

# NEWBERG PLANNING COMMISSION MINUTES

February 11, 2021 7:00 pm  
414 E First St,  
City Hall Permit Center Conference Room  
Newberg Teleconference

*(This is for historical purposes as meetings are permanent retention documents and this will mark this period in our collective history)*

Chair Jeffrey Musall called the meeting to order at 7:00 p.m.

## PLANNING COMMISSION ROLL CALL:

Members Present: Jeffrey Musall, Chair  
Robert Sherry, Vice Chair  
Jason Dale  
Kriss Wright  
Sharon Capri  
Charles Aban  
Jenna Morris  
Colin Bolek, Student Planning Commissioner

Staff Present: Doug Rux, Community Development Director

**PUBLIC COMMENTS:** None

## CONSENT CALENDAR:

1. Approval of the January 10, 2021 Planning Commission meeting minutes

PC Wright noted that electrical fences in industrial zones needed to be addressed. Community Development Director Rux clarified there were no electrical fences at the mill site.

PC Wright also thought they needed to look at the density policy in the Comprehensive Plan.

PC Wright clarified in the minutes that she meant a wetland delineation needed to be done for the whole city, not just the application site.

**MOTION:** PC Dale /PC Capri moved to approve the January 10, 2021 Planning Commission Meeting Minutes as amended. Motion carried (7 Yes/0 No).

## LEGISLATIVE PUBLIC HEARINGS

1. Population Forecast  
File: CPTA20-0006

Resolution: 2020-362

Chair Musall called the hearing to order at 7:07 p.m.

Call for abstentions and objections to jurisdiction: There were none.

Staff report: CDD Rux entered his staff report into the record. He explained new population projections came out in June 2020 and discussed how the projections were used for long range planning work. This hearing was noticed as required and comments were received from staff and agencies. There were no conflicts, except the Department of State Lands suggesting the City do a wetlands inventory. The City did not have funding to do an inventory at this time. He reviewed the language that would be changed in the Comprehensive Plan to adopt the new population projections.

Public testimony: None

Close of Public Testimony:

Chair Musall closed the public testimony portion of the hearing at 7:13 p.m.

Final comments from staff and recommendation

CDD Rux recommended the Planning Commission recommend City Council adoption of the ordinance approving CPTA20-0006 Population Projections, Resolution 2021-362.

Planning Commission Deliberation:

PC Wright asked if Appendix C was included in the staff report. CDD Rux responded Appendix C was referring to the PSU forecast document. He did not include the entire document in the staff report. He suggested in the paragraph, at the end of the double underline he could add “(PSU).”

Action by the Planning Commission:

**MOTION:** PC Wright/PC Capri moved to approve Resolution 2021-362 with Exhibits A and B and the amendment to add in parentheses “PSU”. Motion carried (7 Yes/0 No).

**NEW BUSINESS:**

1. Middle Housing Briefing

Update Presentation:

CDD Rux presented updates on the Middle Housing Code. He explained the online survey results which received 192 responses. Parking was one of the top policy goals as well as housing affordability, creating home ownership, and making housing compatible with existing development. There was concern about duplexes and people parking on the streets. It was important to people to add a requirement for a garage or carport, allowing a variety of attached and detached configurations, and limiting building size. For triplexes and quadplexes, it was important to address the location of parking areas relative to the street and dwellings and allowing a variety of configurations. For townhouses, it was important to address the location of parking areas, regulate the minimum and maximum number of units in a single building, and limiting the overall size of buildings. For cottage clusters, the important issues were providing options for shared parking or parking close to each cottage, creating physical/visual connections between dwellings and the street, and limiting the overall size of the buildings.

CDD Rux discussed the Duplex Code. They would need to amend the “duplex dwelling” definition to allow attached or detached configurations and use it consistently through out the code. Duplexes had to be allowed with the same requirements as single family detached dwellings in the R-1, R-2, R-3, RP, and AR zones. Duplexes had to be allowed on the same size lots as single family detached dwellings by revising minimum lot sizes per dwelling unit. The parking requirement had to be revised to one per dwelling unit. There were no initial changes proposed to dimensional standards, which applied equally to single family detached dwellings and duplexes. He explained the changes to the duplex code in master plans, density targets vs. minimum lot size, duplex height, and graphics of examples. He then discussed the design standards for other middle housing types. Staff proposed to adopt the design standards from the Model Code for triplexes, quadplexes, townhouses, and cottage clusters. Siting standards would be adapted to Newberg’s existing zones and standards in compliance with OARs and the Model Code. Options for each standard included adopting the design standard as-is, modifying the design standard to be less restrictive, or have no design standard. Triplex and quadplex concepts included entry orientation, 15% minimum window coverage, garage and off-street parking areas, and driveway approach. He then showed graphics of examples. Townhouse concepts included entry orientation, unit definition, 15% minimum window coverage, and driveway access and parking. He showed more graphics of examples. Cottage cluster concepts include cottage orientation at 50% (or less) of units, common courtyard design standards to be at minimum 150 square feet per unit, community buildings at one per cluster up to 900 square feet, pedestrian access with 4 foot wide accessible paths, windows to be the same coverage as SFDDs, accessory structures limited to 400 square feet (garages), parking design would be shared parking areas, and existing structures would need to have the ability to integrate. More examples

were shown of these types of units. The next steps were: Advisory Committee meeting on February 17, Public Open House on February 23, online survey February 24 - March 9, and Advisory Committee meeting on March 10.

Mayor Rogers joined the meeting. He thanked the Planning Commission for their work.

PC Wright asked about the density policy for low density residential and how it would have to be omitted. CDD Rux said the target density in the Comprehensive Plan for low density residential was 4.4, but that target could be exceeded. There had been discussion about putting language in the code that by allowing duplexes they were exempt from a maximum density. They could not do anything that would prohibit duplexes where single family homes were allowed. Staff and the Committee were still working it out.

PC Wright suggested offering developers parking subsidies to develop parking structures within the building design. CDD Rux did not know where the money would come from to offer a subsidy. There might be some way through the Construction Excise Tax.

Student PC Bolek asked if the Affordable Housing Commission had heard this information. CDD Rux responded he had briefed them in January and they would receive another briefing in April.

Student PC Bolek asked if the fee in lieu program could be used to aid in the development of parking. CDD Rux responded they did a modification to regulations in the downtown area. It was a different situation because this was not for commercial areas, but residential. He was not sure developers would want to pay the City a fee for a parking space because the City would have to buy land from the developer to put in surface parking and the developer could put in a driveway or garage for the one required space. They did not want to build parking structures in residential areas.

Student PC Bolek asked about accessibility and ADA requirements. CDD Rux responded the Building Codes Division had to make changes to their regulations and they were waiting for the answer from the state as to how to meet the federal ADA access requirements.

CDD Rux said this code would be coming back to the Planning Commission as a public hearing.

PC Capri asked if there would be an expansion of public transportation to reduce parking needs.

CDD Rux said Yamhill County updated their Transit Master Plan to identify loop systems in the City. However, it would take time to occur.

**ITEMS FROM STAFF:**

1. Planning Commission Activities update:

CDD Rux shared future Planning Commission activities going forward.

CDD Rux reminded the Commissioners that March 15 was a joint meeting with City Council to discuss middle housing.

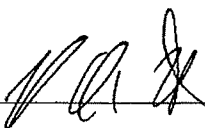
**ITEMS FROM COMMISSIONERS:** None

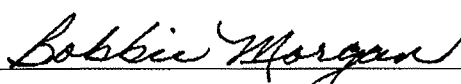
The next Planning Commission meeting would be held on March 11, 2021.

**ADJOURNMENT:**

Chair Musall adjourned the meeting at 8:16 p.m.

**Approved by the Newberg Planning Commission this March 11, 2021**

  
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Jeffrey Musall, Planning Commission Chair

  
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Bobbie Morgan, Office Assistant II