

PLANNING COMMISSION MINUTES

May 10, 2012

**7:00 p.m. Regular Meeting
Newberg Public Safety Building
401 E. Third Street**

I. CALL MEETING TO ORDER

Chair Thomas Barnes opened the meeting at 7:00 p.m.

II. ROLL CALL

Present:	Thomas Barnes, Chair	Cathy Stuhr, Vice Chair
	Art Smith	Lon Wall
	Allyn Edwards	Gary Bliss
	Mayor Bob Andrews, Ex-Officio	Kale Rogers, Student PC

Absent: Philip Smith (excused)

Staff Present: David Beam, Economic Development Coordinator/Planner
Steve Olson, Associate Planner
DawnKaren Bevill, Minutes Recorder

III. CONSENT CALENDAR

Approval of the April 12, 2012 Planning Commission Meeting Minutes

MOTION #1: Cathy Stuhr/Art Smith approve the minutes from the Planning Commission Meeting of April 12, 2012 as amended. Motion carried (6 Yes/ 0 No/ 1 Absent [Philip Smith]).

IV. COMMUNICATIONS FROM THE FLOOR

No items were brought forward.

V. WORKSHOP: Update to the zoning use tables in the Development Code (continued)

The workshop will continue the process begun in March, 2012, of reviewing some draft classifications for commercial and industrial uses, and determining in which zones they should be permitted, allowed conditionally, or prohibited.

The Planning Commission divided into two groups: Group 1 discussed office uses categories: medical, business, and industry offices as well as indoor, outdoor, and motor vehicle related commercial recreation. Group 2 discussed commercial service categories: commercial, commercial vehicle, industrial as well as personal service uses and retail sales.

Discussion Update:

Group 1: David Beam reported the group agreed with the draft but did have some concerns regarding unlicensed individuals in the medical field such as those who practice naturopathic medicine and acupuncture. He noted that most caregivers will be located in residential zones. Regarding business offices and industry offices, one suggestion was to think about changing the titles of those categories to local versus export offices. The exceptions section listed under business offices on page 11 of the packet says, "*Office uses may be accessory to other uses, such as manufacturing, school, or church uses*"; yet on the same page in the exceptions section listed under industry office it says, "*Offices associated with on-site manufacturing uses are classified as a manufacturing use.*" The group recommends those two sections be consistent. They also suggest the zoning section under industry office exclude the M-3 zone.

The group agreed under the commercial indoor uses that they should be allowed in M-1 and M-2 but should be easily convertible into commercial industrial and a clear definition is needed. The discussion items listed under the commercial recreation outdoor section were understandable regarding amusement parks, carnivals and circuses, but there was much confusion regarding the remainder of the discussion items; they need further clarification. The group agreed with motor vehicle recreation section in its entirety.

Group 2: Steve Olson reported the group found commercial services and personal services quite similar in their impacts, but agreed to keep them as separate categories so personal services could be allowed in the R-P zone. They also agreed the C-1 uses regarding businesses operating between 10 p.m. and 7 a.m. would need a conditional use permit. The commercial vehicle services were acceptable as written. The group suggested that industrial services require conditional use permits in C-2 zone, and be allowed in the industrial zones. For example, a paint shop could cause problems if located next to a hotel in C-2. Conditional use would be alright for industrial uses in a C-2 zone, but should not be allowed in a C-3 zone.

There are 60 types of retail sales establishments in the current code and are grouped into four categories in the draft: general retail sales is allowed in all commercial zones; bulk outdoor retail sales such as car dealerships; convenience retail sales are convenience stores; and wholesale and industrial sales tend to be bulky and sell primarily to professional contractors. General retail sales, as drafted, would eliminate allowing second-hand stores in the M-2 zone and needs to be researched further. They agreed with the bulk outdoor retail and convenience retail sales sections. One discussion point in regard to wholesale and industrial sales were whether they should be conditional in the C-2 zone.

VI. ITEMS FROM STAFF

TIME – 8:32 PM

Update on Council items:

David Beam stated the Urban Growth Boundary Expansion has been tabled due to the on-going discussions with 1,000 Friends of Oregon. Commissioner Stuhr requested to be kept updated on the process.

Other reports, letters, or correspondence

Mr. Olson referred to the Alley Access Memorandum written by Barton Brierley and reviewed the current rules. New alleys will need to be 20 feet wide to allow two-way traffic and are almost exclusively secondary access. Many of the existing alleys are platted with 12-16 feet width. The Development Code is not precise about the extent that these alleys may be used without being paved or widened to a 20 foot width. Adequate fire access is required for new structures. The question is how to change existing alleys when development occurs. There are variable widths on existing alleys. Staff asked if they should initiate a process of looking into this.

Commissioner Stuhr suggested creating a list to help prioritize what is most important regarding code updates. Mr. Olson will bring a prioritized list back to the commission for discussion.

VII. ITEMS FROM COMMISSIONERS

Steve Olson distributed a letter Commissioner Art Smith had written to the Planning Staff and Commissioners. Commissioner Smith believed there were enough items and issues raised at the April 12, 2012, Planning Commission meeting that they needed to be addressed. Commissioner Bliss stated he questioned things that were said by the developer at that meeting and took him at his word. After some research, Commissioner Bliss found the developer was not giving the commission adequate information regarding run-off. He asked the engineering department if they review plats before they come before the commission and he was told they do at the construction stage. The Planning Commission needs technical information in order to make an informed decision. The fact that there was no discussion or provision in the applicant's presentation on how drainage would be dealt with as well staff stating it was design review criteria and not a part of the subdivision approval criteria; he now disagrees and should have voted against the application in April. He accepted staff as saying it was acceptable criteria. Commissioner Edwards believes the commission voiced their concerns about the project and it was made clear the developer needed to meet the criteria. Unless the developer can meet those criteria, it will not be built. Commissioner Bliss does not believe an application should be approved without a provision for collecting drainage. Commissioner Stuhr said in order to make an informed decision the commission needs the City technical crew to be weighing in.

Steve Olson stated when an application comes in they submit 20 copies, which are then routed to the appropriate departments, utility companies, and other agencies. Any comments received from the various departments always become part of the staff report. In the subdivision phase, engineered plans are required before construction and then public works do a more detailed review. In the application presented last month, there were not a lot of public improvements. Comments are normally received later in the process and it will not be approved if the codes are not met. Commissioner Bliss said he was told by staff that drainage issues were design review criteria and not approval criteria. The plan did not meet the code let alone the Oregon Drainage Law. He believed they were approving a five lot subdivision. The drainage was incomplete. Commissioner Bliss asked are applicants required to turn in topography to show the soil and detail. Mr. Olson replied a grading plan is required if they are grading the site. Commissioner Art Smith stated he felt he was cut off because he was told it was a design criteria but he believed it was unresolved. Mr. Olson stated if any of the commissioners ever believe they do not have enough information to make an informed decision, they definitely should bring their concerns forward. Mr. Olson also stated the developer has other design options for meeting Building Code drainage requirements. Commissioner Bliss believes the developer should have presented those options; applications should be complete upon being brought before the Planning Commission.

VIII. ADJOURN

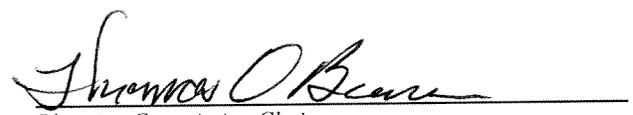
Chair adjourned the meeting at 9:40 p.m.

Approved by the Planning Commission on this 14th day of June, 2012.

AYES: 6 **NO:** 2 **ABSENT:** 1 (Edwards) **ABSTAIN:** 2



Planning Recording Secretary



Planning Commission Chair