CDD Doug Rux thought there were ways to reactivate some of the older industrial properties. He thought the west end mill district could be a stepping stone for opportunities down the road.

PC Philip Smith thought a tram could run on the railroad track to the Allison and back and could be a tourist attraction. Mr. Siegel said that idea had not been examined in depth. It was one of the ideas to investigate in the plan. CDD Doug Rux said the idea for the downtown trolley came from community workshops. Staff had already had conversations with the railroad and community groups about the possibility. Chair Allyn Edwards said relations had improved with the railroad and the potential was there. SP Steve Olson explained how this idea could be developed and be incorporated into the implementation schedule.

PC Cathy Stuhr liked how the plan was laid out. She said on page 35, it stated the darker blue the tax parcel, the closer the land value was to the improved value. She did not think that was quite true. The darker the color the more desirable it might be for development, but for the darkest one, the improved value was less than half of the land value. Mr. Siegel said it was awkwardly written, but it meant that they were the more developable opportunity areas.

PC Cathy Stuhr was concerned how the plan identified proposed amendments to the Comprehensive Plan and Development Code. It might look like the Planning Commission was recommending the amendments now. She wanted to make it clear that these were to be considered in the future. CDD Doug Rux did not think it was a concern as no ordinance had been brought forward to make any amendments. These were conceptual changes and more work had to be done before they could be made. PC Ron Wolfe said this was a vision plan that embodied recommended changes. It was conceptual and a place for people to start and to work together.

PC Cathy Stuhr asked about language to encourage the retention of the Post Office in downtown. Did this mean the building itself which could become another type of operation or an official post office? Mr. Siegel said the feedback from the community was that a post office function was important to have in downtown. It didn't have to be in that building in particular, it could be part of another use. The preservation of the historic building was also important. SP Steve Olson said there was a policy in the Comprehensive Plan to retain a post office downtown. It was a popular spot and brought local traffic downtown.

Public testimony:

Paul Losch, downtown business owner, was in support of the plan. He hoped that as the process moved forward that they maintained what made Newberg attractive, which included the small town feel of downtown, and balanced that with the growth that would happen. Some of the ideas in the plan were too cookie cutter. He also suggested including Dundee as a destination for the tram. He thought downtown could be the hub and could connect to other parts of the community.

Robert Soppe, Newberg resident, was in favor of the plan in general. However, there were two items that needed more scrutiny. In the plan it stated Howard Street needed to be made available as a festival street. However, just one block north was a two block section that was already available for that function and had significant investment from the City and CPRD to that end. When Howard Street was closed, it created significant traffic flow issues. The Library Director had voiced concern about this as well. His second concern was the road diet between First and Hancock. He thought the impacts to traffic needed to be more closely looked at. Mr. Soppe additionally questioned the Road Diet concept on First Street and Hancock Street and what the impact on traffic would be in the future noting that traffic volumes identified on page 87 would be back to current levels in 15 years

PC Philip Smith had a comment on the road diet and that it was a big issue. The road diet is forcing the issue about not having truck traffic going through downtown.

Mr. Siegel explained how through the TSP and Downtown Improvement Plan process the general concept that was the most feasible was the road diet. Some three lane cross sections would remain for turn lanes. These would retain the capacity where it was most critical and also made downtown more walkable and rideable for pedestrians and bicycles. There would have to be additional coordination with ODOT and other organizations for the road diet.

CDD Doug Rux said through the public process there were many questions about when construction on the road diet would start and when First Street would be fixed. A lot of dialogue and steps with ODOT had to be done first. There might be temporary things they could do, such as putting planter boxes on First Street which would make it function as a two lane and test it to see how it worked. One of the travel lanes needed to be removed otherwise there would continue to be a highway through downtown. Downtown needed to be more pedestrian friendly where people could cross the street, where businesses could utilize the sidewalks, and traffic was slowed down. None of the improvements would be made without more work and discussions. After completion of Phase 1 of the Bypass, there would be a 20% reduction of traffic to downtown, and 40% of that 20% was truck traffic that would move to the Bypass instead of going downtown. The longer range benefit of Phase 2 of the Bypass would take traffic that was just passing through the City away instead of going through downtown.

Chair Allyn Edwards closed public testimony portion of the hearing at 9:06 pm.

Final Comments from Staff:

SP Steve Olson said when going through the TSP process, options were looked at for the road diet downtown and additional traffic analysis was done which was incorporated into the Downtown Improvement Plan. The overwhelming theme was to make downtown more pedestrian friendly. A two lane road was better for pedestrians. The analysis was that some sections may need to stay three lanes to meet multi-modal standards. It was a starting point of the conversation with ODOT to work through modifying the mobility standards or creating a special district for more flexibility in the standards. There was also a funding issue that would need to be addressed. This was a plan for what people wanted to see in downtown in the future and still be realistic for what could be done.

Planning Commission Deliberation and Action:

PC Philip Smith thought this was a good guiding document for the City.

MOTION: PC Philip Smith/PC Jason Dale moved to recommend approval of the Newberg Downtown Improvement Plan to the City Council. Motion carried (6 Yes/0 No).

ITEMS FROM STAFF:

1. The next Planning Commission meeting would be held on December 8, 2016.

ITEMS FROM COMMISSIONERS:

PC Philip Smith said it seemed the Transportation Plan and Downtown Improvement Plan committed the City to a certain direction and the Council needed to take that very seriously. There needed to be a way to direct traffic around downtown and all the phases of the Bypass needed to be completed. The Council needed to know they were setting a direction and needed to follow up over and over and keep hammering on it or it would backfire.

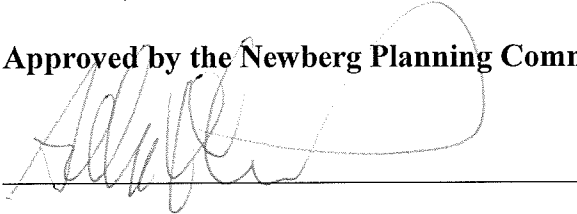
Chair Allyn Edwards said regarding the last set of minutes on page 9, he clarified a comment made by PC Gary Bliss, that it was not the Commission's responsibility to determine what was adequate information in an application. Staff reviewed the items and gave recommendations to the Commission. He thought they needed to rely on staff for the technical information. CDD Doug Rux responded that the issue was an open public hearing that had been continued to the next Commission meeting and could be discussed at that time.

PC Cathy Stuhr would not be at the February Commission meeting.

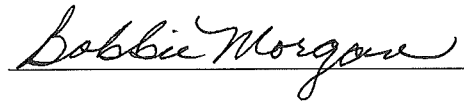
PC Jason Dale thought PC Cathy Stuhr did an excellent job as Chair of the last meeting.

Chair Allyn Edwards adjourned meeting at 9:18 pm.

Approved by the Newberg Planning Commission this December 8, 2016.



Allyn Edwards, Planning Commission, Chair



Bobbie Morgan, Office Assistant II