

NEWBERG PLANNING COMMISSION MINUTES
May 10, 2018
PUBLIC SAFETY BUILDING (401 E. THIRD STREET)

Chair Philip Smith called the meeting to order at 7:00 p.m.

ROLL CALL

Members Present: Philip Smith, Chair
Jason Dale
Allyn Edwards
Robert Ficker
John Wuitschick
Gary Bliss
Miranda Piros, Student

Members Absent: Ron Wolfe, excused

Staff Present: Doug Rux, Community Development Director
Kaaren Hofmann, City Engineer

PUBLIC COMMENTS: None

CONSENT CALENDAR:

Approval of the April 12, 2018 Planning Commission meeting minutes

MOTION: PC Edwards/PC Dale moved to approve the April 12, 2018 Planning Commission meeting minutes. The motion carried (6Yes/ 0 No).

LEGISLATIVE PUBLIC HEARINGS (complete registration form to give testimony - 5-minute maximum per person except for principals, unless otherwise set by majority motion of the Planning Commission).

1. **2018 Wastewater Master Plan:** Consider a resolution recommending that the City Council incorporate the 2018 Wastewater Master Plan into the Newberg Comprehensive Plan and amend section L. Public Facilities and Services of the Comprehensive. Resolution 2018-339. File No. CPTA-18-0002

CALL TO ORDER:

Chair Smith called hearing to order at 7:02 p.m.

CALL FOR ABSTENTIONS, BIAS, EX PARTE CONTACT, AND OBJECTIONS TO JURISDICTION: None.

STAFF REPORT:

Community Development Director Doug Rux explained this was a Comprehensive Plan text amendment for the 2018 Wastewater Master Plan. He entered the entire staff report into the record.

City Engineer Kaaren Hofmann introduced the consultants from Keller and Associates.

Consultant Peter Olsen and team members Emily Flock and Karen Bell gave a PowerPoint presentation on the Plan. Mr. Olsen discussed the project scope and summary, project study area, population projections, future growth areas, projected design flows, collection system existing facilities, and lift station inventory.

Chair Smith asked if the City could grow to the west without adding more lift basins. Mr. Olsen responded some of the lift stations could be eliminated in the northwest and gravity fed to the Highway 240 lift station. The Highway 240 lift station would carry the flows to the west. If they continued to expand to the west, there would be a need for more lift stations. If they expanded to the east, there was a Providence lift station proposed for the future and if the City expanded to the southeast, more lift stations would be needed.

Mr. Olsen continued the presentation by discussing the hydraulic evaluation of the collection system and models of the system.

PC Bliss asked if the evaluation included the flow capacity. Mr. Olsen responded it did, and they used existing, 20 years, and full build out numbers. Ms. Flock said it modeled through the manholes and took into account opposing flows as well as the main line flow.

Mr. Olsen explained the results of the models at the build out scenario.

Ms. Flock summarized the alternatives and recommendations to address the problem areas including Hess Creek and Springbrook.

There was discussion regarding the location of the wastewater line near the airport.

Ms. Flock continued discussing the proposed pipeline improvements, lift station displacement, lift station conditions, future infrastructure, Chehalem Drive improvements, proposed Providence lift station, and collection system CIP.

PC Edwards asked about the prioritization of the projects. Ms. Flock answered it was based on the locations of the highest risk for overflows.

Mr. Olsen discussed the update that was done to the 2014 Inflow & Infiltration Study. Data had been collected in areas that had not been done before and more linear feet had been added to the database. The CCTV inspections of the pipes had all been done by City staff. He reviewed the smoke testing priorities, results of the analysis, and how the results had not changed from the last study. The worst part of town was still the core area which would take time to address.

Ms. Bell continued with presentation by discussing the Wastewater Treatment Plant. She gave an overview of the Plant. The daily and monthly data points that were collected showed that the Plant was operating well below the permit requirements and was operating consistently with little risk. A full inspection of the Plant was done and a table was created estimating the useful life of every process at the Plant. Regarding treatment capacity, she described the analysis done for the hydraulic and process capacity and identified areas of limitation. She then discussed the improvement alternatives which focused on secondary treatment. A cost summary analysis was done for the alternatives. The new MBBR technology was evaluated by staff and found to be more difficult to operate and did not function as desired.

PC Edwards asked if the resistance to the new technology was that it would add a cleaning step to the process. Ms. Bell responded that this was not a commonly used technology yet.

City Engineer Kaaren Hofmann commented that staff visited the plants and talked to people who were using this technology. Those people had recommended not using the MBBR technology, but the IFAS process.

Chair Smith asked if they had looked into the IFAS process. Ms. Bell stated yes, but most plants that used this system were site limited and were trying to get more capacity out of a current oxidation ditch or aeration basin. The issue in Newberg was trying to get more flow through the clarifiers.

Ms. Bell then explained the table of the priority projects for the Wastewater Treatment Plant and the updated schematic with all of the future projects implemented at the Plant.

Mr. Olsen reviewed the overall Capital Improvement Plan.

Chair Smith asked about the timeframe for the Priority 1 improvements. Mr. Olsen responded they were to be done in the next five years. The Priority 2 to 4 improvements would be done after year five. He explained if the projected growth did not happen, some of the improvements would not be necessary.

PC Bliss asked who determined the hydraulic grade line as a policy to determine the capacity for what should be replaced. Mr. Olsen stated other communities in the region used this evaluation criterion to help prioritize projects.

PC Bliss did not think it was an acceptable practice to have a hydraulic grade line at the proposed elevation. He asked if this was a general engineering practice. Mr. Olsen said it was an accepted practice.

CE Hofmann added the Citizen Advisory Committee brought up the concern about sewage backing up in people's homes. Staff did go back and look at what it would mean if they tried to change it to a different evaluation level, such as top of pipe. Where it made the most difference was through downtown and up College Street. This was a prioritization of which pipes came first.

There was discussion regarding the prioritization criteria and funding for these projects.

PC Edwards thought the downtown improvements would help increase capacity. Those improvements had been targeted correctly by being the number one priority.

PC Bliss asked about the overflows around Edwards School. CE Hofmann explained it did not currently overflow there, but would in the future. A lot of the priority Inflow and Infiltration projects were being done or would soon be done.

Mr. Olsen discussed how the System Development Charges were recommended to be reduced from what they were currently.

There was discussion regarding the definition of fixture unit.

CDD Rux explained the land use process, complying with the Oregon Administrative Rule, and Comprehensive Plan text amendments to adopt the Wastewater Master Plan into the Comprehensive Plan.

PLANNING COMMISSION DELIBERATION/DISCUSSION:

Chair Smith said State law required the City to have a Wastewater Master Plan. They could direct staff to make changes to this plan if the Commission preferred.

PC Bliss had several concerns on first reading of the plan, but after receiving the information tonight, those concerns had been alleviated. It was a comprehensive report, easy to understand, and well presented. He was in support.

MOTION: PC Dale/PC Ficker moved to approve Resolution 2018-339. Motion carried (6 Yes/ 0 No).

****5 Minute Break ****

WORKSHOP: SB 1051 Affordable Housing Provisions – Accessory Dwelling Units

CDD Rux reviewed the previous discussions with the Commission regarding Accessory Dwelling Units and the changes that had been proposed to be in compliance with SB 1051 by July 1. The remaining items were: whether or not to require an off street parking space for ADUs; whether or not to change the impervious surface area regulation which stated if impervious area of 500 square feet or more was created, they would have to comply with water quality regulations; making SDCs cost efficient; and what type of review process they would have for ADUs. He reviewed the proposed Comprehensive Plan and Code language changes.

There was discussion regarding the location of an ADU on a lot and not allowing someone in the future to partition it off.

PC Edwards suggested stating that ADUs could not be partitioned unless they had separate sewer and water lines.

Chair Smith commented that they wanted to allow ADUs to use the same water and sewer lines as the existing house to help keep the costs low. He thought requiring separate sewer and water lines to partition an ADU would dis-incentivize people from partitioning.

There was discussion regarding whether or not to require an off street parking space for ADUs.

PC Bliss was in favor of requiring parking for ADUs to reduce the impact to the neighborhoods.

PC Ficker thought the Affordable Housing Commission recommended not requiring parking because they saw it as an added cost that made the ADU more expensive. PC Dale commented that their concern was the added space for the parking spot.

PC Ficker was in support of requiring parking.

Chair Smith did not see requiring parking as a barrier.

There was consensus to require an off street parking space for ADUs.

There was discussion regarding impervious surface area. The Affordable Housing Commission thought the regulation should be left as it was.

PC Dale commented if the process was too difficult to change the impervious surface regulation, he was in favor of leaving it at 500 square feet.

There was consensus to leave the impervious surface area as it was.

There was discussion regarding the SDC fees for ADUs.

PC Edwards was in favor of the SDCs as proposed as they were allowing the ADU to tap into the existing lines. CE Hofmann explained how the SDCs were charged and how they were reduced for ADUs. There would be no charge for water because it would be on the same meter. The wastewater fee was based on the number of fixtures added to the system. There was a \$7,000 difference between SDCs for ADUs and SDCs for single family homes. Also staff proposed to reduce the SDCs, so the per fixture unit cost would be \$318, while today it was \$364.

Chair Smith clarified the Affordable Housing Commission wanted to set the SDC as a percentage of the primary house. He thought what staff proposed met the goal of being economical for ADUs.

There was discussion regarding the per fixture unit charge.

There was consensus to leave the SDCs as proposed.

There was discussion regarding which type of review would be done for ADUs.

CDD Rux said currently the code required a Type 2 review for ADUs which required notification to everyone within 500 feet of the ADU. A Type 1 process did not require the notification. Type 1 applicants could be appealed to the Planning Commission.

PC Dale asked if there had been any public input on ADU applications. CDD Rux responded staff did not receive much input on these types of applications.

Chair Smith commented that previously ADUs were a new idea and they had made them Type 2 to be cautious and allow for public input. Now people had gotten used to them and the Affordable Housing Commission would like it to be a clean and simple process so more ADUs could be put in. He thought they should make them a Type 1.

There was consensus to make ADUs a Type I review.

CDD Rux stated these regulations would be brought back to the Commission's May 24 meeting.

ITEMS FROM STAFF:

CDD Rux updated the Commission on Council actions on planning issues including the R-3 annexation regulations, Sportsmans Air Park Master Plan, Newberg 2030 process, and Riverfront Master Plan.

CDD Rux asked if the Commission preferred to receive a set of plans drawn to full size and scale or an 11 x 17 copy that was shrunk from the original that was not to scale.

There was consensus that an 11 x 17 copy was adequate.

CDD Rux suggested scheduling an additional meeting in June as there were many upcoming applications.

The next Planning Commission meetings were scheduled for May 24, June 14, and June 28, 2018.

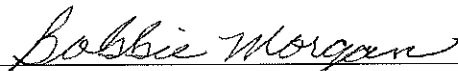
ITEMS FROM COMMISSIONERS:

PC Wuitschick thanked Miranda Piros for her service as a student member of the Planning Commission.

Chair Smith adjourned the meeting at 9:40 p.m.

Approved by the Newberg Planning Commission this June 14, 2018.


Philip Smith, Planning Commission Chair


Bobbie Morgan, Office Assistant II