

M I N U T E S
Community Relations Committee
December 3, 1992

PRESENT: Duane Cole; Mayor Elvern Hall; Donna Proctor; Roger Gano; Jack Nulsen; Alan Halstead; Leah Griffith; Ben Erb; Stan Newland.

GUESTS: Mr. Larry Dalton, 1009 E. 12th, Newberg.

Meeting was opened by chairperson Proctor at approximately 1:05 p.m.

NEW BUSINESS: CAT LICENSING

Cole reported that League of Oregon Cities rules on this issue are varied. Mr. Dalton had researched the issue and has talked to a local veterinarian, Mike Wilson. Problems with cats running loose in the city include: dumping of cats (live) in rural areas of town; cats are the largest carrier of rabies according to the veterinarian; cats should be controlled.

Mr. Dalton said he believes cats should be licensed just as dogs are licensed, and it is up to owners to control them. Proctor noted that Salem has a program in place to control cats. Cole noted that Gresham and 6 or 7 other cities have programs in place already, too. Costs in Gresham: \$10 to license a fertile cat; \$5 for a neutered cat.

Gano noted that licensing of cats will not stop dumping; that responsible pet owners are the ones that will respond to the licensing laws and the irresponsible pet owners will not let laws affect their normal practices.

Newland said he had talked to the animal control officer, as well as Multnomah County. Licensing cats is a county concern, not a city concern; the county gets the revenue but doesn't give much help. Mr. Dalton said property owners don't have much recourse, especially since they can't really shoot or poison them. Newland pointed out that live traps are available for use by citizens through the police department. He added that just catching a cat without a trap is not very easy.

Nulsen asked about costs of running such a program; who has the authority; how far can we go; will licensing really help the problems; How can we keep cats out of people's yards?

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Gano wanted to know how many of the owners vaccinate their cats. Dalton answered that according to the veterinarian few are vaccinated. Gano noted that the public needs to be further educated about pet populations and vaccinations.

MOTION: Nulsen/Halstead: refer the issue of cat licensing back to staff for research regarding revenue, costs, and other details. Passed unanimously.

NEW BUSINESS:

Leah Griffith reported that the library Christmas tree lighting will be this evening at 7 p.m. after the parade.

Donna Proctor asked about the status of a couple of items which had been referred to Traffic Safety Committee.

Roger Gano asked some questions about opticom issues, wondering why no opticom setup at the Fred Meyer stop light. Bert explained it was a trade off and was not put in at the time but was wired for opticom. Discussion followed.

Meeting was adjourned at approximately 1:50 p.m.

Submitted by:

Judy Thouvenel
Recording secretary



M I N U T E S

Community Relations Committee
October 1, 1992
Niemo's Restaurant, 1 p.m.

PRESENT: Councilpersons Donna Proctor, Jack Nulsen, Roger Gano, Alan Halstead; City Manager Duane Cole; Police Chief David Bishop; Public Works official John Thomas; Library Director Leah Griffith; recording secretary Judy Thouvenel.

GUESTS: Andy Anderson of Traffic Safety Committee; Steve Roberts of 814 East Hancock; Peter Miller of the Coffee Cottage.

The meeting was started at 1:00 p.m. by Donna Proctor, chairperson.

OLD BUSINESS:

10-MINUTE PARKING SPACE:

Background: the Traffic Safety Committee has heard this proposal and recommends acceptance of it. The proposal, brought by Steve Roberts, is to post 10-minute parking for the parking spaces on either side of his driveway at 814 Hancock. Peter Miller, owner of the adjacent business, the Coffee Cottage, agrees with the idea. The short-term parking is an attempt to discourage drivers from using Mr. Roberts' driveway as a parking strip; Mr. Roberts has documented this problem.

There was much discussion of this subject, by committee members, Mr. Anderson, and Mr. Roberts and Mr. Miller. General agreement was that the short term parking spaces would be a good idea, a sort of "psychological solution" (Roberts) to encourage courtesy by drivers. Mr. Miller thinks the mix of long-term and short term parking would be fine for his business and the variety of customers. Mr. Nulsen asked about enforcement. Nulsen and Halstead both suggested temporary 90 day zoning and asked if the Police Department could impose this. Chief Bishop said that he could impose a 48-72 hour restriction, but that the Community Relations Committee should do this. Mr. Anderson pointed out it is a safety problem, too, not just for convenience.

MOTION: Gano/Halstead: That for a 90 day trial period the spaces on each side of Mr. Roberts driveway (a total of 2 spaces) be posted 10 minute parking. In 90 days this will be evaluated to see if it has helped the parking problem. Passed.

EDWARDS STREET PARKING

Ms. Proctor asked for the status of the two-hour parking which has been approved for Edwards Street adjacent to the Coffee Cottage. She was informed that Bert Teitzel has an agreement in hand from Peter Miller, so the process is on its way.

NEW BUSINESS:

TRAFFIC SAFETY COMMITTEE CONCERNS

Mr. Cole read a portion of a proposal from Chief Bishop which outlined some options for the future of the Traffic Safety Committee. Some of the perceptions are that the Traffic Safety Committee's recommendations to the Community Relations Committee are not receiving the consideration they are due. There is a perception of duplication, with the same matter and testimony being brought before both committees.

Mr. Cole also made some other suggestions which included maintaining the current committees; rejuvenating the Traffic Safety Committee to empower them to make more final decisions such as the Planning Commission with direct appeal to the full council rather than the Community Relations Committee. Duane also suggested that the Traffic Safety Commission be put under an ordinance rather than a resolution as it is now.

Ms. Proctor suggested that both committees should stay as is, with more reciprocal attendance. Mr. Anderson asked which committee would then do all the technical research now being done by the Traffic Safety Committee; he expressed frustration over the duplication by both committees. It was noted that the minutes from the Community Relations Committee are not being consistently delivered to Traffic Safety members, and Ms. Proctor recommended giving the minutes to the chairperson of Traffic Safety each month, which was agreed upon by the recording secretary.

Mr. Anderson noted that he believes the support staff for Traffic Safety (police and building) are doing a good job. It was noted that it is important for a Traffic Safety member to attend Community Relations on a regular basis.

POLICE VEHICLES

Duane passed out a cost study done for all vehicles in the city. Chief Bishop reported there are now six vehicles assigned to be taken home by officers, and that crime is reduced in neighborhoods where these vehicles are parked. Chief Bishop continued by noting that the cost breakdown in the handout was very important, showing that of the 20 vehicles in the police fleet 17 were purchased through RICO money. He noted that the Finance Committee had been presented the same report and received it very favorably; in checking with 12 other cities, it was noted that our cost of maintenance per vehicle is less than others.

Mr. Nulsen pointed out that he sees nothing wrong with what police are doing as long as the cars are not used for personal use. Mr. Halstead said by taking cars home the city is actually getting more use out of the car because the presence of the car reduces crime and the availability of the cars. Ms. Proctor brought up a complaint about an officer using a police car off hours at the Vintage Fair, but Chief Bishop noted that the officer was actually on unpaid time working in behalf of the city and was helping a number of people transport supplies.

LIBRARY MEETING

Ms. Griffith noted a planning process meeting to be held at the library seeking public input. By March, a long range plan will be developed for the library. The meeting is Oct. 22nd at 7 p.m.

TRUCK STOPS

Mr. Halstead brought up the item in the Friday update referring to police stopping trucks to inspect for PUC violations. Discussion ensued: Chief Bishop noted that truckers have traditionally used Newberg as a bypass route to avoid weigh stations and that working with the county weighmaster will promote less truck traffic and once fines are given out, it will also bring in revenue.

Mr. Nulsen urged police to use discretion in choosing where to stop trucks to not block up traffic.

Submitted by:
Judy Thouvenel



M I N U T E S
Community Relations Meeting
August 13, 1992

PRESENT: City Manager Duane Cole; Mayor Elvern Hall; Councilperson Donna Proctor; Councilperson Roger Gano; Councilperson Alan Halstead; Leah Griffith, Library; Ben Erb, Fire Department; Stan Newland, Police Department; Bert Teitzel, Public Works Department; Judy Thouvenel, recording secretary.

GUEST: Peter Miller, owner of Coffee Cottage.
ABSENT: Jack Nulsen, Councilperson.

MEETING CALLED TO ORDER BY CHAIRPERSON PROCTOR.

TRAFFIC SAFETY COMMITTEE ITEMS:

A question was raised about how to communicate decisions made by the Community Relations Committee back to the citizens who originally requested action. Stan Newland explained that a recent situation with the Grocery Express's request for 15-minute parking helped raise this issue. After some discussion, it was decided that Judy would compose a letter which could be sent to citizens explaining the process. This letter would include the portion of the minutes which related to the citizen's request. It will be sent through the City Manager's office on his letterhead. Each month as the minutes are prepared, Judy will prepare letters as appropriate and send these down to Duane for signature, and his office will then send them to the appropriate person(s).

During this discussion, Duane also brought up a future topic: The Traffic Safety committee researches and discusses most of the issues which are brought to this committee, sending along their recommendation. He feels since they do so much to assure their decision is well-made, their recommendations should be given more "leash" or more clout. He will bring this issue up at a later time.

TWO-HOUR PARKING ON EDWARDS BETWEEN FIRST AND HANCOCK:

This request has come before the committee previously (see attached minutes) and was referred back to Council. Peter Miller appeared today to state his case. He has plans to create an additional entrance to his business, Coffee Cottage, at Edwards Street. He is also concerned that the four spaces

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adjacent to his business, along with a fifth space across the street, be available for patrons and not be used for all-day parking by employees of other businesses downtown. He stated that the only business in the area which could have a problem with 2-hour parking is the hairdresser across the street, where some hair appointments could take three hours or more.

Proctor suggested that nearby owners be notified of the possibility. Gano says we can't look at just the adjacent businesses.

Teitzel showed a map of the downtown parking as it exists now, although he noted that it was somewhat hard to read since there have been so many changes ongoing. He noted that he thinks the business district should all have the same parking restrictions (2-hour), because other businesses' employees are using these spaces. He also noted that Miller is not required by ordinance to provide off-street parking. He said the parking issue would "come to a head" when the city's transportation plan is adopted, and that off-street parking somewhere in town is a likely mitigation to losing parking spaces with the changes to Hancock and First Streets. In the meantime, there is a two-to-three year wait until that happens and parking issues must be addressed as they develop.

Proctor asked if any other businesses have requested a similar parking limit and Teitzel replied "yes," an antique store has requested a 2-hour limit; also Grocery Express requested 15-minute parking, which was rejected by this committee; also a residence on River Street (on today's agenda) has requested a 2-hour limit.

Newland noted that big complaints about parking come from business people who don't want to walk far to their own business from their parking spot.

Miller stated that a phased project with his building includes putting in off-street parking on the Edwards entrance. He is concerned about accessibility for his customers; he also feels if parking is more readily available on the side street, problems with people parking in a neighbor's driveway might be alleviated, although he noted that situation appears to be improving.

Gano asked Miller to provide a letter or some sort of promise that he would be providing off-street parking by a certain date. Teitzel reminded Gano that Miller is not required to do so. Miller assured Gano that off-street parking was "phase two" of a four-phase plan for his building, probably sometime

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in two years or so depending on how well his business goes. Gano wanted him to provide a date, but Miller declined and asked what are the consequences of him either providing a date or not? Would it affect whether he is granted 2-hour parking?

The Mayor reminded Gano of the fact that Miller is not required to provide off-street parking. Gano then replied that a business owner must take some responsibility for the parking problems. Miller then noted that he has attempted to provide ample parking, creating four spaces in back of his business, and also attempting to rent spaces from other businesses.

Proctor asked if the city grants Miller's request and at a later date it decides the limits aren't working, can the decision be reversed? Agreed it could be reversed.

Miller then pointed out that his area is zoned the same as other merchants who already have 2-hour limits.

MOTION: Halstead/Gano: to designate the proposed five spaces on Edwards Street as 2-hour parking (between the alley and Hancock Street on Edwards both sides) with the stipulation that the Coffee Cottage will put in five off-street parking spaces within two years. Approved by all.

REQUEST FOR NO PARKING AT RESIDENT ON RIVER ST.

The owners of a house on River St. north of Hancock have requested no parking in front of their property. This request has not gone through any other committee at this time, Teitzel reported. The owners are worried about a nearby dorm for the college parking in front of their residence. Discussion included the observation from Cole that the college will be enforcing parking restrictions this year. Newland noted that if the residents have any problems they may report them to the police. All agreed it would set a poor precedent to put no parking in front of a residence.

OTHER BUSINESS: PARKING AT THE LIBRARY

Griffith discussed parking problems on the city street by the library during evening hours. City staff members take up parking spaces which should be left open for patrons. Cole advised he would make this known to staff members.

MEETING ADJOURNED: 2:00 P.M.

Submitted by: 
Judy Thouvenel, recording secretary

Sgt James

M I N U T E S

Community Relations Committee
July 2, 1992

PRESENT: Councilperson Donna Proctor; Councilperson Roger Gano; Councilperson Alan Halstead; Councilperson Jack Nulsen; City Manager Duane Cole; Police Chief David Bishop; Library Director Leah Griffith; Public Works representative Larry Anderson.

Meeting convened by chairperson Donna Proctor at 1 p.m. at Niemos Restaurant.

REPORT ON PARKING PROBLEMS NEAR COFFEE COTTAGE:

Chief Bishop spoke about ongoing problems which occur when patrons of the Coffee Cottage on Hancock Street park in a neighbor's driveway. The neighbor continues to issue citizen citations and is very conscientious about this. All these citations go through the legal department. From now on, these will only be approved if it is a flagrant violation - not just a few inches over the yellow-painted area. Chief thanked public works for painting the driveway curb yellow over the weekend, which he believes will help in daytime hours especially. In future, the Newberg Police citations will not be used for any citizen citations because it puts NPD in an awkward position with the public. Instead, Terry Mahr and the Chief are devising a new form just for citizen citations.

Duane Cole suggested that people in that neighborhood could get together to see what can be done to solve this ongoing problem.

LEFT TURN LANES:

Larry Anderson discussed the proposal to create left-turn lanes onto Hancock from College Street and Main Street. This would not require a signal change, but would take out some parking spaces (one or two on each side). The only alternative to taking out parking is to widen the street, but that is not really a viable option due to cost, etc. The state would do all the work after the city requests it.

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Discussion occurred: Mr. Cole asked how the change would affect the 1995 state highway plan which includes work on Hancock Street. Mr. Gano was not sure the bottleneck problem could be solved by just putting on some paint and taking out the parking spaces. Mr. Cole suggested putting in signs indicating that it is legal to make a left turn onto Hancock when the light is red if no traffic is coming in the closest lane. It was suggested that River Street also needed a left turn lane, and that Main Street should have turn lanes at both one-way streets. Mr. Anderson said the city could approve left turn lanes all along Hancock from side streets, but that decreased parking could be a problem.

Mr. Cole asked that property owners along the streets be informed of the changes and asked for input. It was decided this will be done after the state approves the changes.

MOTION: Nulsen/Gano: That the state approve lane changes for left turn lanes as requested by the city at both First and Main and Hancock and Main, and other recommended sites. All agreed.

NEW BUSINESS:

Some discussion about opticon sensors on signals to facilitate fire trucks' passage in emergency. Cost is very high.

Meeting adjourned approximately 2:00 p.m. by Donna Proctor.

Submitted by:

Judy Thouvenel
Recording secretary



M I N U T E S
Community Relations Committee
April 2, 1992

Present: Councillor Donna Proctor
Councillor Alan Halstead
Councillor Roger Gano
Councillor Jack Nulsen
City Manager Duane Cole
Mayor Elvern Hall
Fire Chief Elmer Christensen
Police Chief David Bishop
Public Works Director Bert Teitzel
City Attorney Terry Mahr
Judy Thouvenel

1. Meeting was called to order by Chairperson Donna Proctor at 1:00 p.m. in the meeting room at Niemos. Agenda items were discussed in order:

2. Traffic Safety items

A) STOP SIGN CRITERIA:

The committee members passed around the proposed stop sign criteria based on Springfield, OR standard. Bert said their department plans to use the criteria for a few months to see how it works in application. When using the criteria, the Public Relations Committee would still decide if a stop sign should be placed.

B) STOP SIGN ON MELODY AND PROSPECT:

Bert used this situation to explain the way the stop sign criteria would work - giving points based on traffic volume and other factors to see if a stop sign was warranted.

MOTION: Jack Nulsen moved and it was seconded that the matter should be sent back to Traffic Safety so they could use the stop sign criteria as a basis for the decision and then be brought back to the committee. PASSED.

C) TRAFFIC SIGNS ON SOUTH ELLIOTT:

Bert said the heavy traffic on Elliott warrants posting of additional speed limit signs on the

street's south side, from Izzys to Current Electronics. However, the state makes the decision as to whether additional signs are justified. Some discussion about why the state is in charge of city roads.

3. Old Business

A) EVERYBODY'S MARKET STATUS

Duane Cole reported that OLCC has granted a license for one year with restrictions. Duane also shared that the city has been frustrated with the OLCC in several instances, but in this instance he feels OLCC is trying to listen to city's concerns.

Terry Mahr expressed concerns about permits from OLCC; possibility of law suit if a permit is issued and the city signs off on OLCC permit form. In cases where city disagrees with OLCC permitting the establishment, city will take a "no position" stance by not signing. Discussion occurred as to the need to lobby the state to allow permits for such establishments to be granted at the local, not state level to give ultimate local control.

B) TRAFFIC ISSUES: 2- HOUR LIMIT ON EDWARDS

The owner of the Coffee Cottage has asked that parking be limited to two hours on Edwards on the 1/2 block adjacent to the house which belongs to the business. (A complaint was shared at this time by Roger Gano that the Baxters, who own the business in back of the Coffee Cottage, are upset by parking in back of the Cottage and the ensuing dust. It was generally agreed that it is the alley that causes the dust, not the small parking area which has been cleared for Cottage customers.)

Roger expressed concern that other businesses in the C-3 zone may get the idea that they can get two-hour parking limits if they request it and end up causing no limit of problems.

MOTION: To make a two-hour parking limit from Hancock south to Second and from River to Main. Any spaces already marked with lesser time limits would stay as is. **PASSED:** 3-1, with Gano voting no.

4. New Business

A) POLICE IMAGE:

Chief Bishop passed around packets to Committee

members and explained the contents, which included some letters, editorials and other information. One of the letters had been written to the city manager explaining the true story behind letters to the editor in this week's edition of the Newberg Graphic. Specifically, he addressed the issue of probable cause as in the case of the MIP mentioned in the letter to the editor; he also stated that he has nothing to say to Pat Haige, and that he cannot respond to any questions about Mr. Hailey because it would violate his right to privacy.

There was some discussion regarding Mr. Hailey, and Terry Mahr gave brief comments to explain that any response on our part sets us up for legal action. He agreed it was a privacy issue.

Other letters were also discussed, including the individual who was driving the bus. His ticket was actually dismissed through the efforts of the police department, but Terry agreed the officer used good judgment in issuing the citation in order to let the individual know and understand his violation of the law. Some discussion ensued about using discretion. Terry stated that he and Officer Dalton always agree on what can or cannot be dismissed; that we are doing the offender a favor by issuing them a ticket.

Roger said that the police can build their image by promoting the "good stuff" they do; discussion ensued about image promotion and improvement. Terry stated that the hoopla over "image" was to be expected as soon as the police began to enforce downtown traffic, but it must be done. Chief Bishop asked for the committee's input, since they were the ones who first authorized increased selective traffic enforcement; he asked direction from the committee.

Roger wanted no changes; Jack Nulsen did not like what we are doing, wants better PR, wants to pull back on enforcement to improve the image. Donna Proctor wants to make people aware of what is going on at the upcoming council meeting April 21, when Chief Bishop will be answering accusations of Pat Lankford. Duane thought it would also be a good time to discuss the police department's annual report.

As this hot topic continued, Jack stated that he wants the motor officers to get out and walk downtown a half a day every day during the summer "helping little old ladies across the street."

Roger disagreed, feeling the officers should be on their bikes doing what they are supposed to do. Duane stated that any change in focus regarding the traffic program should come from the council.

Mayor Hall said traffic enforcement should continue, not pull back, and that no matter what we do we will still have complaints. Duane suggested publicizing the new "safe driver" certificate program, and also publicize where the police will be targeting their patrol each week.

B) CHERRY HILL APARTMENTS:

Terry reported that he has been working with the authorities and the owners to upgrade the apartments. If the owner balks at spending the money for needed improvements, the Housing Authority will take over; also has talked with owner of the Blue Side, who is interested in cooperating with the city to improve that facility.

C) NEW CROSSWALK ON HWY 219 NEAR ELDER HOME:

There is now one crosswalk on 219, but the elderly people are being dropped off a ways from it, and they often try to cross where there is no crosswalk.

MOTION: That a crosswalk be placed in between the Church Road intersection and the Villa Road intersection, on Hwy 219, so a crosswalk is located closer to the Care Home. PASSED.

Meeting was adjourned at 2:15 p.m. by Jack Nulsen.

Respectfully submitted,

Judy Thouvenel
Recording Secretary

M I N U T E S
Community Relations Meeting
February 6, 1992
Niemo's, 1 p.m.

Present: Duane Cole, City Manager
Donna Proctor, chairperson
Jack Nulsen, City Council member
Alan Halstead, City Council member
Roger Gano, City Council member
Elmer Christensen, Fire Chief
Lt. Stan Newland, Police
Bert Teitzel, Manager Building Dept.

Meeting was called to order by chairperson Donna Proctor at approximately 1:10 p.m.

REPORTS FROM COMMITTEES:

TRAFFIC SAFETY:

1. Regarding parking restrictions on Elliott Street: near the Newberg High School the owner of a nine-plex is having problems with people parking on his grass, especially during games. Discussion on this issue included talk of how narrow Elliott Street is, and thus how dangerous it is. Gano suggested no parking from Haworth on up to the school, since most houses have off-street parking.

MOTION: that both sides of Elliott Street, from Haworth to the school, be posted no parking. Passed.

2. Regarding truck parking along Hancock Street: Stan said he has not personally seen any trucks parking on the south side of Hancock, but if it was posted it would formalize an unwritten agreement between truck drivers and city. Mostly trailers are left parked there while truckers go and do their business. So far, trucks have been encouraged to park on the north side.

It was noted that there are few places for trucks to park their trailers in this city, which does create some problems. Duane suggested talking to Les Schwab employees to see if there would be any problems in closing off truck parking there.

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MOTION: Jack Nulsen moved that there be no truck parking or trailer parking on the south side of Hancock, from Elliott to the end, and on Sitka to Hancock south from 219.

OLD BUSINESS:

9-1-1: Elmer got a copy of an agreement from Dayton with Y-Comm, showing that Dayton gives all its 9-1-1 funds to the county for 9-1-1 service and pays no extra for that service. He wanted to know how much the 9-1-1 funds from Dayton are.

NEW BUSINESS:

Bert gave an update on the stop sign criteria Newberg is looking at adopting, using guidelines from Beaverton and other cities. Duane wondered if the Transportation Plan can help establish this criteria. Bert said the city desperately needs an inventory of all stop signs, and Jack suggested we should have had one before now. Bert said the city will likely do this when it establishes its map system and is able to keep the data on file.

Meeting adjourned at about 12:55 p.m.