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**MINUTES OF THE PLANNING COMMISSION
Newberg Public Library
Newberg, Oregon**

Thursday, 7:30 PM

March 21, 1991

Subject to P.C. Approval at 4/18/91 P.C. Meeting

I. OPEN MEETING

Present:

Jack Kriz
Mary Post
Sandy Prewitt
Carol Ring
Steve Roberts
Wally Russell
Donald Thomas

Staff Present:

Dennis Egner, Planning Director
Mike Unger, Associate Planner
Barb Mingay, Recording Secretary

Citizens: 6

II. APPROVAL OF MINUTES

Motion: Post-Thomas to approve the minutes of the February 21, 1991 Planning Commission. Motion carried unanimously.

III. PUBLIC HEARING

APPLICANT:

Assisted Living Facilities, Inc.

REQUEST:

A conditional use permit is requested to revise a conditional use approved in 1990 for a 25 resident assisted living facility. The revision will allow construction and operation of a facility for a total of 29 residents.

LOCATION:

Directly north of Jaquith Park, west of N. College Street

TAX LOT:

3218AD-7400, -7500

FILE NO:

CUP-1-91

CRITERIA:

Newberg Zoning Ordinance Sections 638

No objections to jurisdiction, abstentions or ex-parte contact were indicated. Commissioners Ring, Post, Roberts and Thomas stated that they had all visited the site prior to the hearing.

Staff Report: Planning Director Egner reviewed conditional use permit and variance criteria. He noted item H page 5 should be corrected. Single family residential development of the site would generate only 70 trips per day, not 120 trips per day as noted in the staff report. He reviewed staff comments and conclusionary findings within the staff report. He noted that the applicants had adequately address all the criteria and the facility as proposed appears to be compatible with surrounding uses. He identified the site location on a map.

Proponent: Ed Dobbs of Portland, one of the principals of ALF, Inc., sponsor of the project, indicated that the request was to revise the original approved conditional use application from 25 to 29 units subject to the original conditions. He indicated that a typical resident did not drive and that the traffic impact would be considerably less than 70 trips per day. The project would be constructed in a single story, residential style with residential siding compatible with the surrounding neighborhood.

Mr. Dobbs referred a question relating to number of employees to Michael DeShane.

Proponent: Michael DeShane of Portland, representing ALF Inc. and Concepts of Community Living responded that a maximum of 6 employees per shift would be typical and that 16 parking spaces have been provided on site.

Questions to Proponents:

Proponents were asked whether ALF Inc. would have any future objections to night use of Jaquith Park sports facilities. Mr. Dobbs responded that they don't feel there will be a problem, especially since the facility will be sound-proofed, insulated and so on. In response to a question by Commissioner Roberts, Mr. DeShane responded that ALF, Inc. recognizes that park use.

Staff was asked if 16 parking spaces was adequate. Mr. Egner responded that the Zoning Ordinance standards require one space per three beds. The applicants have provided more spaces than the standards require.

Proponents were asked whether they understood that granting of a 10 foot setback was an exception to the setback standard. The applicants indicated they understood.

Proponents were asked what type of landscaping and/or screening would be provided. Mr. Dobbs responded that a residential type of screening would be provided, although most clients are not typically interested in outdoor usage. He added that a barrier would be provided during construction for site security. He noted that as many of the mature trees would be retained as possible.

Mr. Dobbs was asked whether the turn-around drive could be designated as a fire lane. Mr. Dobbs indicated that would be no problem.

Mr. Dobbs was asked whether the fire department requirement for a fire hydrant and sprinkler system would be a hardship. He indicated it would not.

Opponent: None

At the request of the Commissioners, it was noted that owners of the property abutting the site did not appear at this meeting to speak either for or against the project.

Public Agencies/Letters: None other than those noted in the staff report.

Staff Recommendation: Planning Director Egner recommended approval of the request subject to conditions within the Staff Report.

Hearing Closed.

Commissioners asked what sign restrictions would be placed on the site.

Mr. Egner indicated that the design review process would address the sign issue.

Mr. Dobbs indicated that the proposed sign was a carved, unlit, wood sign 4 ft. by 6 ft. in size.

Mr. Egner noted that a 12 sq. ft. sign is outright permitted at the site. He noted that vision clearance requirements restricted the sign to 15 ft. from the road and an additional 5 ft. setback was required on N. College.

The Commissioners discussed at length sign size in general.

Motion: Roberts-Post that the Planning Commission approve a Conditional Use Permit and variance for an assisted living facility at 1407 North College, Tax Lot 3218AD-7400. This recommendation is based on the Staff Report, Conclusionary Findings, Conditions, and testimony with the additional condition that the applicants be authorized a sign not to exceed 25 square feet for identification purposes only.

Vote on Motion: Aye-Post, Prewitt, Ring, Roberts, Russell, Thomas; Nay-Kriz. Motion carried 6-1.

Planning Director Egner noted the 10 day appeal process.

IV. PUBLIC HEARING

APPLICANT: Charles Cox
REQUEST: A conditional use permit to allow a food processing and packaging facility in the M-2 zone
LOCATION: Lot 7 - Flightways Industrial Park
TAX LOT: 3220AD-1000
FILE NO: CUP-2-91
CRITERIA: Newberg Zoning Ordinance Section 638

No objections to jurisdiction, abstentions or ex-parte contact were indicated. Commissioners Roberts and Thomas stated that they had visited the site prior to the hearing.

Staff Report: Associate Planner Unger reviewed the conditional use permit criteria and comprehensive plan policies which apply to the request. He noted a site plan change which deletes the most southerly parking space to allow better access for loading. He indicated that in a preliminary design review meeting, a shift in the driveway location was also recommended. He noted that waste production has been discussed with the City Engineering staff and there are no anticipated problems; however, the project will be monitored. The site is located in the airport overlay zone and appropriate forms have been filed with FAA. No apparent problems are anticipated.

Proponent: Charles Cox, applicant, requested approval of the application. He indicated that his business is currently a cottage industry, producing approximately 12,000 jars of jam a year. Waste produced is contained in three garbage cans, two of which are used for recycling. He noted that the business is not large, but has a good reputation in the food industry. He indicated that approximately 30% of his product is sold under the Wilhelm Foods or Wilhelm Farms label and the other 70% is under private labels. He commented that 80% of the raw product is frozen. Glass jars are delivered about once a week during the September-November busy season. Steam is currently handled by a kitchen-bathroom fan. He noted that the only outside storage would consist of a home air conditioning unit which will be screened. He indicated that his business was not retail. The business will employ 3 individuals with a maximum of 5 employees during the busy season.

Opponent: None

Public Agencies/Letters: None other than those noted in the staff report.

Staff Recommendation: Associate Planner Unger recommended approval of the request subject to conditions within the Staff Report.

Hearing Closed.

Signs were briefly discussed.

Motion: Post-Thomas that the Planning Commission approve a Conditional Use Permit for a food processing and packaging facility on Tax Lot 3220AD-1000 based on the Staff Report, Conclusionary Findings, Conditions, and testimony. Motion carried unanimously.

V. PUBLIC HEARING

APPLICANT: City of Newberg

REQUEST: Amend the existing Citizen Involvement Advisory Committee process and replace it with a new system designed to facilitate greater citizen participation in the planning process

FILE NO: G-5-91

CRITERIA: Conformance with Statewide Planning Goals

Staff Report: Associate Planner Unger reviewed the existing CIAC process and components making up the proposed Citizen Advisory Process (CAP) and Citizen Involvement Committee (CIC). He highlighted the comprehensive plan amendment criteria and relevant goals and policies. He noted that CAP offers citizens the opportunity to participate in the planning process. He identified 5 interest groups including economic development interests, public/quasi public groups, environmental groups, neighborhood associations and social service groups. He added that other groups could also be included. He noted that early notice to these groups would offer them an opportunity to discuss the issues both formally and informally. As presented, the CIC would include the Planning Commission plus three other members with a goal to see if citizens have an opportunity to participate in the planning process, data collection, implementation and evaluation and if there is adequate staff support for planning decisions in the community. He noted that DLCD has been provided a copy of the staff report and that no comments have been received to date.

Proponent/Opponent: None

Staff Recommendation: Associate Planner Unger recommended that the Planning Commission approve and forward to Council for adoption the citizen involvement amendment.

General discussion followed regarding the CAP process. Staff indicated that the role of the CIC is to monitor the CAP process.

The Commissioners then discussed how to identify neighborhood groups and how to obtain the best representation from the community in the planning process.

Commissioners expressed concern that the community didn't know what the planning commissioners actually do.

Commissioners suggested that representatives from the PTA, Chamber of Commerce, Ministerial Association, Newberg Boat Club, a youth representative from the School District, representatives from the various service clubs, the Senior Center, CASA, Kiwanias, Active 20-30, etc. be included in the CAP process. In response to a question by Mr Egner, the Commissioners generally agreed that these groups could fit into the proposed CAP framework.

Commissioners discussed CIC membership. They concluded that five (5) citizens should be appointed for membership on CIC in addition to Planning Commission members. It was recommended that the five CIC members be individuals who represent each of the five interest groups identified in the CAP.

Motion: Roberts-Thomas to recommend that the City Council adopt amendments to the Comprehensive Plan to establish a new citizen involvement process, based on the Staff Report and Conclusionary Findings with the following revision: That 5 citizens be chosen for the CIC. Motion carried unanimously.

A 5 minute recess was called after which the meeting reconvened.

VI. OLD BUSINESS

A. Development Code

Mr. Egner reviewed the weaknesses and strengths of the Zoning Ordinance. He noted that specifically listing uses makes it difficult to address new innovations and developments that occur.

Commissioner Thomas suggested that Sun River's planning design be reviewed.

Interest in a bike and hike system was expressed by Commissioner Roberts.

Commissioner Thomas suggested more frequent use of zero lot line developments.

Mike Unger suggested that a development code could be developed to allow an intermingling of residential, commercial and industrial developments based on specific performances standards.

B. Amendments to the Zoning Ordinance and Comprehensive Plan to establish procedures for tree removal in General Hazard/Open Space areas.

At the consensus of the Commissioners, discussion on this issue was postponed to the April 18 Planning Commission meeting.

C. Council Update

Planning Director Egner updated the Commissioners on the status of the fill ordinance, subdivision ordinance, zoning amendments and historic preservation issues.

VII. NEW BUSINESS

Planning Director Egner asked the Commissioners whether they would consider an "R-V park" as a use similar to a "Tourist Court" in the Zoning Ordinance definitions.

A consensus of the Commissioners concluded that the uses were not similar. Planning Director Egner indicated that he would present the Commissioners with a Zoning Ordinance amendment to address the R-V park issue at a future Planning Commission meeting.

Commissioners asked the planning staff for a definition of "ex-parte contact" and what constitutes "site visitation". Staff indicated a response would be provided at the next Planning Commission meeting.

Vice-Chair Kriz thanked the new commissioners for their active interest and participation in the Planning process.

Commissioner Roberts requested that a register be set up which would indicate the quantity of Open Space (OS) under easement or deed to the City. He also requested a list of OS areas not included in General Hazard areas.

There being no further business, the meeting was adjourned.