

Planning Commission mailing labels
F:\planning\wp5files\plan\pc-mail.lbl
7/97 **The following receive complete packets:**

Jack Kriz
602A N. Main
Newberg OR 97132

Myrna Miller
501 E. Illinois #1
Newberg, OR 97132

Richard Waldren
3600 Madrona Drive
Newberg OR 97132

Matson Haug
1524 Hess Creek Court
Newberg OR 97132

Steve Hannum
3816 Vittoria Way
Newberg, OR 97132

Lon Wall
625 N. Morton
Newberg, OR 97132

Stephen E. Ashby
600 S. Willamette Street
Newberg, OR 97132

Mayor of Newberg
Donna Proctor
(3 HOLE PUNCH)

Newberg Graphic
POB 110
Newberg OR 97132

Fire Department
Michael Sherman

Police Department
Bob Tardiff

City Manager
Duane Cole
(3 HOLE PUNCH)

Legal Department
Terry Mahr

Library
Counter Copy

City Hall
Counter Copy

Community Development
Counter Copy

Community Development Director
Mike Soderquist

3 hole punch

Planning Division Manager
John Knight

Planning Technician
Barb Mingay

Community Development Office
Manager - Darla Baldoni

planning committee meeting file
(for taking minutes)

**the remaining are sent agendas and
public hearing process only**

8 copies for the city council members
(to Becky for mail out in Friday
Packets) **3 - hole punch**
& minutes

Building Division Manager
Mike Hailey

Engineering Division Manager
Larry-Anderson

KLYC
POB 1099
McMinnville OR 97128

Yamhill County Planning Dept.
5th & Evans
McMinnville OR 97128

Newberg Human Resources
Center
408 E. Third
Newberg OR 97132

Chamber of Commerce
115 N. Washington
Newberg OR 97132

Cott Barrie
Homebuilders Assoc.
15555 SW Bangy Road #301
Lake Oswego OR 97035

Attn: Donna Lee Guffey
Star Kay Publications
11500 NE 76th St. #A3-55
Vancouver WA 98662-3901

GTE
POB 1110
Beaverton OR 97005

Charlie Harris/CASA
212 E. First Street
Newberg OR 97132

Sonja Haugen/Austin Ind.
PO Box 111
Newberg OR 97132

Sid Friedman
31909 N.E. Corral Creek Road
Newberg OR 97132

Cheri Mathison/Newberg Garbage
P.O. Box 990
Newberg OR 97132

Alan Steiger
Adec
POB 111
Newberg OR 97132

Dean Werth
4709 E. Fernwood Rd.
Newberg OR 97132

Curt Walker
Pacific Empire Builders
POB 498
Newberg OR 97132

Roger Grahn
23287 LaSalle Lane
Sherwood, OR 97140

Dave Nielsen
2925 Eric Couort N.W.
Salem, OR 97304

Blane Hansen
201 Melody Lane
Newberg, Oregon 97132

Finance Department

Barry Babin
1904 West Lake Loop
Newberg, OR 97132

Library
please post until

City Hall
please post until

Community Development
please post until

Fire Department
Please post until

Scheduled Meetings Notebook

Rob Molzahn
Cornerstone Group
P.O. Box 565
Newberg, OR 97132

George Fox University
Sam Farmer
414 N. Meridian Street #6098
Newberg, OR 97132

Leslie Lewis
9805 Hendricks
Carlton, OR 97111

News Register
Attn: Nicole
POB 727
611 NE Third Street
Mcminnville, OR 97128

to applicant mail a copy and put a copy in the applicant file: agenda & their individual staff report. (10/96 deleted TCI - no longer taping mtg)
f:\planning\wp5files\plan\pcmail.lbl

the following are for applicants, send agenda and their individual staff report. (for any continued hearings from last meeting - attach minutes from last mtg)
re-do these each month - here on

Julie Want, C.P.A. Z-11-97
518 E. First Street
Newberg, OR 97132

1997/98 Planning Commission Schedule Second Thursday of each month

Info. Submitted & Complete (5 Weeks Prior) *	Mail Notice to Property Owners (3 Weeks) **	Newspaper Ad & Post on Site (2 Weeks) ***	Draft Agenda	Distribute Pkt. To Commission (1 Week) ****	Meeting Date
6/5/97	6/19	6/25	6/27	7/3	7/10/97
7/10	7/24	7/30	8/1	8/7	8/14
8/7	8/21	8/27	8/29	9/4	9/11
9/4	9/18	9/24	9/26	10/2	10/9
10/9	10/23	10/29	10/31	11/6	11/13
11/6	11/20	11/26	11/28	12/4	12/11
12/4	12/18	12/24*	12/26	12/31^	1/8/98
1/8	1/22	1/28	1/30	2/5	2/12
2/5	2/19	2/25	2/27	3/5	3/12
3/5	3/19	3/25	3/27	4/2	4/9
4/9	4/23	4/29	5/1	5/7	5/14
5/7	5/21	5/27	5/29	6/4	6/11
6/4	6/18	6/24	6/26	7/2	7/9
7/9	7/23	7/29	7/31	8/6	8/13
8/6	8/20	8/26	8/28	9/3	9/10
9/3	9/17	9/23	9/25	10/1	10/8
10/8	10/22	10/28	10/30	11/5	11/12
11/5	11/19	11/25	11/25*	12/3	12/10/98

* Information must be complete and fees must be paid. (Add 30 days for comprehensive plan and zone change due to 45 day notice requirement to State.) 100' notice to property owners.

** Add 30 days for comprehensive plan and zone change amendments.

*** Ad placed in *Newberg Graphic* for Wednesday, which is at least 10 days prior to the Planning Commission Meeting.

**** In mail to Planning Commission delivered to library, managers/department heads, and other interested parties.

^ Dates changed due to Holiday

Who Benefits?

Cities and Counties can provide training for a five-member planning commission for less than \$500 and with training can expect more efficient, shorter meetings.

Elected and Appointed Officials can better understand the various types of land use decisions and avoid conflicts of interest.

Citizens can appreciate land use decisions that they see are "fair".

LCDC Supports Training

LCDC offers grants to cities and counties to provide training for planning commissioners, elected officials and staff. Interested jurisdictions can request grants through their DLCD Field Representative. PTT offers information on training content and costs.

PTT 1997 - 1998 Schedule

Sept. 27 Basic Training
Newport

Nov. 8 Beyond Basics
Portland Area

Feb. 14 Beyond Basics
Seaside

April 18 Basic Training
Albany

and

Custom Sessions on request

Meet the Team

The Planners Training Team (PTT) is a partnership of John Andersen AICP, Carole Connell AICP and Ardis Stevenson. PTT associates are Larry Epstein and Micheal Butts. Collectively they have almost 100 years of experience with land use planning, and the team has worked with close to 2,000 planning commissioners, elected officials and professional staff.

Trainers for this session are John, Carole and Ardis.

John Andersen, AICP has experience as a planning director of cities and counties as well as a private sector consultant. He has been recognized by the planning profession as an "Oregon Planner of the Year", is president-elect of the Oregon APA and has received a national award for visioning.

Carole Connell AICP is a specialist in policy development, zoning administration and staff report preparation. Her experience, in addition to drafting and administering zone ordinances, includes being planning director for small cities (most recently Sherwood) and awards for model solar access and historic site ordinances.

Ardis Stevenson is a facilitator, trainer and specialist in citizen involvement. A private consultant, past planning commission chair and county manager, she also received an Oregon Planner of the Year Award and an Oregon Governor's Award for making planning understandable to the public.

NEED MORE INFORMATION?

Call us at (503) 620-2265

NEWPORT CITY HALL
810 SW ALDER

agenda

- 8:30 Introductions & Expectations
- 8:45 Planning Values & Process
- 9:30 Roles & Responsibilities
- 10:15 Break
- 10:30 Types of Land Use Decisions
- 11:15 Findings & Conditions of Approval
- 12:00 Lunch
- 12:45 Legal & Ethics Issues (bias, ex parte contacts, conflicts, etc.)
- 1:45 "Fair" Meetings & Dealing with the Public
- 2:45 Break
- 3:00 Reaching Consensus
- 3:45 Wrap Up
- 4:00 Adjourn

Basic Training for Planners

Elected Officials

Planning
Commissioners

Saturday

September 27,
1997
in Newport



Planners
Training Team

5755 SW Windfield Loop, Lake Oswego
Oregon USA 97035 (503) 620-2265

REGISTRATION SEPT. 27 8:30 - 4:00

Name _____

Jurisdiction _____

Address _____

City _____ Zip _____

Fee: \$95 includes lunch, refreshments, updated
Planning Commission Training Manual, Certificate of Completion and other materials.

A copy of the registration form must be completed for each participant. Make check payable to PTT and mail to 5755 SW Windfield Loop, Lake Oswego, OR. 97035

Registration Deadline: 5 PM Sept. 15

Training Manual Available

For those unable to attend, *Planning Commission Training Manual* is available by mail for \$20 including postage and handling. To order send this coupon with a check to PTT at the above address.

Manuals _____ Amount enclosed \$ _____

Send to:
Name _____

Jurisdiction _____

Address _____

City _____ Zip _____

Planners Training Team
5755 S.W. Windfield Loop
Lake Oswego, OR 97035

City of Newberg
444 E 1st Street
Newberg, Ore 97132
Attn: Darla



**PLANNING COMMISSION MINUTES
Newberg Public Library - Newberg, Oregon
THURSDAY, AUGUST 14, 1997 AT 7 P.M.**

DRAFT
SUBJECT TO REVISION

Subject to Approval at the September 11, 1997 Planning Commission Meeting

I. PLANNING COMMISSION ROLL CALL

Planning Commission Members Present:

Stephen Ashby Steve Hannum Lon Wall Richard Waldren, Chair

Planning Commission Members Absent:

Myrna Miller Jack Kriz Matson Haug

Staff Present:

Barbara Mingay, Planning Technician
Susan Napolitano, Recording Secretary

II. OPEN MEETING

Chair Richard Waldren opened the meeting at 7:05 p.m. He announced the procedure of testimony. Citizens must fill out a public comment registration form to speak at the meeting.

III. CONSENT CALENDAR

1. Approval of July 10, 1997 Planning Commission Minutes.

Motion #1:	Commissioners Wall-Hannum voted to approve the consent calendar items, approving the minutes of the July 10, 1997 Planning Commission Meeting with correction to John Knight's title.
-------------------	--

Vote on Motion #1:	The Motion carried unanimously(4-0); Absent-3(Miller, Kriz, Haug)
---------------------------	---

IV. COMMUNICATIONS FROM THE FLOOR (5 minute maximum per person)

None

V. PUBLIC HEARING

PUBLIC HEARING (#1)

APPLICANT: Julie Want, C.P.A.

REQUEST: Zone change from R-2 to RP

LOCATION: 105 Parkview Drive

TAX LOT: 3220BB-04500

FILE NO: Z-11-97

CRITERIA: Newberg Development Code Section 10.20.030

RESOLUTION NO.: 97-78

OPEN FOR PUBLIC HEARING.

Chair Waldren entered ORS 197, relating to the Public Hearing process into the record, and opened the Public Hearing.

Abstentions/ex-parte contact/conflict of interest: Commissioner Ashby indicated he works in the same field as the applicant; however, he did not feel that review of this application would benefit him in any

way financially. **Commissioner Hannum** noted his acquaintance with the applicant. **Commissioner Waldren** indicated he had visited the site as a possible purchase some time ago. After a brief discussion, commissioners concluded that they could review the application impartially.

Objections to jurisdiction: None

Staff Report: **Barbara Mingay, Planning Technician**, reviewed the staff report and indicated that staff was supportive of the proposal.

Preliminary Staff Recommendation: The preliminary staff recommendation was made in the absence of public hearing testimony, and may be modified subsequent to the close of the public hearing. At this writing, staff recommended adoption of Planning Commission Resolution 97-78 .

Proponent:

Ms. Julie Want
P.O. Box 1029
Newberg, OR 97132

Ms. Want stated that her current office space is too small due to her expanding business. She has been looking for a larger office space for a year and a half. She assured the committee that the property in question had already undergone commercial upgrades, with adjustments to be made on the kitchen and some of the walls downstairs. Ms. Want said there was already ample parking and that she does not anticipate her business will generate a lot of traffic. She stated that she had spoken with the neighbors and has updated the landscaping. She requested Commission approval of the project, which would allow herself and Mr. Want to move their business to the new location.

Questions to Proponent: **Chair Waldren** asked the proponent if she knew the extent of the commercial upgrades. **Mr. and Mrs. Want, in response to Chair Waldren, stated that all the electrical wiring had been upgraded, the fire systems had been removed, and that there was conduit possibly put in at time of the last renovation.** Ms. Want described the improvements including ADA access.

Public Agency reports: None

Letters: None

Proponent/Opponent Rebuttal: None

Staff Recommendation: Approval of Resolution 97-78, recommending that City Council approve the zone change.

Hearing Closed.

Commission Deliberation:

Commissioner Wall stated that although he is ordinarily not in favor of zone changes, he does not have any objections to this resolution.

Commissioner Hannum stated that it seemed like reasonable use of the property.

Commissioner Ashby agreed that the resolution 97-78 met all criteria.

Motion #2:	Wall-Hannum moved to adopt Resolution 97-78, approving the zone change.
-------------------	--

Vote on Motion #2:	The motion carried (4-0)unanimously. Absent-3 (Miller, Kriz, Haug)
---------------------------	---

PUBLIC HEARING (#2)

APPLICANT: City of Newberg

REQUEST: Text amendments to the Newberg Development Code relating to noticing requirements.

FILE NO.: G-28-97

RESOLUTION NO.: 97-74

CRITERIA: Newberg Development Code Section 10.20.030

Abstentions/ex-parte contact: None

Objections: None

Staff Report: **Barbara Mingay, Planning Technician**, reviewed the staff report. She briefly restated last month's discussion on the noticing requirements. She directed the commission to the staff report memorandum. She asked that the committee look over the information relating to noticing in other cities, and direct staff to assess what part(s) of the noticing requirements they liked or disliked.

Proponent: None

Opponent: None

Public Agency reports: None

Letters: None

Proponent/Opponent Rebuttal: None

Staff Recommendation: **Barbara Mingay, Planning Technician**, recommended that the committee look closely at the language of Tigard's and Oregon City's posting requirements. She felt if noticing requirements such as these were adopted that there would be more responsibility put on the applicant.

Commission Discussion: A general discussion ensued concerning the additional burden put on the applicant if they were required to post notices as well as hold pre-application meetings. After thoroughly discussing the pros and cons of a pre-meeting requirement, the commission came to the conclusion that future noticing ordinances should not include a pre-meeting requirement.

Motion #3:	Commissioners Hannum-Ashby moved to direct staff to include requirements that the applicant must mail notices to surrounding landowners, post the site, remove the notices at the conclusion of the hearing, and provide affidavit's of posting. In addition, ordinance language was to include a notation that if the applicant failed to comply with noticing requirements, the entire process could be invalidated; and to include the sign size and design as identified in Tigard's requirements.
-------------------	---

Vote on Motion #3:	The motion carried (4-0) unanimously. Absent-3(Miller, Kriz, Haug).
---------------------------	---

**INFORMATION RECEIVED INTO THE RECORD
AT THE AUGUST 14, 1997 PLANNING COMMISSION MEETING.**

**THIS INFORMATION IS ON FILE AT THE COMMUNITY DEVELOPMENT OFFICE
ATTACHED TO THE MINUTES OF THE MEETING AND IN THE PROJECT FILE IT
PERTAINS TO.**

No items were submitted into the record

LABELS FROM THE 8/14/97
PLANNING COMMISSION MEETING
FROM THOSE WHO GAVE PUBLIC
TESTIMONY

Julie & Walter Want
P.O. Box 1029
Newberg, OR 97132

Z-11-97

1997/98 Planning Commission Schedule Second Thursday of each month

Info. Submitted & Complete (5 Weeks Prior) *	Mail Notice to Property Owners (3 Weeks) **	Newspaper Ad & Post on Site (2 Weeks) ***	Draft Agenda	Distribute Pkt. To Commission (1 Week) ****	Meeting Date
6/5/97	6/19	6/25	6/27	7/3	7/10/97
7/10	7/24	7/30	8/1	8/7	8/14
8/7	8/21	8/27	8/29	9/4	9/11
9/4	9/18	9/24	9/26	10/2	10/9
10/9	10/23	10/29	10/31	11/6	11/13
11/6	11/20	11/26	11/28	12/4	12/11
12/4	12/18	12/24*	12/26	12/31^	1/8/98
1/8	1/22	1/28	1/30	2/5	2/12
2/5	2/19	2/25	2/27	3/5	3/12
3/5	3/19	3/25	3/27	4/2	4/9
4/9	4/23	4/29	5/1	5/7	5/14
5/7	5/21	5/27	5/29	6/4	6/11
6/4	6/18	6/24	6/26	7/2	7/9
7/9	7/23	7/29	7/31	8/6	8/13
8/6	8/20	8/26	8/28	9/3	9/10
9/3	9/17	9/23	9/25	10/1	10/8
10/8	10/22	10/28	10/30	11/5	11/12
11/5	11/19	11/25	11/25*	12/3	12/10/98

* Information must be complete and fees must be paid. (Add 30 days for comprehensive plan and zone change due to 45 day notice requirement to State.) 100' notice to property owners.

** Add 30 days for comprehensive plan and zone change amendments.

*** Ad placed in *Newberg Graphic* for Wednesday, which is at least 10 days prior to the Planning Commission Meeting.

**** In mail to Planning Commission delivered to library, managers/department heads, and other interested parties.

^ Dates changed due to Holiday

Who Benefits?

Cities and Counties can provide training for a five-member planning commission for less than \$500 and with training can expect more efficient, shorter meetings.

Elected and Appointed Officials can better understand the various types of land use decisions and avoid conflicts of interest.

Citizens can appreciate land use decisions that they see are "fair".

LCDC Supports Training

LCDC offers grants to cities and counties to provide training for planning commissioners, elected officials and staff. Interested jurisdictions can request grants through their DLCD Field Representative. PTT offers information on training content and costs.

PTT 1997 - 1998 Schedule

Sept. 27 Basic Training
Newport

Nov. 8 Beyond Basics
Portland Area

Feb. 14 Beyond Basics
Seaside

April 18 Basic Training
Albany

and

Custom Sessions on request

Meet the Team

The Planners Training Team (PTT) is a partnership of John Andersen AICP, Carole Connell AICP and Ardis Stevenson. PTT associates are Larry Epstein and Micheal Butts. Collectively they have almost 100 years of experience with land use planning, and the team has worked with close to 2,000 planning commissioners, elected officials and professional staff.

Trainers for this session are John, Carole and Ardis.

John Andersen, AICP has experience as a planning director of cities and counties as well as a private sector consultant. He has been recognized by the planning profession as an "Oregon Planner of the Year", is president-elect of the Oregon APA and has received a national award for visioning.

Carole Connell AICP is a specialist in policy development, zoning administration and staff report preparation. Her experience, in addition to drafting and administering zone ordinances, includes being planning director for small cities (most recently Sherwood) and awards for model solar access and historic site ordinances.

Ardis Stevenson is a facilitator, trainer and specialist in citizen involvement. A private consultant, past planning commission chair and county manager, she also received an Oregon Planner of the Year Award and an Oregon Governor's Award for making planning understandable to the public.

NEED MORE INFORMATION?

Call us at (503) 620-2265

NEWPORT CITY HALL
810 SW ALDER

agenda

- 8:30 Introductions & Expectations
- 8:45 Planning Values & Process
- 9:30 Roles & Responsibilities
- 10:15 Break
- 10:30 Types of Land Use Decisions
- 11:15 Findings & Conditions of Approval
- 12:00 Lunch
- 12:45 Legal & Ethics Issues (bias, ex parte contacts, conflicts, etc.)
- 1:45 "Fair" Meetings & Dealing with the Public
- 2:45 Break
- 3:00 Reaching Consensus
- 3:45 Wrap Up
- 4:00 Adjourn

Planners Training Team
5755 S.W. Windfield Loop
Lake Oswego, OR 97035

Basic Training for Planners

Elected Officials

Planning
Commissioners

Saturday

September 27,
1997
in Newport



Planners
Training Team

5755 SW Windfield Loop, Lake Oswego
Oregon USA 97035 (503) 620-2265

REGISTRATION
SEPT. 27
8:30 - 4:00

Name _____

Jurisdiction _____

Address _____

City _____ Zip _____

Fee: \$95 includes lunch, refreshments, updated
Planning Commission Training Manual, Certificate of Completion and other materials.

A copy of the registration form must be completed for each participant. Make check payable to PTT and mail to 5755 SW Windfield Loop, Lake Oswego, OR. 97035

Registration Deadline: 5 PM Sept. 15

Training Manual Available

For those unable to attend, *Planning Commission Training Manual* is available by mail for \$20 including postage and handling. To order send this coupon with a check to PTT at the above address.

Manuals _____ Amount enclosed \$ _____

Send to:

Name _____

Jurisdiction _____

Address _____

City _____ Zip _____

City of Newberg
414 E 1st Street
Newberg, OR 97132
Attn: Darla



**PLANNING COMMISSION - REGULAR MEETING
SECOND THURSDAY OF MONTH**

TIME: 7 p.m.

DATE: Thursday, August 14, 1997

LOCATION: Newberg Public Library

✓	ATTENDANCE	Consent Calendar	2-11-97 Julie Wiant	6-28-97 Dev. Code	MOTION TO 6-25-97			
✓	ASHBY	✓	✓		✓			
✓	HANNUM	✓	✓		✓			
	HAUG excuse	<hr/>						
	KRIZ absent	<hr/>						
	MILLER excuse	<hr/>						
✓	WALL	✓	✓		✓			
✓	WALDREN, CHAIR (list chair last)	✓	✓		✓			
RESOLUTION #:								
COMMISSIONERS - MOTIONED:		WALL HANNUM	WALL HANNUM	Hannum Ashby Table to Sept 14		HANNUM ASHBY		
VOTE ON MOTION:		(4-0) unanimous 3 absent	(4-0) unanimous 3 absent	(5-0) 4-0 3 absent	(4-0) unanimous 3 absent			
CONDITIONS:								
VOTE ON AMENDED MOTION:								

STAFF PRESENT:

ATTENDANCE SHEET

NEWBERG PLANNING COMMISSION

MEETING DATE: Thursday, August 14, 1997

<u>COMMISSION MEMBER</u>	<u>PRESENT</u>	<u>ABSENT</u>
ASHBY, Stephen	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HANNUM, Steve	<input checked="" type="checkbox"/>	<input type="checkbox"/>
HAUG, Matson	<input type="checkbox"/>	<input checked="" type="checkbox"/>
KRIZ, Jack	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MILLER, Myrna	<input type="checkbox"/>	<input checked="" type="checkbox"/>
WALDREN, Richard (Chair)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
WALL, Lon	<input checked="" type="checkbox"/>	<input type="checkbox"/>

OTHERS PRESENT:

Barb Mingay
Susan

Submitted By: Barb Mingay

NOTE: Please complete an attendance sheet for all meetings involving City Council members and return it to the Legal Department with the **original minutes**. If the regularly scheduled meeting is canceled for any reason, it should be noted on an attendance sheet and sent to the Legal Department.

Original minutes, signed by the secretary or chairman, should be prepared and sent to the Legal Department for filing as the official record of the meeting.

**PLANNING COMMISSION MINUTES
Newberg Public Library - Newberg, Oregon
THURSDAY, AUGUST 14, 1997 AT 7 P.M.**

Approved at the September 11, 1997 Planning Commission Meeting

I. PLANNING COMMISSION ROLL CALL

Planning Commission Members Present:

Stephen Ashby Steve Hannum Lon Wall Richard Waldren, Chair

Planning Commission Members Absent:

Myrna Miller Jack Kriz Matson Haug

Staff Present:

Barbara Mingay, Planning Technician
Susan Napolitano, Recording Secretary

II. OPEN MEETING

Chair Richard Waldren opened the meeting at 7:05 p.m. He announced the procedure of testimony. Citizens must fill out a public comment registration form to speak at the meeting.

III. CONSENT CALENDAR

1. Approval of July 10, 1997 Planning Commission Minutes.

Motion #1:	Commissioners Wall-Hannum voted to approve the consent calendar items, approving the minutes of the July 10, 1997 Planning Commission Meeting with correction to John Knight's title.
-------------------	--

Vote on Motion #1:	The Motion carried unanimously(4-0); Absent-3(Miller, Kriz, Haug)
---------------------------	---

IV. COMMUNICATIONS FROM THE FLOOR (5 minute maximum per person)
None

V. PUBLIC HEARING

PUBLIC HEARING (#1)

APPLICANT: Julie Want, C.P.A.
REQUEST: Zone change from R-2 to RP
LOCATION: 105 Parkview Drive
TAX LOT: 3220BB-04500
FILE NO: Z-11-97
CRITERIA: Newberg Development Code Section 10.20.030

RESOLUTION NO.: 97-78

OPEN FOR PUBLIC HEARING.

Chair Waldren entered ORS 197, relating to the Public Hearing process into the record, and opened the Public Hearing.

Abstentions/ex-parte contact/conflict of interest: Commissioner Ashby indicated he works in the same field as the applicant; however, he did not feel that review of this application would benefit him in any

way financially. **Commissioner Hannum** noted his acquaintance with the applicant. **Commissioner Waldren** indicated he had visited the site as a possible purchase some time ago. After a brief discussion, commissioners concluded that they could review the application impartially.

Objections to jurisdiction: None

Staff Report: **Barbara Mingay, Planning Technician**, reviewed the staff report and indicated that staff was supportive of the proposal.

Preliminary Staff Recommendation: The preliminary staff recommendation was made in the absence of public hearing testimony, and may be modified subsequent to the close of the public hearing. At this writing, staff recommended adoption of Planning Commission Resolution 97-78 .

Proponent:

Ms. Julie Want
P.O. Box 1029
Newberg, OR 97132

Ms. Want stated that her current office space is too small due to her expanding business. She has been looking for a larger office space for a year and a half. She assured the committee that the property in question had already undergone commercial upgrades, with adjustments to be made on the kitchen and some of the walls downstairs. Ms. Want said there was already ample parking and that she does not anticipate her business will generate a lot of traffic. She stated that she had spoken with the neighbors and has updated the landscaping. She requested Commission approval of the project, which would allow herself and Mr. Want to move their business to the new location.

Questions to Proponent: **Chair Waldren** asked the proponent if she knew the extent of the commercial upgrades. **Mr. and Mrs. Want, in response to Chair Waldren, stated that all the electrical wiring had been upgraded, the fire systems had been removed, and that there was conduit possibly put in at time of the last renovation.** Ms. Want described the improvements including ADA access.

Public Agency reports: None

Letters: None

Proponent/Opponent Rebuttal: None

Staff Recommendation: Approval of Resolution 97-78, recommending that City Council approve the zone change.

Hearing Closed.

Commission Deliberation:

Commissioner Wall stated that although he is ordinarily not in favor of zone changes, he does not have any objections to this resolution.

Commissioner Hannum stated that it seemed like reasonable use of the property.

Commissioner Ashby agreed that the resolution 97-78 met all criteria.

Motion #2:	Wall-Hannum moved to adopt Resolution 97-78, approving the zone change.
-------------------	--

Vote on Motion #2:	The motion carried (4-0) unanimously. Absent-3 (Miller, Kriz, Haug)
---------------------------	---

PUBLIC HEARING (#2)

APPLICANT: City of Newberg

REQUEST: Text amendments to the Newberg Development Code relating to noticing requirements.

FILE NO.: G-28-97

RESOLUTION NO.: 97-74

CRITERIA: Newberg Development Code Section 10.20.030

Abstentions/ex-parte contact: None

Objections: None

Staff Report: **Barbara Mingay, Planning Technician**, reviewed the staff report. She briefly restated last month's discussion on the noticing requirements. She directed the commission to the staff report memorandum. She asked that the committee look over the information relating to noticing in other cities, and direct staff to assess what part(s) of the noticing requirements they liked or disliked.

Proponent: None

Opponent: None

Public Agency reports: None

Letters: None

Proponent/Opponent Rebuttal: None

Staff Recommendation: **Barbara Mingay, Planning Technician**, recommended that the committee look closely at the language of Tigard's and Oregon City's posting requirements. She felt if noticing requirements such as these were adopted that there would be more responsibility put on the applicant.

Commission Discussion: A general discussion ensued concerning the additional burden put on the applicant if they were required to post notices as well as hold pre-application meetings. After thoroughly discussing the pros and cons of a pre-meeting requirement, the commission came to the conclusion that future noticing ordinances should not include a pre-meeting requirement.

Motion #3:	Commissioners Hannum-Ashby moved to direct staff to include requirements that the applicant must mail notices to surrounding landowners, post the site, remove the notices at the conclusion of the hearing, and provide affidavit's of posting. In addition, ordinance language was to include a notation that if the applicant failed to comply with noticing requirements, the entire process could be invalidated; and to include the sign size and design as identified in Tigard's requirements.
-------------------	---

Vote on Motion #3:	The motion carried (4-0) unanimously. Absent-3(Miller, Kriz, Haug).
---------------------------	---

**INFORMATION RECEIVED INTO THE RECORD
AT THE AUGUST 14, 1997 PLANNING COMMISSION MEETING.**

**THIS INFORMATION IS ON FILE AT THE COMMUNITY DEVELOPMENT OFFICE
ATTACHED TO THE MINUTES OF THE MEETING AND IN THE PROJECT FILE IT
PERTAINS TO.**

No items were submitted into the record

ABELS FROM THE 8/14/97
PLANNING COMMISSION MEETING
FROM THOSE WHO GAVE PUBLIC
TESTIMONY

Julie & Walter Want
P.O. Box 1029
Newberg, OR 97132

Z-11-97