

NEWBERG PLANNING COMMISSION MINUTES

April 11, 2024

CALL MEETING TO ORDER

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

ROLL CALL

Members Present: Jason Dale, Michael Griffiths, Kriss Wright, Layne Quinn, Linda Newton-Curtis, and Student Commissioner Abigail Seits.

Staff Present: Planning Manager Clay Downing, Assistant Planner James Dingwall, Assistant Planner Jeremiah Cromie, Administrative Assistant Fé Bates, and Senior Engineer Brett Musick.

PUBLIC COMMENTS

None.

CONSENT CALENDAR

Approval of February 8, 2024 Planning Commission Meeting Minutes
[2.8.24 Min.pdf](#)

Action: To approve the February 8, 2024 meeting minutes as presented

Motion: PC Wright

Second: PC Newton-Curtis

Vote: Yes: 6 No: 0 Abstain: 0 Absent: 0

QUASI JUDICIAL PUBLIC HEARINGS

ANX23-0001 – Annexation of 918 S Wynyoski Street
[ANX23-0001 Staff Report with Attachments.pdf](#)
[ANX23-0001 Supplemental Memo.pdf](#)

Chair Dale opened the public hearing and asked for the declaration of any conflicts of interest, abstentions, ex parte contact, or objections to jurisdiction. PC Seits disclosed that she was related to a Newberg City staff member who assisted the Planning Commission, but the relationship would not present a conflict of interest or bias her opinions. PC Seits would continue to avoid ex parte contact by refraining from discussion on any applications to be reviewed by the Planning Commission.

PC Seits read the legal announcement.

Assistant Planner Dingwall presented the Staff Report via PowerPoint sharing background information on the request to annex 0.7 acres at 918 S Wynyoski St in order to allow connection to the public sanitary sewer. He discussed the proposed zoning, utility information, notices given, and progress made toward meeting the requirements of the application process.

AP Dingwall reviewed the applicable criteria under the Newberg Municipal Code, noting the following conditions for approval:

- The applicant must provide the City with a recorded easement for the existing wastewater line across the subject property, and the proposed lateral must connect to the wastewater main on S Wynyoski St.
- The applicant must dedicate additional right-of-way to provide 30 ft from the roadway centerline and sign a non-remonstrance agreement with the City for the required improvements along the frontage.
- The City had received a Measure 49 waiver from the applicant, which had been required as a condition.
- Existing utility lines on the subject property shall be placed underground.
 - The applicant could request an exemption from this condition if placing the lines underground would be too expensive, too difficult based on physical factors, or if utility facilities in the area were overhead and unlikely to change. The applicant had not submitted a request for exemption.

Staff recommended continuing the hearing for ANX23-0001 until the Planning Commission meeting on May 9, 2024, to provide the required notice time to the Department of Land Conservation and Development (DLCD). The Planning Commission's recommendations would be presented at the City Council meeting on May 20, 2024.

PC Wright identified a possible typographical error on the map in the upper right corner on page 6 of the Staff Report. Planning Manager Downing stated the possible error was in the application materials submitted by the applicant, and he advised allowing the applicant to clarify during their comments. AP Dingwall noted the legal description and survey map were also attached.

No public or applicant testimony was given at this time. Chair Dale left public testimony open in anticipation of a continuance of the hearing.

Action:	To continue Planning Commission Resolution 2024-392/ANX23-0001 until the Planning Commission meeting to be held on May 9, 2024, to provide the required notice time to the DLCD as required by ORS 197.610
Motion:	PC Wright
Second:	PC Quinn
Vote:	Yes: 6 No: 0 Abstain: 0 Absent: 0

Consider a Resolution to recommend approval of the Collina at Springbrook Subdivision Phasing Plan and Amendments to the Springbrook Master Plan Development Matrix (File No. MIMD323-0003/MISC323-0001) to the City Council

[Staff Report.pdf](#)

[Planning Commission Resolution 2024-393.pdf](#)

[Exhibit A. Findings Collina at Springbrook Subdivision Phasing Modifications.pdf](#)

[Exhibit B. Findings Springbrook Master Plan Development Standards Modifications.pdf](#)

[Exhibit C. Order No 2023-44 and Ordinance No. 2023-2915 Conditions of Approval.pdf](#)

[Exhibit D. Recommended Conditions of Approval for File No. MIMD323-0003_MISC323-0001.pdf](#)

[Exhibit E. Proposed Phasing Table and Map.pdf](#)

[Exhibit F. Proposed Springbrook Master Plan Development Standards Matrix.pdf](#)

[Attachment 1. Application Materials.pdf](#)

[Attachment 2. Agency Comments.pdf](#)

[Attachment 3. Public Comments.pdf](#)

[Attachment 4. Applicants Exhibit C Quadplex and Utility Layout.pdf](#)

Chair Dale opened the public hearing and asked for the declaration of any conflicts of interest, abstentions, ex parte contact, or objections to jurisdiction. There were none.

PC Seits read the legal announcement.

Assistant Planner Cromie presented the Staff Report via PowerPoint and shared background information on the subject property including location, zoning, and the applicable criteria for both applications. He shared a slide comparing the currently approved phasing plan with the proposed phasing plan, noting the changes to divide the open Tract G into two lots, adding phase 1.5 to install a roundabout traffic signal, splitting improvements made to E Mountainview Dr between phases 1 and 3 for better timing of stormwater facilities, re-numbering lots, and providing clarification on when adjacent improvements would occur. AP Cromie shared maps of the currently approved phasing plan and the proposed phasing plan, and discussed the findings, attached as “Exhibit A”, and the recommended conditions of approval for the proposed phasing plan attached as “Exhibit D”.

AP Cromie shared maps of the current and proposed Springbrook Master Plan Development Matrix, noting that the proposed amendments would only apply to the low-density residential areas west of Hess Creek, with the exception of the amendment regarding lot frontage which would apply to all low-density residential areas. The proposed changes would allow middle housing lots to have a minimum lot frontage of 20 ft, apply design standards used for detached quadplex developments to all middle housing developments, reduce driveway separation for quadplex and duplex lots to 20 ft, allow shared driveways to have a 24 ft wide access easement with a 16 ft wide paved surface, and fix clerical errors and inconsistencies.

AP Cromie discussed the current requirements for lot frontage, driveway separation, and shared driveways in comparison to the requirements under the proposed amendments, and he shared a drawing of the proposed quadplex lot configuration. AP Cromie discussed the improved clarity and consistency in the language used in the proposed Springbrook Master Plan.

Staff findings concluded that the proposal was acceptable with the exception of the proposed driveway separation of 20 ft for quadplex and duplex lots, which staff felt would not preserve enough on-street parking. Staff recommended denying the portion of the proposal that reduced driveway separation to 20 ft.

Staff recommended continuing the hearing until the Planning Commission special meeting on May 1, 2024, to allow the 35-day notice period to the DLCD to be completed. Staff recommended that at the continued hearing on May 1, 2024, the Planning Commission adopt Planning Commission Resolution No. 2024-393 approving the requested phasing modifications and approving portions of the requested Master Plan Matrix with the attached conditions of approval.

PC Wright expressed concern about what size the lots would be if the lot frontage was reduced to 20 ft, as well as the increase in the number of lots from 403 to 420. AP Cromie stated that the increase to 420 lots included the new lots in the open tracts, and he clarified that the 20 ft frontage would only apply to middle

housing such as duplexes, triplexes, quadplexes, and cottage clusters within the Springbrook low-density residential areas. AP Cromie clarified that the previous middle housing standards stated in Ordinance 2021-889 had been adopted by the City in response to the State requirement to allow middle housing in single-family residential districts. The minimum lot frontage for a single-family home would be 32 ft in both the current and proposed Matrix.

AP Cromie stated that although the lot frontage would be reduced to 20 ft, any development would still have to meet the minimum lot size, so housing density would not be increased. AP Cromie discussed the minimum lot sizes of various housing developments.

Chair Dale closed public testimony for the current meeting. No public testimony was given at this time in order to avoid repetition, as the hearing would be continued at the next meeting.

PC Newton-Curtis expressed concern that audience members who were present may not be available to attend the meeting on May 1, 2024. Chair Dale advised those in attendance to submit their comments in writing if they are unable to attend the meeting on May 1, 2024.

Action:	To continue Planning Commission Resolution 2024-393/MIMD323-0003/MISC323-0001 until May 1, 2024, at the Planning Commission special meeting
Motion:	PC Wright
Second:	PC Griffiths
Vote:	Yes: 6 No: 0 Abstain: 0 Absent: 0

NEW BUSINESS

Mill District Comprehensive Plan and Zoning Amendment Presentation

AP Cromie provided an update on the West End/Mill District via PowerPoint. The Downtown Improvement Plan recommended the creation of a Craft Industrial Zoning District which would allow the production and sale of food, textiles, apparel, artwork, toys, and the manufacture of machinery equipment within a new M-5 zoning designation. AP Cromie shared a map of the West End/Mill District and a map of current zoning and existing operations, and he provided an update on the progress toward creating the district.

AP Cromie discussed the next steps to be taken by the City included verifying the proposed Development Code language, evaluating the impact of State goals and Comprehensive Plan goals and policies, receiving feedback from City departments, doing outreach with property and business owners, providing further updates to the Planning Commission and City Council, and sending out Measure 56 notices to inform property owners about changing property rights regarding parking. After these steps are completed, public hearings would be held with the Planning Commission and City Council. The West End/Mill District project was scheduled to be fully in effect in late September or October 2024.

The Planning Commission and staff discussed:

- The proposed location of the district.
- Possibly creating a way for people to access the district from boats on the river.

- The project's relation to the Riverfront District Plan and the Urban Renewal District.
- The Newberg Urban Renewal Agency Citizen's Advisory Committee (NURA CAC) which recently held their first meeting.
- The issues at the time that the project was initiated including staffing shortages due to Covid and the uncertainty about ownership of the Mill property.
- Transportation plans had included the possibility of using trolleys to draw people to the area.
 - Street improvements would need to be completed to accommodate trolleys.
 - Chehalem Parks and Recreation had previously stated they were willing to sign an intergovernmental agreement to help with getting trolley cars in Newberg.
 - Trolley transportation routes could possibly connect the two former mill sites.
- The project initially had been anticipated to take up to 20 years to complete but it would become a reality sooner than expected.
- The original proposed language had designated a larger area of downtown as M-5, but some of the proposed areas had been removed from the proposal due to complications.

ITEMS FROM STAFF

AP Cromie and PM Downing reported they had met with Councilor Olson to discuss childcare barrier issues in Newberg. Current recommended changes included amending the Code to be consistent with a house bill from 2021 requiring daycares to be allowed outright in light industrial areas, adjusting the parking requirements, and changing staffing requirements based on the requirements of nearby jurisdictions. These recommendations for daycare standards would come before the Planning Commission following their initiation by the City Council.

The Planning Commission and staff discussed:

- The Newberg Municipal Code section 15.440.030 stated daycares were required to provide five off-street parking spaces per 1000 sq ft in the facility. Hospitals were only required to provide two off-street parking spaces per 1000 sq ft.
- AP Cromie was not aware of any State law regarding required parking spaces for daycares.
- Daycare parking requirements in nearby jurisdictions were determined by the number of staff members or the childcare capacity at the facility.
- Potentially amending to the parking requirements.
- Staff would look further into solutions for daycare drop-off and pick-up, including the possible use of angled parking spaces or pick-up lanes.

Anticipated Schedule of Planning Commission Activities

[PC Forward looking Calendar.pdf](#)

PM Downing discussed upcoming items on the Planning Commission forward looking calendar including the Collina at Springbrook Master Plan phasing modification, the annexing of 918 S Wynooski St, Development Code modification for daycare facility standards, and the West End/Mill District zoning map change.

Administrative Assistant Bates reminded Commissioners they had until Monday to file an economic report through the link provided in an e-mail from the City Recorder.

Staff Updates

[Staff Updates for Planning Commission.pdf](#)

PM Downing provided an update on the upcoming quasi-judicial historic landmark review by the Historic Preservation Commission regarding door and window modifications at City Hall, and he noted the possibility of holding joint meetings with other commissions when subject matter was relevant to both commissions. He shared an update on the work being done by Staff on short-term rental policy. He stated the Affordable Housing Commission would be reviewing the first round of applications for the Construction Excise Tax (CET) fund and the Newberg Affordable Housing Trust fund to provide grants, loans, or developer incentives for affordable housing projects, and their recommendations would then go before the City Council for final approval.

PM Downing provided an update on the urban growth boundary project. The Planning Commission had previously received the analyses on housing needs, economic opportunities, and public/semi-public land. The City Council would soon be moving forward using the sequential urban growth boundary amendment process. The DLCD had approved the Work Plan for the sequential urban growth boundary amendment. He discussed how the next steps of the sequential urban growth boundary process would work, and noted the Planning Commission would likely be asked for input on some of the steps included in the Work Plan. AP Dingwall stated staff would provide an update on the urban growth boundary project to the City Council on May 6, 2024, and the adoption hearings were scheduled to be held on May 20 and June 3, 2024. He discussed the tentative long-term timeline for the project.

PM Downing discussed the Newberg Urban Design Verification Study being conducted by the Oregon Department of Transportation (ODOT). The Traffic Safety Commission had recently received a presentation from ODOT, who had commended the City for their high level of participation in the study.

PM Downing stated the \$500,000 Community Development Block Grant that had been received in 2021 had been used for affordable housing rehabilitation and the grant would be closed out soon by the City Council, likely at the meeting on June 17, 2024.

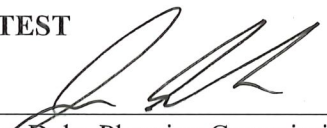
ITEMS FROM COMMISSIONERS

PC Wright thanked City Staff for compiling updates for the Planning Commission and providing insights. She commended Councilor Olson for her work in removing barriers to childcare facilities in Newberg.

ADJOURNMENT

The meeting was adjourned at 8:15 pm.

ATTEST



Jason Dale, Planning Commission Chair



Fé Bates, Planning Commission Secretary