

**PLANNING COMMISSION AGENDA**  
**August 9, 2012**  
**7 p.m. Regular Meeting**  
**Newberg Public Safety Building**  
**401 E. Third Street**

**I. CALL MEETING TO ORDER**

**II. ROLL CALL**

**III. CONSENT CALENDAR** (items are considered routine and are not discussed unless requested by the commissioners)

1. Approval of July 12 and 19, 2012 Planning Commission Meeting Minutes

**IV. PUBLIC COMMENTS** (5 minute maximum per person)

1. For items not listed on the agenda

**V. QUASI-JUDICIAL PUBLIC HEARINGS** (continued from July 12, 2012 - **public testimony is closed**)

**APPLICANT/OWNER: Chehalem Park and Recreation District**

**REQUEST: Design review/historic review for a Concept Master Site Development Plan for the full build-out of the site; Variance to reduce off-street parking for the full build-out to 53 spaces; Design review/historic review for remodeling the gymnasium into a ballroom, and construction of a new northern entrance to the ballroom.**

**LOCATION: 415 E. Sheridan Street**

**TAX LOTS: 3218DD-15700**

**FILE NO.: HISD-12-002/DR2-12-010/VAR-12-001**

**ORDER NO.: 2012-04**

**CRITERIA: Newberg Development Code Sections 15.215.040, 15.220.020, 15.220.050(B), 15.344.030, 15.430.010**

**VI. ITEMS FROM STAFF**

1. Update on Council items
2. Other reports, letters, or correspondence
3. Next Planning Commission Meeting: September 13, 2012

**VII. ITEMS FROM COMMISSIONERS**

**VIII. ADJOURN**

FOR QUESTIONS PLEASE STOP BY, OR CALL 503-537-1240, PLANNING & BUILDING DEPT. - P.O. BOX 970 - 414 E. FIRST STREET

**ACCOMMODATION OF PHYSICAL IMPAIRMENTS:**

*In order to accommodate persons with physical impairments, please notify the City Recorder's office of any special physical accommodations you may need as far in advance of the meeting as possible and no later than 48 hours prior to the meeting. To request these arrangements, please contact the city recorder at (503) 537-1283. For TRS services please dial 711.*

**PLANNING COMMISSION MINUTES**

**July 12, 2012**

**7:00 p.m. Regular Meeting**

**Newberg Public Safety Building**

**401 E. Third Street**

TO BE APPROVED AT THE AUGUST 9, 2012 PLANNING COMMISSION MEETING

**I. CALL MEETING TO ORDER**

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

**II. ROLL CALL:**

Members Present: Thomas Barnes, Chair Allyn Edwards Art Smith  
Lon Wall Philip Smith Gary Bliss  
Kale Rogers, Student PC

Members Absent: Mayor Bob Andrews, Ex-Officio Cathy Stuhr (excused)

Staff Present: Barton Brierley, Planning & Building Director  
Steve Olson, Associate Planner  
DawnKaren Bevill, Minutes Recorder

**III. CONSENT CALENDAR**

Approval of the June 14, 2012, Planning Commission Meeting Minutes.

**MOTION #1: Philip Smith/Gary Bliss** approve the minutes from the Planning Commission Meeting of June 14, 2012, as amended. Motion carried (6 Yes/ 0 No/ 1 Absent [Stuhr])

**IV. PUBLIC COMMENTS**

No items were brought forward.

**IV. QUASI-JUDICIAL PUBLIC HEARING**

**APPLICANT/OWNER: Chehalem Park and Recreation District**

**REQUEST: Design review/historic review for a Concept Master Site Development Plan for the full build-out of the site; Variance to reduce off-street parking for the full build-out to 53 spaces; Design review/historic review for remodeling the gymnasium into a ballroom, and construction of a new northern entrance to the ballroom.**

**LOCATION: 415 E. Sheridan Street**

**TAX LOTS: 3218DD-15700**

**FILE NO.: HISD-12-002/DR2-12-010/VAR-12-001**

**ORDER NO.: 2012-04**

**CRITERIA: Newberg Development Code sections 15.215.040, 15.220.020, 15.220.050(B), 15.344.030, 15.430.010**

Chair Barnes opened the hearing and called for any abstentions, conflicts of interests, or objections to jurisdiction. Commissioner Wall declared he walked by the Chehalem Cultural Center (CCC) two evenings ago to view the parking area during an event. The parking lot was full except for two open spaces. He then walked

around the Center and observed the cars parked on the street. Within a block in either direction, he counted 360 vehicles. He then walked four to five blocks away and saw people carrying coolers and chairs to their vehicles. Kale Rogers stated his mother is a volunteer member of the CCC Board, and his water-polo coach works for Chehalem Parks and Recreation, as well. He conferred with Barton Brierley who confirmed with the city attorney's office it is a potential conflict of interest but not an actual conflict of interest, because his mother is not a paid employee, so he can participate. Commissioner Philip Smith stated he walks by the site often. Commissioner Edwards said he viewed the site during the set-up for Tunes on Tuesday two days ago and noticed the overflow parking, parking across from the Masonic Lodge, and all the side streets were parked at capacity. A third of the actual designated parking for the CCC was also already taken. Chair Barnes stated that he drove around the site this afternoon.

Steve Olson presented the staff report accompanied by a PowerPoint presentation (see official meeting packet for full report). The physical improvements being proposed for Phase 2 are for the gymnasium remodel into a ballroom and to build a new lobby entrance on the northern side of the building for the ballroom. Phase 1 was approved in 2008, which created 19 parking spaces and renovated the lobby, ground floor classrooms, and two second floor classrooms. A larger temporary gravel parking area was added later. In 2011, 53 spaces for a permanent parking lot were approved. Future plans are to renovate for a theater and the remaining second floor rooms, as well as proposed courtyard/gardens on the south and west sides of the building. The City Council Resolution No. 2012-2998, declared the areas bound by E. Hancock, N. Blaine, E. Sherman, and N. School Streets be designated the "Cultural District". The City Council accepted the Newberg Cultural District Master Plan dated March 16, 2012, which, has been attached in your packet as Exhibit "A". If this application is approved, it will give formal land use approval to the portion of the master plan surrounding the CCC. Later phases of the Center will require a Type II Design Review/Type I Historic Review. Staff recommends adoption of Order No. 2012-04, which approves the Historic Review/Design Review application HISD-12-002/DR2-010 for a Concept Master Site Development Plan and Phase 2 of the CCC as conditioned, and partially approves the Variance application VAR-12-001 as conditioned.

Commissioner Philip Smith asked if the recommendation approves the work needed for Phase 2 including the parking management plan, but does not approve any parking management plan for Phase 3. Steve Olson explained staff recommends approval for the Concept Site Master Development Plan and ballroom remodel with a parking variance for Phase 2. A significant parking variance for Phase 3 would need to be approved at a later date before the site could be built out.

Commissioner Edwards stated the original plan shows 100 parking spaces and has now been reduced to 77 spaces. He asked if an increase in daily trips has been taken into consideration regarding the parking spaces. Mr. Olson answered the traffic study was based on the full build out of the site, and not on the current state of improvements. Staff does not know how the parking management plan will work at this point, and that is the reason they are recommending a partial parking variance at this time. Commissioner Edwards asked if angled on-street parking would add more spaces. Barton Brierley, Planning and Building Director, stated it was looked at carefully and the Cultural District Master Plan did not include angled or perpendicular on-street parking near the CCC.

Commissioner Bliss stated the 1998 Traffic Study considered two access points to the parking lot on Sherman and Blaine Streets, but now there is only one access being considered. He asked if the level of service will change at the two intersections with only one access to the parking lot on Sherman Street. Mr. Olson answered there is access to the existing parking lot on Sherman and on W. Blaine Street, as well. The gravel parking would be accessed through the existing parking lot only.

Chair Barnes asked if Sheridan Street will be blocked off. Mr. Brierley stated the adopted master plan has it continuing as a through street, although it will be possible to block it off for some events.

Commissioner Edwards asked when the chart, on page 20, was drawn up and is it relevant today. Mr. Olson replied the standards are taken directly out of the current code, and those standards have not been changed over the past 10 years. Mr. Brierley stated the ancestry of those standards date back to the 1960's–1970's. Commissioner Bliss stated this is a burden on a neighborhood and if the Cultural Center is utilized as anticipated, the parking needs to be addressed right now. Mr. Olson stated the City compares other city codes and parking studies to gain a sense of what to expect. For some events aimed at adults, such as wine tasting, there may be more cars per capita. Events aimed at children may have fewer cars per capita.

TIME – 8:15 PM

**Chair Barnes opened the public testimony starting with proponents:**

Don Clements, Chehalem Park and Recreation District (CPRD) Superintendent, referred to a Staff Report, dated August 12, 1999, and stated the reason the CPRD chose to rezone in 1999 was because institutional zoning was allowed for in the Comprehensive Plan and seemed the best fit for the use. The neighborhood said at that time to cut down on the parking instead of taking their playground or open space, so CPRD tried to do their best in accommodating those requests. The use in this application is believed to have less detrimental effect on the adjoining neighborhood area than a school would have. The CPRD building could be approved out-right as a community center use in the Institutional zone. They are trying to do their best for the community and have done all they can to provide information to the neighbors. He has observed the parking at the events held at the CCC and CPRD has tried to encourage parking in other areas.

Commissioner Bliss supports the CCC, but this body has a code to follow and in reading the code and the plan proposal, there is a conflict as he does not see a ballroom being a commercial use and allowing 50% reduction in an institutional zone for commercial use. Mr. Clements stated the institutional zoning was the best they could ask for in August, 1999. He understands it can be viewed as non-commercial, but the CCC is very much a business; it needs income to survive, receiving only 30% of its budget from tax dollars.

Commissioner Bliss asked if Mr. Clements knows where the Intergovernmental Agreement (IGA) presently stands. Mr. Clements replied there is a rough draft of the IGA that will eventually go to the governing bodies for approval. Commissioner Bliss asked in light of the Intergovernmental Agreement not being in place, would Mr. Clements consider a condition limiting the occupancy to match the available on-site parking. Mr. Clements assured the Planning Commission that if there is a limitation on occupancy based on parking, it will in essence, cut the Cultural Center's throat, hampering them and perhaps the Library, as well. The implementation of a parking plan will not be easy but he wants to see the best solution. As an example, if there is a large event valet parking could be made available for elderly and handicapped patrons. He is unsure if it would be used, but it could be offered as an option. A permit parking program in the neighborhood could also be considered.

Commissioner Wall asked what the IGA will consist of and how will decisions be enforced. Mr. Clements stated once approved by the board, an annual meeting will be held and representatives from the City, neighbors, and businesses will be needed to help make the decisions. Commissioner Wall asked if it will be an advisory or authoritative body. Mr. Clements assumes it will be a combination, although he is unsure of the legal issues.

Mr. Rick Lee, Chehalem Center Association Board (CCAB) member, stated the CCAB operates the Cultural Center and raises funds to help see this project through to completion. He is also the Chairman of the Building Committee, has served on the Development Committee, and is a CCAB past president. The central grand ballroom will be a tremendous addition to the community. The new north entry will be enhanced by an outdoor plaza and the west end of the ballroom will open into a garden to add beauty to the Blaine Street side of the property. Completing this phase is essential for financial viability of the Cultural Center, as ballroom rentals for

weddings and events will also raise money in support of Phase 3. They are proud of the \$4 million that has been raised privately from local sources. Further discussions will be needed to resolve specific design elements and parking, and the conditions included in the staff recommendation are very reasonable. Finally, Dave and Mary Martin Miller have been long standing supporters of the Cultural Center and their comments have been seriously considered, although he does not agree with all of their proposals. Traffic studies cost a lot of money, which the Cultural Center does not have and those who have made donations do not want to see their monies spent on parking surveys.

Commissioner Philip Smith asked if the CCC can require those who want to rent out the ballroom to charge less for tickets to those who can prove they walked a few blocks or charge less if they park in another parking lot. Mr. Lee replied that is an option.

### **Opponents:**

Mr. Dave Miller stated that although he is listed as the primary opponent, essentially that is not what he is. His major concern is the IGA and wants to find solutions. When the City Council was voting on the Cultural District plan, he made a very strong case for why this project needs to be slowed down. A program needs to be in place regarding parking. He asked what impacts Tunes on Tuesday and the Camellia Festival will cause on the surrounding area regarding noise, alcohol, and parking, since there are many homes that have minimal or no off-street parking. He had volunteered the night of the City Council meeting to be on the Intergovernmental Agreement Committee as a stakeholder but never received any response. The procedures have to be in place in order for this to work for all involved. Notification to the neighbors has not been up-to-date. The traffic study in 1998 showed the population in Newberg at approximately 14,000 and now there is 50% more. Many areas have been developed. Traffic heading in the direction of Main Street travels through the neighborhoods and that has not been taken into consideration. The parking ideas Mr. Clements has put into place have much merit, but more discussion is needed.

Commissioner Wall stated the Planning Commission is looking at the approval of Phase 2. Regardless of what happens, off-street parking problems will occur. He asked Mr. Miller how he envisions the Intergovernmental Agreement working for the citizens. Mr. Miller answered he is unsure and believes it will take some time to figure out. Someone will need to manage and enforce it. Perhaps permit parking is an answer and/or encouraging car-pooling for events. The process should be slowed down in order for all parties to come to the table.

Mrs. Mary Martin Miller said she is a neighbor and volunteer at the Cultural Center. The Center has also been her dream and she wants to see it succeed. She has been a long-time volunteer working on development of the Center, but as a neighbor who lives there, she is concerned about the livability of the neighborhood. She understands this will be a complicated process and that this is a great site. For the record, she and Mr. Miller have asked many times to be included in the process, but have not been. She and her husband have a petition of 93 names and a letter she submitted to the neighbors, which she would like to bring and submit into record. She requested that the record be kept open for seven days. The noise and parking issues are not fully understood by those who do not live in the neighborhood. The CPRD has looked at how these issues can be resolved which they appreciate, but again, this is a livability issue. Parking has not been adequately studied and she does not understand why a traffic impact study cannot be done now. She would like to participate in the IGA process.

Ms. Leigh Wellikoff testified she lives two blocks from the Cultural Center. She has not attended all the CPRD meetings, but has attended most of them. In those meetings, the primary concern brought forward repeatedly by the neighbors was in regard to parking. She had four cars in front of her home during Tunes on Tuesday. A neighborhood advisory committee was mentioned in March of this year and she would like to be a part of it,

although no information has been sent out regarding the start of that group. This process needs to be slowed down in order to brainstorm and solve these problems.

### **Undecided:**

Mr. Robert Soppe stated he has known and worked with Don Clements for a number of years and respects him and the CPRD very much. The plan can't be approved based on trust, however. He has discussed the parking plan and IGA with Mr. Clements and has made specific suggestions to him. He is optimistic the parking can be worked out as he is a fan of the Cultural Center and District. Mr. Soppe expressed concern on Page 15, Item 1, stating, "...it is more difficult to determine whether the existing parking and the parking management plan will be adequate during large events." He asked if staff cannot determine if the parking is adequate then how can the Planning Commission. He continued to testify it also states, "The Development Code requires substantially more off-street parking at full build out of the CCC." Staff has acknowledged they cannot determine if what is proposed is adequate, yet they recommend approval of the application. On page 21, it states, "The Development Code allows the base parking requirement to be reduced if the operating hours of the joint uses do not substantially overlap." Mr. Soppe stated he sees no guarantee events will not overlap and asked if non-overlapping hours will be a requirement and if not, can it meet the standard. Mr. Soppe said he finds it very important to challenge the "experts" when it is contrary to common sense. For example, on page 20, the ballroom needs 80 parking spaces. Mr. Soppe asked if there is a way 80 parking spaces cannot exceed 40 trips in a peak hour. Also, page 168 under the Trip Generation Data it says the CCC is a recreation center similar to a typical YMCA, which he does not agree with. Page 214 says, "Activities within the Ballroom would occur generally on Friday and/or Saturday night not on a week day." He said staff commented that it would be evenings and weekends, although most weddings I have attended have taken place in the afternoon. Mr. Soppe noted the staff report states "70% of the Assemble Hall Theater seats were occupied, further activities did not occur every week day." He asked is there any regulation that enforces that. Mr. Soppe said he is optimistic the rooms will be filled on a regular basis. He stated there are no regulations for the "50% of the Public Assembly Rooms and 50% of the School were occupied" as stated in the staff report. Mr. Soppe has several problems with the code that allows for a 50% reduction parking requirement. First of all, it talks about a commercial establishment, but he cannot identify the commercial establishment. Secondly, it must be within 200 feet of a commercial parking lot but he could not find in the data where the 200 foot measurement is located. Mr. Soppe then referred to Criteria "A" in the variance that states, "Strict or literal interpretation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of this code." The code states one goal is to minimize traffic congestion and to provide for adequate off-street parking. His comments about parking all relate to that exact objective. He recommended following the City Council's lead and require a parking plan to be adopted by Council before any development occurs and require Phase 3 be a Type III approval.

Commissioner Edwards asked Mr. Soppe if he could come up with a solution for the problem if he was on the IGA panel. Mr. Soppe replied, yes, he believes he has already in his emails with Mr. Clements.

Commissioner Wall asked how he envisions a working entity. Mr. Soppe sees it as the government entities and citizens coming together with a solution to take to the City Council for approval.

Kale Rogers asked what his solution would be to reduce the 50% reduction. Mr. Soppe answered he argued at public meetings that a reasonable parking plan is the solution, if the people involved are willing to make use of it.

### **Proponents:**

Mr. Mike Ragsdale, CCC Board member and CPRD Board member, testified he agrees with Mr. Soppe, except regarding the IGA. The IGA is an agreement between the two property owners involved in the Cultural District, the City of Newberg and CPRD, which will address much more than parking. If the Cultural District is successful, a solution for parking during large events will need to be addressed. There are many parking lots in the area with parking stalls downtown totaling 1,100 between Main and Meridian Streets. People need to use the other parking lots and spaces available. The shuttle system has been tried, but was not successful. He urged taking the staff recommendation and approving it, requiring them on Phase 3 to have in place an approved IGA that includes a very definitive parking management plan dealing with these solutions. He recommends an open meeting for all to attend.

Commissioner Edwards asked if anyone has taken the lead role. Mr. Ragsdale stated no, but the CPRD and CCC have a parking management requirement. A concierge was assigned in a pilot program to inform people during the Camellia Festival on other available parking areas. The city manager will take the lead on the IGA.

Commissioner Bliss asked when he believes the IGA will come into fruition. Mr. Ragsdale believes it will happen soon and recommend it happens with haste. Commissioner Bliss asked the timeline for the build out completion of the ballroom. Mr. Ragsdale is unsure as all the money has not been raised. Hopefully, it will begin in the fall of this year and will take approximately six months to build. They do have approval from the Fire Marshal to hold a major fundraiser in the unfinished ballroom in September, 2012.

Chair Barnes closed the public testimony at 9:46 p.m.

Mr. Alden Kasiewicz, Scott/Edwards Architecture, stated the five key elements of the code and whether the proposal meets the code is the issue tonight. They are not proposing using the 50% reduction, but plan on using the provision that states events do not overlap, which will provide 77 parking spaces on site for Phase 2. He supports staff's recommendations and the other elements can be addressed during the time between Phase 2 and Phase 3.

**MOTION #2: Philip Smith/Art Smith** to keep the record open for seven days for written comments. If no other comments are received, deliberate at a special meeting or at the August 9, 2012, Planning Commission Meeting. Lon Wall moved to amend the motion to specify the August 9 meeting; Philip Smith accepted that as a friendly amendment. Motion carried (6 Yes/ 0 No/ 1 Absent [Stuhr]).

## V. ITEMS FROM STAFF

TIME – 10:03 PM

Update on Council items

The UGB has been continued to the August 6, 2012, meeting. The hearing regarding the batch annexation had no testimony and was approved by City Council and will be placed on the November ballot.

The next Planning Commission Meetings are scheduled for Thursday, July 19, 2012, regarding updates to the Transportation System Plan, as well as the regularly scheduled meeting on August 9, 2012.

## VII. ITEMS FROM COMMISSIONERS:

Chair Barnes stated the Traffic Safety Commission would like a joint meeting with the Planning Commission at a time determined by staff.

Kale Rogers announced the August 9, 2012, Planning Commission meeting will be his last meeting as he is leaving for college.

**VIII. ADJOURN**

Chair Barnes adjourned the meeting at 10:10 p.m.

**Approved by the Planning Commission on this 9<sup>th</sup> day of August, 2012.**

**AYES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

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*Planning Recording Secretary*

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*Planning Commission Chair*



**PLANNING COMMISSION MINUTES**

**July 19, 2012**

**7:00 p.m. Special Meeting**

**Newberg City Hall Permit Room**

**414 E. 1st Street**

TO BE APPROVED AT THE AUGUST 9, 2012 PLANNING COMMISSION MEETING

**I. CALL MEETING TO ORDER:**

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

**II. ROLL CALL:**

Present:	Thomas Barnes, Chair	Gary Bliss	Allyn Edwards
	Philip Smith	Lon Wall	
	Mayor Bob Andrews, Ex-Officio	Kale Rogers, Student PC	
	Karly Birky, Traffic Safety Commission		

Absent:	Art Smith (excused)	Cathy Stuhr, Vice Chair
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Staff Present:	Barton Brierley, Building & Planning Director
	Paul Chiu, Senior Engineer
	DawnKaren Bevill, Minutes Recorder

**III. CONSENT CALENDAR**

No items.

**IV. PUBLIC COMMENTS**

No items were brought forward.

**IV. WORKSHOP: TRANSPORTATION PLAN UPDATES**

Mr. Brierley stated the current City of Newberg Transportation System Plan (TSP) was updated eight years ago. The Citizen Advisory Committee (CAC) is comprised of members from the Newberg Planning Commission and one member from the City's Traffic Safety Commission whom is Mr. Karl Birky. The CAC has been asked to review changes needing to be made to the TSP to coordinate with the first phase of the Newberg-Dundee Bypass project. The TSP update will involve many small decisions leading to the development of a final plan and will include public involvement.

Mr. Carl Springer and Mr. Garth Appanaitis, DKS Associates, stated their job is to help shape the TSP with the first task being an informational process of reviewing goals, objectives, and background information.

Mr. Springer began his presentation accompanied by a PowerPoint presentation (see official meeting packet for full report). The Transportation Planning Rule, OAR 660-012-0015, defines how to implement State Planning Goal 12 and serves as the transportation element of a local comprehensive plan. It provides long range direction for development of transportation facilitates and services for all modes, ensures the planned systems are adequate to meet the needs of planned land uses, facilitates cost-effective use of public funds, and demonstrates the project's need and readiness.

The TSP provides consistency with state and regional plans, establishes an efficient network of arterials/collectors, creates standards for layout, spacing, connectivity of local streets, provides plans for public transportation services to meet basic needs, plans for networks of sidewalks and bikeways linking residential areas to activity centers, creates finance programs that are reasonably likely, and implements codes and ordinances. The goals and objectives, evaluation criteria, and alternatives selection helps to place value on a particular proposal according to the goals of the community. The TSP development process includes public involvement, project website (under development), stakeholder outreach, media releases, and open houses. Plans and policies have already been looked at, as well as inventorying the existing transportation system. The next step is indentifying deficiencies in the existing transportation system.

Mr. Springer shared transportation planning basics. The plan will consider sidewalks & trails, reduction of out of direction travel, safe crossings, accessible facilities (ADA), and access to transit, parks, schools, and shopping. A half mile primary radius for walking will all be looked at and identified as well as bicycle lanes, transit accessibility and accommodating stop locations, safety, crash history (frequency and severity) on the state and city systems, sight distance, and geometric deficiencies. Management options such as signal timing, access management, traffic calming, connectivity, telecommuting, transit, walking and biking programs, and carpooling will also be considered.

Common funding sources for transportation finances are through gas taxes, system development charges, development exactions, street utility fees, urban renewal, and grants. Transportation expenditures include operations, maintenance, and capital improvements.

The previous CAC helped develop ten criteria used to measure the success or failure of alternative projects and to recommend which projects was included in the 1994 Newberg TSP. Those same criteria were used again for the 2005 TSP update. For the 2012 update, the same criteria will be carried forward with a few suggested refinements for consideration by the CAC. Mr. Springer stated the ten criteria can be broken into corresponding goals. They will tighten up the objectives and add criteria to allow for a more robust decision-making framework. While not included in the previous planning efforts, the four goal areas that may be considered for inclusion during the 2012 update are economic development, which will provide and maintain a transportation system that fosters economic growth; freight, which will provide and maintain a transportation system allowing movement of goods to, from, and through Newberg; accessibility providing and maintaining a well-connected transportation system that ensures adequate and efficient accessibility for all acknowledged land uses; and environment sustainability, which will provide and maintain a transportation system that preserves protects and supports the social, natural, and cultural environment.

Commissioner Philip Smith asked how the freight goal is different from the economic development goal. Garth Appanaitis explained economic development is within the city and freight includes components that involve regional through-traffic.

The consensus of the Planning Commission was to carry the four additional goals forward.

Mr. Springer reviewed the 2010 Journey to Work information patterns, showing 70% or more Newberg citizens head north on 99W to work.

Chair Barnes called a five-minute break at 8:04 p.m. The meeting reconvened at 8:09 p.m.

Mr. Springer reviewed the 2010 job counts by distance/direction in Newberg and a virtual tour presentation to highlight and show system issues on 99W. Springbrook Road is the highest crash location in the city. He also showed photos illustrating a number of roads with no sidewalks. Mr. Springer asked the committee if there are any other significant routes where there are problems. Areas of concern are Highway 219 and Everest Street,

Highway 219 and Third Street regarding pedestrians and the flashing light, congestion at E. 1<sup>st</sup> Street before Highway 219, and the right in/right out turn only at the Fred Meyer Intersection. Zimri Drive off of Springbrook Road is also a problem area, as well as crossing east to west on Hess Creek Road. Mr. Chiu pointed out the problem area on Villa Road near the railroad trestle.

Mr. Brierley stated the committee will meet again several months down the road. Mr. Springer stated by that time more information from a quantitative point of view will be available.

Commissioner Edwards asked Mr. Chiu to bring to the next meeting his chart regarding the current condition of streets and scheduled maintenance.

**V. ITEMS FROM STAFF**

The next Planning Commission Meeting is scheduled for Thursday, August 9, 2012.

**VII. ITEMS FROM COMMISSIONERS**

None

**VIII. ADJOURN**

Chair Barnes adjourned the meeting at 8:55 p.m.

**Approved by the Planning Commission on this 9<sup>th</sup> day of August, 2012.**

**AYES:**

**NO:**

**ABSENT:**

**ABSTAIN:**

\_\_\_\_\_  
*Planning Recording Secretary*

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*Planning Commission Chair*

## **OUTLINE FOR QUASI-JUDICIAL PUBLIC HEARING**

### **Newberg Planning Commission**

- 1. CALL TO ORDER**  
OPEN THE PUBLIC HEARING, ANNOUNCE THE PURPOSE, DISCUSS TESTIMONY PROCEDURE, AND TIME ALLOTMENTS
- 2. CALL FOR ABSTENTIONS, BIAS, EX PARTE CONTACT, AND OBJECTIONS TO JURISDICTION**
- 3. LEGAL ANNOUNCEMENT**  
READ “QUASI-JUDICIAL ANNOUNCEMENTS” SHEET
- 4. STAFF REPORT**  
COMMISSION MAY ASK BRIEF QUESTIONS FOR CLARIFICATION
- 5. PUBLIC TESTIMONY**  
5 MINUTE TIME LIMIT PER SPEAKER (15 MINUTE LIMIT FOR APPLICANT AND PRINCIPAL OPPONENT). SPEAKER GOES TO WITNESS TABLE, STATES NAME & PRESENTS TESTIMONY. COMMISSION MAY ASK QUESTIONS OF SPEAKERS.
  - A. APPLICANT(S)
  - B. OTHER PROPONENTS
  - C. OPPONENTS AND UNDECIDED
  - D. STAFF READS WRITTEN CORRESPONDENCE (TIME LIMIT APPLIES)
  - E. APPLICANT REBUTTAL
- 6. CLOSE OF PUBLIC TESTIMONY PORTION OF HEARING**
- 7. FINAL COMMENTS FROM STAFF AND RECOMMENDATION**
- 8. PLANNING COMMISSION DELIBERATION INCLUDING DISCUSSION OF CRITERIA WITH FINDINGS OF FACT**
- 9. ACTION BY THE PLANNING COMMISSION**
  - A. ORDER OR RESOLUTION – Usually requires passage of order if the commission is the final decision maker, or a resolution if the commission is only advisory to the council.
  - B. VOTE – Vote is done by roll call.
  - C. COMBINATION – Can be combined with other commission action; separate vote on each action is required.

**QUASI-JUDICIAL  
PUBLIC HEARING PROCESS  
TESTIMONY AND EVIDENCE REQUIREMENTS**

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ORS 197.763 requires certain statements to be made at the commencement of a public hearing.

- The applicable City and State zoning criteria must be listed. This means that we must advise you of the standards that must be satisfied by the applicant prior to our approval of an application. The Planning Staff will list the applicable criteria during his or her presentation of the staff report.
- Persons wishing to participate in this hearing must direct their testimony or the evidence toward the criteria stated by the Planner or other specific City or State criteria which you believe apply. You must tell us why the testimony or evidence relates to the criteria.
- Any issue which might be raised in an appeal of this case to the Land Use Board of Appeals (LUBA) must be raised in person or by letter at the local level prior to the City approving or denying the application. The law states that the issue must be raised in enough detail to afford the decision-maker and the parties an opportunity to respond. This part of the law is also known as the "raise it or waive it" requirement. If you do not bring it up now, you can't bring it up at LUBA.
- Failure of the applicant to raise constitutional or other issues relating to proposed conditions of approval in enough detail to allow the local government or its designee to respond to the issue precludes an action for damages in Circuit Court.
- Prior to the conclusion of the initial evidentiary hearing on an application, any participant may request an opportunity to present additional evidence or testimony regarding the application. The Planning Commission will grant such a request through a continuance or extension of the record.

**PLANNING COMMISSION STAFF REPORT**  
**CHEHALEM CULTURAL CENTER: CONCEPT MASTER SITE**  
**DEVELOPMENT PLAN DESIGN REVIEW/HISTORIC REVIEW, PARKING**  
**VARIANCE, BALLROOM REMODEL DESIGN REVIEW/HISTORIC REVIEW**

HEARING DATE: August 9, 2012 (continued from July 12, 2012, public testimony is closed)

FILE NO: HISD-12-002/DR2-12-010/VAR-12-001

REQUEST: Design review/historic review for a Concept Master Site Development Plan for the full build-out of the site; Variance to reduce off-street parking for the full build-out to 53 spaces; Design review/historic review for remodeling the gymnasium into a ballroom, and construction of a new northern entrance to the ballroom.

LOCATION: 415 E. Sheridan Street

TAX LOT: 3218DD-15700

APPLICANT/OWNER: Chehalem Park and Recreation District

ZONE: I (Institutional), with Civic Corridor overlay & Historic Landmark overlay

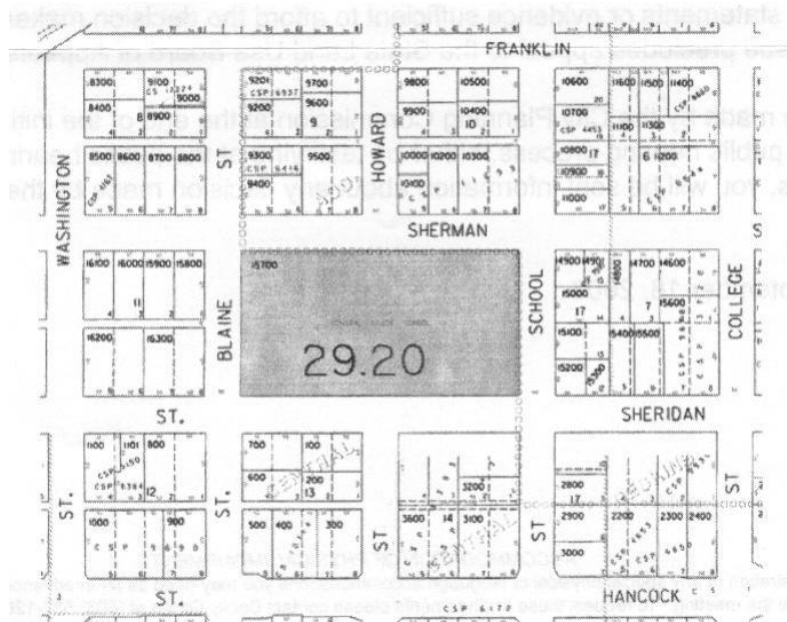
PLAN DISTRICT: PQ (Public/quasi-public)

**ATTACHMENTS:**

Order 2012-04 with

Exhibit "A": Findings  
Exhibit "B": Conditions

1. Aerial Photo
2. Site Plan
3. Application (in 7/12 meeting packet)
4. Public Comments/  
Correspondence Received  
through 7/27/12 (attached to 8/9  
staff report packet)



**A. DESCRIPTION OF APPLICATION:** The applicant, Chehalem Park and Recreation District (CPRD), has requested: 1) A design review/historic review for a Concept Master Site Development Plan for the eventual full build-out of the Chehalem Cultural Center site; 2) A variance to reduce off-street parking for the full build-out to 53 spaces; and 3) a design review/historic review for remodeling the gymnasium into a ballroom, and construction of a new northern entrance to the ballroom.

**B. PROCESS:** The historic review request is a Type III application and follows the procedures in Newberg Development Code 15.100.050. The design review and variance applications are Type II applications, but are considered a joint application with the historic review and are therefore all reviewed through a Type III process. The Planning Commission will hold a quasi-judicial hearing on the application. The Commission is to make a decision on the application based on the criteria listed in the attached findings. The Planning Commission's decision is final unless appealed. Important dates related to this application are as follows:

1. 6/25/12: The planning director deemed the application complete.
2. 6/21/12: The applicant mailed notice to the property owners within 500 feet of the site.
3. 6/25/12: The applicant posted notice on the site.
4. 6/27/12: The *Newberg Graphic* published notice of the Planning Commission hearing.
5. 7/12/12: The Planning Commission held a quasi-judicial hearing to consider the application, took public testimony, continued the hearing to August 9, 2012, and left the record open for two seven-day periods for written testimony.
6. 8/9/12: The Planning Commission will continue the hearing, consider the written testimony that was submitted, and deliberate on the application.

**C. ANALYSIS:**

This section addresses the major issues raised at the hearing.

1. **Parking:** The site has a new parking lot with 53 spaces. The Development Code requires substantially more off-street parking at full build out of the CCC. The applicant has applied for a variance to reduce the amount of required off-street parking to 53 spaces, based on available adjacent on-street parking, a nearby public parking lot, and a parking management plan for large events. The applicant performed a parking survey, which collected good data about the use of on-street parking in the area and found that most of it is commonly available. It appears that the 53 space parking lot will be adequate for the typical usage of the CCC, but it is more difficult to determine if the existing parking and the parking management plan will be adequate during large events.

Staff does not believe a parking reduction is justified based on a commercial use within 200 feet of a public parking lot, but staff does believe a parking reduction based on the joint uses on the site not substantially overlapping is justified for Phase 2. Staff does not recommend approval of the parking variance for Phase 3 at this time. Staff has recommended conditions of approval that require the gravel parking lot to be retained for the approval of the Phase 2 ballroom, that ADA sidewalk improvements be done for nearby crosswalks, and has noted that the IGA should be signed off and the neighborhood parking advisory group should have met before the applicant applies for a Phase 3 parking variance. The public comments raised similar concerns, and also raised other issues that could potentially be addressed either with conditions or with a letter to the City Council with recommendations regarding the IGA:

Potential additional conditions of approval:

Some of the issues that were raised could be directly addressed by adding conditions of approval. These could include:

- A. The off-street parking lot is only to be used for parking purposes, unless otherwise allowed under the parking management plan in the adopted IGA.
- B. Occupancy of the ballroom will not be granted before the IGA is adopted by both the City Council and the CPRD board, unless there is temporary approval for an individual event by the Fire Marshal, the Building Official, and the Planning & Building Director.
- C. All future parking variance requests and Type II design review/historic review requests will be Type III reviews requiring a public hearing and a final decision by the Planning Commission.

Potential recommendations to the City Council:

Some of the issues that were raised are related to the IGA that will be adopted in the future by the City Council. The Planning Commission may want to address these issues by sending the City Council a memo with recommendations regarding the IGA. This list of recommendations could include:

- A. The IGA process should be led by the City Council member who has the CCC in their district.
- B. The IGA should have provisions for monitoring its effectiveness, enforcing compliance, and evaluation/updating on a regular basis. It should include a way to receive and address complaints.
- C. The neighborhood advisory group should be consulted as part of the evaluation process.
- D. The IGA should define what size or type of event is considered a big event that would require the use of the parking management plan.
- E. The parking management plan should consider a number of ways to address parking, such as:
  - 1) Encouraging drivers to use remote parking lots by discounting



- the ticket prices for people who park in those lots.
- 2) Allowing nearby property owners to reserve parking spaces in front of their properties during events.

Staff has drafted a memo for the Planning Commission's consideration.

2. **Sheridan Street improvements:** One question that was raised at the hearing was how wide Sheridan Street is south of the site. The Sheridan Street right of way is approximately 60 feet wide, which means it is wide enough for a typical 32 foot wide paved street with parking on both sides. The existing paving on the western part of Sheridan near the site is narrow (approximately 24 feet). The existing paving on the eastern part of Sheridan near the site is approximately 32 feet wide with parking both sides. The city Engineering division has not yet designed the street improvements for Sheridan Street, however, so the ultimate configuration has not been determined. The City has budgeted funds to improve the section of Sheridan Street between Blaine Street and School Street. The City Engineering division will prepare design drawings this year, and contract for construction in 2013. As part of that project they expect to make necessary ADA sidewalk improvements along Sheridan, and to underground the overhead utility lines along Sheridan.

**D. STAFF RECOMMENDATION:** At this writing, staff recommends the following motion:

*Move to adopt Planning Commission Order 2012-04, which approves the requested historic review/design review, and partially approves the parking variance, with the attached conditions. Move to approve the draft memo regarding the IGA and send it to the City Council as a recommendation.*



**MEMORANDUM - DRAFT**

**Date:** August 9, 2012  
**To:** Mayor Andrews, Newberg City Council  
**From:** Newberg Planning Commission  
**Re:** Proposed IGA and parking/event management plan for the Chehalem Cultural Center

The Chehalem Park and Recreation District (CPRD) has applied for a historic review/design review for the ballroom remodel at the Chehalem Cultural Center and a variance to reduce the requirements for off-street parking. Some of the issues that have been raised can be addressed by the Planning Commission with conditions of approval. We have found that other issues, however, relate directly to the Intergovernmental Agreement and parking management plan that will be drafted and approved in the near future by the City Council and the CPRD board. We would like the Council to consider the following recommendations regarding the IGA:

- A. The IGA process should be led by the City Council member who has the CCC in their district.
- B. The IGA should have provisions for monitoring its effectiveness, enforcing compliance, and evaluation/updating on a regular basis. It should include a way to receive and address complaints.
- C. The neighborhood advisory group should be consulted as part of the evaluation process.
- D. The IGA should define what size or type of event is considered a big event that would require the use of the parking management plan.
- E. The parking management plan should consider a number of ways to address parking, such as:
  - 1) Encouraging drivers to use remote parking lots by discounting the ticket prices for people who park in those lots.
  - 2) Allowing nearby property owners to reserve parking spaces in front of their properties during events.

Please let us know if you have any questions regarding these recommendations.

Sincerely,

Newberg Planning Commission

Tom Barnes, Chair



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**AN ORDER APPROVING HISTORIC REVIEW/DESIGN REVIEW HISD-12-002/DR2-12-010 FOR A DESIGN REVIEW/HISTORIC REVIEW FOR A CONCEPT MASTER SITE DEVELOPMENT PLAN FOR THE FULL BUILD-OUT OF THE CHEHALEM CULTURAL CENTER SITE; A DESIGN REVIEW/HISTORIC REVIEW FOR REMODELING THE GYMNASIUM INTO A BALLROOM, AND CONSTRUCTION OF A NEW NORTHERN LOBBY ENTRANCE TO THE BALLROOM; AND PARTIALLY APPROVING VAR-12-001, A VARIANCE REQUEST TO REDUCE THE AMOUNT OF REQUIRED OFF-STREET PARKING, 415 E. SHERIDAN STREET, YAMHILL COUNTY TAX LOT 3218DD-15700**

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**RECITALS**

1. On June 12, 2012 Chehalem Park and Recreation District submitted an application for a historic review/design review for a Concept Master Site Development Plan for the Chehalem Cultural Center site, for the remodel of the gymnasium into a ballroom, and for a variance to reduce the amount of required off-street parking at the Chehalem Cultural Center, 415 E. Sheridan Street, Yamhill County Tax Lot 3218DD-15700.
2. After proper notice, the Newberg Planning Commission held a hearing on July 12, 2012 to consider the application. The Commission considered oral testimony, continued the hearing to August 9, 2012, and left the record open for two seven-day periods for additional written comments.
3. The Newberg Planning Commission held a hearing on August 9, 2012 to consider the written testimony and deliberate on the application.
4. The Newberg Planning Commission finds that the historic review/design review applications meet the applicable criteria with conditions, and that the variance application partially meets the criteria with conditions, as shown in the findings shown in Exhibit "A".

**The Newberg Planning Commission orders as follows:**

1. Historic Review/Design Review application HISD-12-002/DR2-12-010 is hereby approved, and the Variance application VAR-12-001 partially approved, subject to the conditions contained in Exhibit "B". Exhibit "B" is hereby adopted and by this reference incorporated.
2. The findings shown in Exhibit "A" are hereby adopted. Exhibit "A" is hereby adopted and by this reference incorporated.
3. This order shall be effective August 24, 2012 unless appealed prior to that date.

4. This order shall expire one year after the effective date above if the applicant does not obtain a building permit pursuant to this application by that time, unless an extension is granted per Newberg Development Code 15.225.100.

**Adopted by the Newberg Planning Commission this 9th day of August, 2012.**

ATTEST:

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Planning Commission Chair

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Planning Commission Secretary

List of Exhibits:

Exhibit "A": Findings

Exhibit "B": Conditions

**Exhibit “A” to Planning Commission Order 2012-04  
Findings –File HISD-12-002/DR2-12-010/VAR-12-001  
Chehalem Cultural Center: Concept Master Site Development Plan, Parking  
Variance, Ballroom Remodel**

**CONCEPT MASTER SITE DEVELOPMENT PLAN:  
DESIGN REVIEW/HISTORIC REVIEW**

**A. Concept Master Site Development Plan - Design Review Criteria That Apply - Newberg Development Code**

*15.220.020 Site design review applicability.*

*D (2). Institutions and other large developments that anticipate significant development over time, but cannot provide detailed information about future projects or phases of development in advance, can develop a concept master site development plan which addresses generic site development and design elements including but not limited to general architectural standards and materials, landscaping standards and materials, on-site vehicular and pedestrian circulation, institutional sign program, and baseline traffic and parking studies and improvement programs. The applicant will be required to undergo Type II site design review, per the requirements of NMC 15.220.030(B), for each project or phase of development at the time of construction, including demonstration of substantial compliance with the generic development and design elements contained within the approved concept master site development plan. The more detailed and comprehensive the generic elements in the concept master site development plan are, the more reduced is the scope of discretionary review at the time of actual construction of a project or phase of development. For purposes of this subsection, “substantial compliance” will be defined as noted in subsection (D)(1)(a) of this section.*

*4. The approval(s) granted in this section shall be in effect as follows:*

*b. Institutions submitting a concept master site development plan shall be held to the same requirement provided in subsection (D)(2)(a) of this section, unless the plan specifically includes an expiration date. In no case shall a concept master site development plan cover a period exceeding 10 years.*

**Finding:** The applicant has submitted a Concept Master Site Development Plan for the build-out of the entire Chehalem Cultural Center (CCC) site. The master plan will be reviewed below according to the design review and historic review criteria. If the master plan is approved then future phases of the CCC will be able to be reviewed through a Type II design review/Type I historic review process; if the applicant is able to demonstrate in the Type II design review that future phases of the project are in substantial compliance with the approved Concept Master Site Development Plan then they will not have to apply for a Type III Historic Review for each additional phase. The applicant has requested that the master plan approval cover a period of ten years. This is the maximum period allowed by the Development Code, but is appropriate for a project of this size due to the lengthy fundraising needed for each phase of improvements.

*“Working Together For A Better Community-Serious About Service”*

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**15.220.050(B) Design Review criteria:**

**1. Design compatibility. The proposed design review request incorporates an architectural design which is compatible with and/or superior to existing or proposed uses and structures in the surrounding area. This shall include, but not be limited to, building architecture, materials, colors, roof design, landscape design, and signage.**

**Finding:** The Concept Master Site Development Plan (CMSDP) shows that over half of the site has already been developed according to the plan, and that few additional changes are planned for the building itself. In Phase 1 most of the ground floor and two classrooms on the second floor were remodeled and put to use. In Phase 2 the ground-floor ballroom will be remodeled and an entrance lobby will be built. Future phases of building improvements will include primarily internal improvements such as remodeling the theater and the remaining second floor classrooms. The eastern portion of the grounds has been developed (Rotary Centennial Park, and the lawn used for Tunes on Tuesday), and the northern portion of the grounds has been developed with a parking lot. The master plan shows that the western portion of the grounds is expected to be developed with gardens and courtyards, while the southern portion of the grounds will be developed into a forecourt for the CCC.

The site has older residential houses on the west, north and east sides. South of the site is the Masonic Temple building, Newberg Public Library, and a historic residential house. The surrounding structures and the Central School building formed a compatible neighborhood.

The CMSDP building plan and site plan are compatible with the residential structures in the immediate vicinity because they keep the basic form of the old Central School intact while adding attractive gardens, courtyards, parking, and active spaces around the building. The Central School site was inactive for several years, and was a quiet site. As the master plan is developed in phases and the CCC becomes more active the site will have more noise and activity. The additional landscaping around the building and parking lot will help to buffer the surrounding area as the old Central School resumes active use as the Chehalem Cultural center. Any lighting that is added to the site will be required to meet the Development Code light-trespass limits, which will control the impacts on adjacent properties and ensure compatibility.

**2. Parking and On-Site Circulation. Parking areas shall meet the requirements of NMC 15.440.010. Parking studies may be required to determine if adequate parking and circulation are provided for uses not specifically identified in NMC 15.440.010. Provisions shall be made to provide efficient and adequate on-site circulation without using the public streets as part of the parking lot circulation pattern. Parking areas shall be designed so that vehicles can efficiently enter and exit the public streets with a minimum impact on the functioning of the public street.**

**Finding:** The applicant built a 53 space parking lot in 2011. The Development Code requires the full build-out of the CMSDP to have the following amount of parking:

Area of CCC	Parking space standard	Base requirement	Subtotal per phase
Phase 1:			
School, commercial	1 per 3 seats	20 spaces	
Art gallery	1 per 250 sf	8 spaces	
Office	1 per 400 sf	2 spaces	
Public assembly rooms	1 per 4 seats	7 spaces	Phase 1: 37 spaces
Phase 2:			Phase 2: 80 new spaces, 117 total spaces
Assembly hall - ballroom	1 per 4 seats	80 spaces	
Future phases:			
Assembly hall - theater	1 per 4 seats	55 spaces	
Public assembly rooms	1 per 4 seats	25 spaces	
Office	1 per 400 sf	5 spaces	
School, commercial	1 per 3 seats	12 spaces	Future phases: 97 new spaces, 214 total spaces
<b>214 spaces</b>			

The Development Code allows the base requirement to be reduced in two different ways:

**B. Joint Uses of Parking Facilities.** *The director may, upon application, authorize the joint use of parking facilities required by said uses and any other parking facility; provided, that:*

*1. The applicant shows that there is no substantial conflict in the principal operating hours of the building or use for which the joint use of parking facilities is proposed.*

**C. Commercial establishments** *within 200 feet of a commercial public parking lot may reduce the required number of parking spaces by 50 percent. [Ord. 2451, 12-2-96. Code 2001 § 151.614.]*

Commercial establishments within 200 feet of a public parking lot can reduce the number of required spaces by 50%. The site is within 200 feet of the public parking lot on Hancock Street, and in the 2008 design review approval the Planning Commission did use this standard when calculating the amount of required parking. The applicant applied this standard, which reduced the total amount of required parking in Phase 1 to 19 spaces, in Phase 2 to 59 spaces, and in full build-out to 107 spaces. One problem with applying this standard is that the CCC is not a typical commercial establishment; it is a non-profit education/arts center, an art gallery, a commercial school, and will rent out the ballroom and theater for events. It is also in an Institutional zone, and is adjacent to residential neighborhoods. The other problem is a question of scale. The nearby public parking lot has 28 spaces. If the 50% reduction is applied at full build out then the 28 space parking lot is being used to reduce the amount of required parking at the CCC by 107 spaces. The 50% parking reduction may be reasonable for Phase 2, but seems unrealistic at Phase 3. Another factor, however, is the number of adjacent on-street parking spaces. The code does not provide a credit for adjacent on-street parking for commercial/institutional sites, but the applicant's parking survey showed that most of the 49 adjacent on-street parking spaces were readily available.

If we accepted that the 50% reduction fully applies then that still leaves the CCC site short 54 parking spaces. The applicant based their calculation on the 50% reduction and has applied for a variance to reduce the amount of require parking to 53 spaces total.

The Development Code also allows the base parking requirement to be reduced if the operating hours of the joint uses do not substantially overlap. Based on the applicant's comments, the ballroom will be used mostly evenings and weekends, when the rest of the center is not at peak use. If we assume that during weekdays the center is at full capacity and the ballroom is at 1/2 capacity, and that on weekends the ball room is at full capacity and the rest of the center is at 1/2 capacity, then a more realistic parking calculation for Phase II is:

Area	Base Required Parking	Weekday Req. Pkg. - joint uses	Evening/Weekend Req. Pkg. - joint uses
Rest of Center	37	37	19
Ballroom	80	40	80
<b>Total</b>	<b>117</b>	<b>77</b>	<b>99</b>

For Phase 3, if you assume that the ballroom and theater events do not occur simultaneously, and that 1/2 of the rest of the center is open during those events, you get the following calculation:

Area	Base Required Parking	Weekday Req. Pkg. - Joint uses	Ballroom Event Req. Pkg. - joint uses	Theater Event Req. Pkg. - joint uses
Phase I	37	37	19	19
Ballroom	80	40	80	0
Phase III (except Theater)	42	42	21	21
Theater	55	0	0	55
<b>Total</b>	<b>214</b>	<b>119</b>	<b>120</b>	<b>95</b>

Based on a reduction for joint uses, the real code requirement for **Phase 2 would be 99 spaces** for the peak load, and for **Phase 3 it would be 120 spaces** for the peak load. The applicant has a 53 space parking lot, and a temporary gravel parking lot on the west side of the building with 26 spaces. If the gravel parking lot is used then two of the paved parking spaces cannot be used, for a net total



of 77 paved and gravel parking spaces. The gravel parking lot will remain in Phase 2, so the applicant needs a variance to reduce the amount of required parking by 22 spaces, from 99 to 77 spaces. If the variance is approved then Phase 2 will meet the parking standards in the Development Code.

If the gravel parking lot is removed in Phase 3 then the applicant needs a variance to reduce the parking requirement from 120 spaces to 53 spaces. If this variance is approved then Phase 3 will meet the parking standards in the Development Code.

There is a 6-space bicycle parking rack located near the south east entrance, which was added in a previous phase and meets the minimum standards of the Development Code. The applicant is encouraged to add additional bicycle parking near the new north entrance.

***3. Setbacks and General Requirements. The proposal shall comply with NMC 15.415.010 through 15.415.060 dealing with height restrictions and public access; and NMC 15.405.010 through 15.405.040 and NMC 15.410.010 through 15.410.070 dealing with setbacks, coverage, vision clearance, and yard requirements.***

**Finding:** The Institutional zone requires a front yard setback of 25 feet for structures and parking. The building and parking lot shown on the plan already exist, and no future building or parking additions are planned. There are no plans to increase the height of the building, or to make changes that would affect vision clearance area. The site has public access on all four sides. As proposed, the CMSDP complies with the height restrictions and public access requirements, setback, coverage, vision clearance and yard requirements of the Code.

***4. Landscaping Requirements. The proposal shall comply with NMC 15.420.010 dealing with landscape requirements and landscape screening.***

**Finding:** The CMSDP shows that over 50% of the site consist of landscaping, plazas, play areas and walkways. The building and parking lot have appropriate landscape screening and buffering. The plan also shows street trees on all four sides of the site, as required by code. Street trees have been installed on Sherman Street adjacent to the parking lot. The street trees on Blaine and Sheridan Streets shall be installed after the adjacent site improvements have been completed. The site improvements on the eastern part of the CCC have already been completed, however, so the street trees along the eastern section of Sherman Street and along School Street should be installed as part of Phase II. Following compliance with design review conditions, the landscape plan complies with NMC 15.420.010. All areas subject to the final design review plan and not otherwise improved are landscaped.

***5. Signs. Signs shall comply with NMC 15.435.010 et seq. dealing with signs.***

**Finding:** The CMSDP does not explicitly cover signage. The applicant will submit specific sign plans with each phase, and will have to comply with the Civic Corridor sign code. The applicant has submitted plans for a new wall sign as part of the ballroom, which will be reviewed in the ballroom

design review.

**6. Manufactured Home, Mobile Home and RV Parks.** *Manufactured home, mobile home, and recreational vehicle parks shall also comply with the standards listed in NMC 15.445.050 et seq. in addition to the other criteria listed in this section.*

**Finding:** Not applicable. The development proposal is not a manufactured home, mobile home, or RV park.

**7. Zoning District Compliance.** *The proposed use shall be listed as a permitted or conditionally permitted use in the zoning district in which it is located as found in NMC 15.304.010 through 15.328.040. Through this site review process, the director may make a determination that a use is determined to be similar to those listed in the applicable zoning district, if it is not already specifically listed. In this case, the director shall make a finding that the use shall not have any different or more detrimental effects upon the adjoining neighborhood area than those specifically listed.*

**Finding:** The site is zoned Institutional. The CCC is a community center, which is an outright permitted use in this zone.

**8. Subdistrict Compliance.** *Properties located within subdistricts shall comply with the provisions of those subdistricts located in NMC 15.340.010 through 15.348.060.*

*The site is within the Civic Corridor subdistrict. The following development standards apply:*

**15.350.060 Development standards.**

*In addition to the standards of NMC 15.220.080, the following development standards shall apply to new development or redevelopment within the civic corridor overlay subdistrict.*

**A. Elements of the Street-Facing Facade.**

**1. Base, Field, and Crown.** *For new or redeveloped buildings, all street-facing facades shall be clearly divided into three separate elements: base, field and crown. Separations shall be made by changes in material or by shifts in the depth of the facade. Merely painting the facade different colors without some other physical delineation is not sufficient. For new or redeveloped buildings, elements of the street-facing facade shall comply with the standards below:*

**a. Base.** *The base of the facade shall be a maximum of four feet for single-story buildings, a maximum of one story for two- to four-story buildings, and a maximum of two stories for buildings greater than four stories. Bases shall be expressed in heavier-appearing materials (e.g., stone or brick) and have a more horizontal emphasis.*

**b. Field.** *The field of a facade is all the floors between the base and the crown. The field element shall be expressed as a series of repetitive vertical elements that include windows, pilasters and trim.*

**c. Crown.** *The crown can be expressed as part of the top floor of the building or as a decorative cornice. Crowns shall be more elaborate than the field element of the facade and shall incorporate*



*detailed elements that articulate the top of the building.*

**Finding:** The Civic Corridor standards apply to buildings and signs, and so do not apply directly to a site plan review. The applicant does not plan extensive changes to the exterior of the building after the ballroom/lobby phase. The applicant has supplied elevation drawings for the proposed ballroom/lobby building changes, which will be reviewed in the ballroom/lobby design review. It should be noted that the existing CCC building has a fairly modern style and does not meet the base/field/crown standards, so any additions will have to balance the Civic Corridor standards and historic compatibility standards. If future phase make only minor building changes, such as replacing existing windows, then they may not have to address the Civic Corridor design standards. If future phases make more substantial changes to the building then they will need to address the Civic Corridor standards during that phase.

***B. Street-Facing Facade Articulation.***

***1. Detail at First Floor. Buildings that have highly detailed ground floors contribute significantly to the pedestrian experience. To accomplish this desirable characteristic, ground-floor elements like window trim, pilaster ornamentation, the texture of the base material, and even whimsical sculptural pieces embedded in the facade like busts or reliefs are highly encouraged. Especially desirable are details that relate to the history or culture of the surrounding region.***

***2. Cornice Treatment. Flat-roof buildings shall have cornices. Cornices shall have a combined width plus depth of at least three feet. An additional one foot shall be added to this required total for every story above one.***

***C. Street-Facing Windows – Depth of Windows. Windows shall be recessed at least three inches from the general plane of the facade. This creates shadow lines and visual interest, giving the facade the perception of depth. Depth in the facade promotes the perception of high quality and durable construction, and contributes to the district’s historic character.***

***D. Street-Facing Facade Materials.***

***1. Dominant Material. All facades shall be comprised primarily of brick. The color of the brick shall be a reddish-brown of generally the same tonal quality as the existing brick buildings within the civic corridor. When used as a veneer material, the brick must be at least two and one-half inches thick. Additional materials are allowed as accents.***

***2. Allowed Accent Materials. Allowed accent materials include horizontal wood and cementitious lap siding, horizontal board and batten siding, shingles, shakes, and copper or brass. Lap siding, shingles, and shakes shall leave exposed a maximum of six inches to the weather. In board and batten siding, battens shall be spaced at most eight inches on center. In addition, rusticated concrete block, or stone masonry is allowed, but when used as a veneer material, it must be at least two and one-half inches thick. Cement-based stucco is allowed.***

**3. Changes in Material.** *Brick street-facing facades shall return at least 18 inches around exposed side walls.*

**Finding:** The existing windows on the building have adequate depth and the existing facades are comprised primarily of brick. Each future phase will need to address these standards in their design reviews.

**E. Signage Standards.** *In addition to the C-3 signage requirements of NMC 15.435.010 through 15.435.120, to encourage the historic character of the civic corridor as described in NMC 15.350.010, signs within the civic corridor shall include four of the following six elements:*

- 1. The most prominent element on a sign, such as the business' name, uses a serif font and does not exceed eight inches in height.*
- 2. The sign includes a frame, background or lettering in natural wood materials.*
- 3. The sign includes a frame, background or lettering in copper or brass in natural finishes.*
- 4. The sign incorporates decorative wrought iron.*
- 5. The lettering is in a raised relief.*
- 6. The sign is attached to a mounting bracket and allowed to swing freely. [Ord. 2561, 4-1-02. Code 2001 § 151.526.6.]*

**Finding:** The existing signage on the building meets the Civic Corridor sign standards. Any future signs will be reviewed as part of each design review. The ballroom/lobby design review will address the proposed sign on the lobby entrance.

**9. Alternative Circulation, Roadway Frontage Improvements and Utility Improvements.** *Where applicable, new developments shall provide for access for vehicles and pedestrians to adjacent properties which are currently developed or will be developed in the future. This may be accomplished through the provision of local public streets or private access and utility easements. At the time of development of a parcel, provisions shall be made to develop the adjacent street frontage in accordance with city street standards and the standards contained in the transportation plan. At the discretion of the city, these improvements may be deferred through use of a deferred improvement agreement or other form of security.*

**Finding:** The CMSDP does not propose any significant changes to Blaine Street, Sherman Street, or School Street. All will continue to have parallel parking, and all will eventually have street trees as the adjacent part of the site is developed. The CMSDP does show improvements on Sheridan Street; the western half will be widened to allow additional on-street parking, the central portion will be integrated with the building forecourt, and the entire length will be repaved. The city has budgeted funds to improve this section of Sheridan Street in 2013, and at that time will underground the overhead utility line and make necessary ADA sidewalk and ramp improvements.

**Stormwater drainage:** The city's 2001 Drainage Master Plan identifies a downstream deficiency in the conveyance system in Hancock Street between School Street and Meridian Street; Capital Improvement Project #H7. The downstream deficiency shall either be repaired per the Drainage Master Plan, or stormwater detention facilities shall be constructed to store the runoff from any newly created impervious surface. The detention system shall store the runoff volume between the

pre-developed and post developed site flows for the 2, 5, 10, and 25 year storm events. Future phases of the CMSDP that create new impervious surfaces will be required to address stormwater detention issues.

Undergrounding utility lines: The applicant was conditioned to underground the single overhead utility line on Sherman Street, and will complete that in 2013 when the Sheridan Street improvements are constructed. There are also overhead lines on School Street, which the code requires to be undergrounded unless: the cost will be extraordinarily expensive; or there are physical factors that make undergrounding extraordinarily difficult; or existing utility facilities in the area are primarily overhead and are unlikely to be changed. There are multiple overhead lines on School Street, and the poles are connected into a network of east-west and north-south lines. Two of the poles also serve as light poles. If the utility lines were undergrounded on the School Street frontage it would likely only eliminate one utility pole, as the others would be required to be retained and tethered with cables to support the surrounding network of overhead lines. Several utility lines would need to be extended under the street to maintain service to adjacent homes. Staff believes that undergrounding the School Street overhead lines will be extraordinarily expensive, and that the project therefore meets the criteria for an exception to the undergrounding requirement on School Street.

***10. Traffic Study Improvements. If a traffic study is required, improvements identified in the traffic study shall be implemented as required by the director.***

**Finding:** The applicant had a traffic study completed in 1998 for the build-out of a community center at this site. The study examined nearby intersections and found that there were no significant issues due to accidents or level of service that needed to be mitigated. The site is in a well connected street grid and has access in multiple directions. While the level of background traffic has increased over time, we can also anticipate some future reduction in truck traffic and overall background traffic levels when the first phase of the Newberg-Dundee bypass is completed in a few years. The first phase of the CCC was completed in 2008 and has not created traffic issues near the site. The applicant's traffic engineer has estimated that the build-out of the remainder of the site will generate approximately 36.4 trips in the p.m. peak hour. This is less than 40 trips in the p.m. peak hour, so a new traffic study is not required for the build-out of the CMSDP.

**B. *Historic Landmark Review Criteria That Apply - Newberg Development Code 15.344.030.***

***The Planning Commission, in considering applications for permit approval for any alteration, shall base their decision on substantial compliance with the following criteria and guidelines.***

***a. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. Specific design elements which must be addressed include:***

***i. Average setback. When a new structure is being constructed on an infill lot, the front yard setback shall be the same as the buildings on either side. When the front setbacks of the adjacent buildings are different, the front setback of the new structure shall be an average of the two.***

***ii. Architectural elements. The design shall incorporate architectural elements of the***

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*city's historic styles, including Queen Anne, Colonial Revival, Dutch Colonial Revival, and Bungalow styles. Ideally, the architectural elements should reflect and/or be compatible with the style of other nearby historic structures. Typical design elements which should be considered include, but are not limited to, "crippled hip" roofs, Palladian-style windows, roof eave brackets, roof dormers, and decorative trim boards.*

*iii. Building orientation. The main entrance of the new structure shall be oriented to the street. Construction of a porch is encouraged but not required. Such a porch shall be at least six feet in depth.*

*iv. Vehicle parking/storage. Garages and carports shall be set back from the front facade of the primary structure and shall relate to the primary structure in terms of design and building materials.*

*v. Fences. Fences shall be built of materials which are compatible with the design and materials used in the primary structure.*

**Finding:** The exterior changes to the ballroom and lobby will be reviewed in a separate design review/historic review. The remainder of the CMSDP does not anticipate any significant changes to the exterior of the building. Future phases will likely include some window and door replacement, but no building additions or outbuildings. The average setback, building orientation and architectural elements will remain the same. The site itself has historically had an open character with large lawns. The planned courtyard and gardens on the west side and the planned forecourt on the south side will maintain the open character of the site. As proposed, the build-out of the CMSDP will maintain the historic character of the site.

*b. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*

*c. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*

*d. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved to the extent possible.*

**Finding:** The exterior changes to the ballroom and lobby will be reviewed in a separate design review/historic review. The remainder of the CMSDP does not plan to significantly change the exterior of the building and will not create a false sense of historical development. Future window or door replacements will match the existing features and finishes.

*e. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall reasonably match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

*f. Chemical or physical treatments, such as sandblasting, that cause extensive damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*

*g. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*

**Finding:** The exterior changes to the ballroom and lobby will be reviewed in a separate design review/historic review. The remainder of the CMSDP does not anticipate replacing any deteriorated historic features, other than windows and doors as needed. No sandblasting is anticipated, and there are no known significant archeological resources on the site.

*h. New additions, exterior alterations, or related new construction shall not destroy historic character of the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

*i. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

**Finding:** The exterior changes to the ballroom and lobby will be reviewed in a separate design review/historic review. The remainder of the CMSDP does not anticipate any new additions or significant exterior alterations to the building.

Conclusion: The CMSDP meets the historic landmark modification criteria as conditioned.

## **PARKING VARIANCE REQUEST**

### **Variance Criteria That Apply –Newberg Development Code 15.215.040**

*A. That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of the zoning ordinance.*

**Finding:** The Development Code requires a minimum of 99 parking spaces for Phase 2 of the CCC, and 120 spaces for Phase 3 of the CCC. These requirements are based on a reduction for joint uses, as the ballroom and theater uses are not expected to overlap with each other or with the busy hours of the remainder of the center.

The applicant has a 53 space parking lot, and a temporary gravel parking lot on the west side of the building with 26 spaces. If the gravel parking lot is used then two of the paved parking spaces cannot be used, for a net total of 77 paved and gravel parking spaces. The applicant's site plan shows that the gravel parking lot will remain in Phase 2, so the applicant needs a variance in Phase 2 to reduce the amount of required parking by 22 spaces, from 99 to 77 spaces. If the variance is approved then Phase 2 will meet the parking standards in the Development Code.

If the gravel parking lot is removed in Phase 3 then the applicant needs a variance to reduce the parking requirement from 120 spaces to 53 spaces. If this variance is approved then Phase 3 will meet the parking standards in the Development Code.

The objective of the zoning ordinance is to implement the Newberg Comprehensive Plan. Some of the relevant plan goals and policies are:

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**J. Urban Design:**

*n. The City shall encourage innovative design and ensure that developments consider site characteristics and the impact on surrounding areas.*

*m. The City shall encourage flexibility in design review and interpretation of policies and regulations by ensuring that functional design and community benefit remain as the principal review criteria. Consider variance procedures where interpretation of regulations impede fulfillment of these criteria.*

**Downtown policies:**

*a. The City shall encourage the improvement of the central business district as the economic, cultural, business and governmental center of the Newberg area.*

**Goal 5: Maximize pedestrian, bicycle and other non-motorized travel throughout the City.**

A variance is supported if the literal interpretation and enforcement of the code would create a hardship or practical difficult inconsistent with the objectives of the zoning ordinance. The applicant has requested a parking variance primarily based on two factors: there are available parking spaces in the nearby public parking lot and on adjacent streets, and they have drafted a parking management plan for large events. The applicant's parking survey demonstrated that most of the adjacent on street parking is readily available, and the city does intend that the 28 space public parking lot be used to help reduce the parking needs of nearby uses. The applicant's parking management plan has not been thoroughly tested, but it was used at least once for the Camellia Festival. The zoning ordinance and the Comprehensive plan intend that the downtown area be a vital economic and cultural center, and that downtown be a vital pedestrian area. The Comprehensive Plan also encourages flexibility in design review, as long as the design is functional and considers the benefit to the community. If the parking code is enforced literally then the CCC will not be able to create gardens and plazas on the west side of the CCC, which could reduce the vitality of the CCC site and reduce its contribution to the vitality of downtown. It would also encourage auto traffic at the CCC site, when the intent of the Comprehensive Plan is to strengthen pedestrian connections downtown. Strict enforcement of the code would create some hardships inconsistent with the objectives of the zoning ordinance.

**B. *That there are exceptional or extraordinary circumstances or conditions applicable to the property involved or to the intended use of the property which do not apply generally to other properties classified in the same zoning district.***

**Finding:** The property is in the Institutional zoning district. Most of the Institutional sites in the city (Providence Newberg Medical Center, Hazelden, George Fox University) are all much larger and have more opportunities for future expansion for buildings and parking. The CCC site is the smallest Institutional district in the city and is already mostly developed, so it faces exceptional circumstances and limitations which do not apply generally to other properties in the Institutional district.

**C. *That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district.***

**Finding:** The other Institutional properties in the city have some flexibility in how they choose



to develop because of their larger sites. If the parking standards are applied literally to the CCC then the applicant will have to pave the remainder of their site and will not have any design flexibility.

***D. That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district.***

**Finding:** Other properties in the Institutional district have some flexibility with regards to parking standards. The parking for George Fox University is calculated on a campus-wide basis, for example, so that each campus building does not have to have its own parking lot. Granting a variance to allow the CCC to reduce the amount of required off-street parking would not constitute a grant of special privilege inconsistent with the limitations on other properties in the Institutional district.

***E. That the granting of the variance will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity.***

**Finding:** The Development Code requires a minimum of 99 parking spaces for Phase 2 of the CCC, and 120 spaces for Phase 3 of the CCC. The applicant has a 53 space parking lot, and a temporary gravel parking lot on the west side of the building with 26 spaces. If the gravel parking lot is used then two of the paved parking spaces cannot be used, for a net total of 77 paved and gravel parking spaces. The applicant's site plan shows that the gravel parking lot will remain in Phase 2, so the applicant needs, at a minimum, a variance to reduce the amount of required parking by 22 spaces, from 99 to 77 spaces. If the variance is approved then Phase 2 will meet the parking standards in the Development Code.

If the gravel parking lot is removed in Phase 3 then the applicant needs a variance to reduce the parking requirement from 120 spaces to 53 spaces.

There are 28 parking spaces in the nearby public parking lot, and 49 on-street parking spaces immediately adjacent to the site. The applicant's parking survey showed that most of the nearby on-street parking is available most of the time, so relying on the on-street parking to meet some of the parking demand should be possible without harming the public welfare or being materially injurious to nearby properties. The applicant can mitigate some negative impacts by improving some sidewalk ramps near the site; since the applicant is relying on using on-street parking it is important to make it easy for people to park nearby and then walk to the site on the sidewalks. The proposed parking management plan will no doubt have some positive effect, but it is difficult to determine how effective it will be. There is also no reason not to take advantage of the temporary gravel parking lot in the short term, since the applicant plans to keep it in Phase 2 of the CCC. Based on the adjacent on-street parking spaces and keeping the gravel parking spaces, a variance to reduce the required 99 parking spaces in Phase 2 to 77 spaces can be justified.

It is more difficult to approve a variance for Phase 3 at this point, as the parking management plan may well change when the joint City/CPRD/CCC IGA is drawn up and the neighborhood advisory group meets. At this point the information we have does not support approving a variance to reduce

the Phase 3 parking requirements to 53 spaces, as we cannot determine that it would not be injurious to neighboring properties. After the neighborhood advisory group has met and the IGA agreements are signed off then the applicant can apply for another Type II variance for Phase 3 to reduce the amount of required parking to 53 spaces and to remove the gravel parking, based on the adopted IGA parking management plan.

Mitigation: The parking variance application indicates the use of public on-street parking in the vicinity of the Cultural Center. The pedestrian accessibility to the on-street parking areas will require improvements at the following street intersections:

1. School and Sheridan: SE curb return, SW curb return, and the NW curb return
2. Blaine and Sheridan: NE curb return, SE curb return, and the SW curb return.
3. Blaine and Sherman: SW curb return, NW curb return, and the NE curb return.
4. Howard and Sherman: NE curb return, and the NW curb return.
5. School and Sherman: NE curb return, and the SE curb return.

The City of Newberg will construct the pedestrian accessibility improvements at intersections #1 and #2 above as a part of the Sheridan Street Improvement project, currently planned for the summer of 2013. The applicant will be required to complete the pedestrian accessibility enhancements at intersections #3, #4, and #5 above, to meet current ADA standards.

Conclusion: The application meets the variance criteria for Phase 2 as conditioned. The application does not meet the criteria for Phase 3 at this time, but may be able to in the future when the Cultural District IGA and parking management plan has been finalized, and the Neighborhood Advisory group has met.

## **BALLROOM REMODEL & LOBBY ADDITION - DESIGN REVIEW/HISTORIC REVIEW**

- A. *Design Review; Criteria That Apply - Newberg Development Code 15.220.050(B):***
- 1. *Design compatibility. The proposed design review request incorporates an architectural design which is compatible with and/or superior to existing or proposed uses and structures in the surrounding area. This shall include, but not be limited to, building architecture, materials, colors, roof design, landscape design, and signage.***

**Finding:** As proposed, the lobby structure is compatible with structures in the immediate vicinity. The structure is small, has been designed to match the existing gymnasium in style, and has a flat roof. The overall design will blend with the surrounding area by the use of landscaping buffering and screening.

Storm run-off from the roofs will be required to be directed into the storm drain system as required by building codes. Exterior lights will be directed onto the site so as to not adversely affect the adjoining properties. The photometric plan demonstrates that the proposed lighting will meet the light trespass standards.

- 2. *Parking and On-Site Circulation. Parking areas shall meet the requirements of NMC 15.440.010. Parking studies may be required to determine if adequate parking and circulation***

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*are provided for uses not specifically identified in NMC 15.440.010. Provisions shall be made to provide efficient and adequate on-site circulation without using the public streets as part of the parking lot circulation pattern. Parking areas shall be designed so that vehicles can efficiently enter and exit the public streets with a minimum impact on the functioning of the public street.*

**Finding:** The parking requirements for Phase 2 have been addressed within the preceding variance findings.

*3. Setbacks and General Requirements. The proposal shall comply with NMC 15.415.010 through 15.415.060 dealing with height restrictions and public access; and NMC 15.405.010 through 15.405.040 and NMC 15.410.010 through 15.410.070 dealing with setbacks, coverage, vision clearance, and yard requirements.*

**Finding:** The proposed lobby addition is one story, only extends a short distance from the building, and meets all height restrictions and public access requirements, setback, coverage, vision clearance and yard requirements of the Code.

*4. Landscaping Requirements. The proposal shall comply with NMC 15.420.010 dealing with landscape requirements and landscape screening.*

**Finding:** The applicant will add some landscaping near the lobby entrance that will enhance the appearance of the entrance and soften the lines of the structure. The landscaping meets the intent of the landscape requirements.

*5. Signs. Signs shall comply with NMC 15.435.010 et seq. dealing with signs.*

**Finding:** The proposed sign on the lobby entrance matches the sign over the front entrance in style. The size is well under the allowed limits, and meets the requirements of the Institutional zone.

*6. Manufactured Home, Mobile Home and RV Parks. Manufactured home, mobile home, and recreational vehicle parks shall also comply with the standards listed in NMC 15.445.050 et seq. in addition to the other criteria listed in this section.*

**Finding:** Not applicable. The development proposal is not a manufactured home, mobile home, or RV park.

*7. Zoning District Compliance. The proposed use shall be listed as a permitted or conditionally permitted use in the zoning district in which it is located as found in NMC 15.304.010 through 15.328.040. Through this site review process, the director may make a determination that a use is determined to be similar to those listed in the applicable zoning district, if it is not already specifically listed. In this case, the director shall make a finding that the use shall not have any different or more detrimental effects upon the adjoining neighborhood area than those specifically listed.*

**Finding:** The site is zoned Institutional. A community center is an outright permitted use in this zone.

**8. Subdistrict Compliance.** *Properties located within subdistricts shall comply with the provisions of those subdistricts located in NMC 15.340.010 through 15.348.060.*

*The site is within the Civic Corridor subdistrict. The following development standards apply:*

**15.350.060 Development standards.**

*In addition to the standards of NMC 15.220.080, the following development standards shall apply to new development or redevelopment within the civic corridor overlay subdistrict.*

**A. Elements of the Street-Facing Facade.**

**1. Base, Field, and Crown.** *For new or redeveloped buildings, all street-facing facades shall be clearly divided into three separate elements: base, field and crown. Separations shall be made by changes in material or by shifts in the depth of the facade. Merely painting the facade different colors without some other physical delineation is not sufficient. For new or redeveloped buildings, elements of the street-facing facade shall comply with the standards below:*

**a. Base.** *The base of the facade shall be a maximum of four feet for single-story buildings, a maximum of one story for two- to four-story buildings, and a maximum of two stories for buildings greater than four stories. Bases shall be expressed in heavier-appearing materials (e.g., stone or brick) and have a more horizontal emphasis.*

**b. Field.** *The field of a facade is all the floors between the base and the crown. The field element shall be expressed as a series of repetitive vertical elements that include windows, pilasters and trim.*

**c. Crown.** *The crown can be expressed as part of the top floor of the building or as a decorative cornice. Crowns shall be more elaborate than the field element of the facade and shall incorporate detailed elements that articulate the top of the building.*

**Finding:** The proposed lobby addition to the ballroom is a small building with a flat roof, storefront window systems with a bronze finish, and stained cedar siding. The new overhead door on the west side of the ballroom is glass with bronze finished window frames. These improvements do not meet the base/field/crown standards, but it should be noted that the existing building also does not meet these standards. The applicant has attempted to balance the design to meet the historic standards and keep the improvements compatible with the building. The improvements do not worsen the status of the existing building in regards to the base/field/crown standards.

**B. Street-Facing Facade Articulation.**

**1. Detail at First Floor.** *Buildings that have highly detailed ground floors contribute significantly to the pedestrian experience. To accomplish this desirable characteristic, ground-floor elements like window trim, pilaster ornamentation, the texture of the base material, and even whimsical sculptural pieces embedded in the facade like busts or reliefs are highly encouraged. Especially desirable are details that relate to the history or culture of the surrounding region.*

**2. Cornice Treatment.** *Flat-roof buildings shall have cornices. Cornices shall have a combined width plus depth of at least three feet. An additional one foot shall be added to this required total for every story above one.*

*C. Street-Facing Windows – Depth of Windows. Windows shall be recessed at least three inches from the general plane of the facade. This creates shadow lines and visual interest, giving the facade the perception of depth. Depth in the facade promotes the perception of high quality and durable construction, and contributes to the district’s historic character.*

*D. Street-Facing Facade Materials.*

*1. Dominant Material. All facades shall be comprised primarily of brick. The color of the brick shall be a reddish-brown of generally the same tonal quality as the existing brick buildings within the civic corridor. When used as a veneer material, the brick must be at least two and one-half inches thick. Additional materials are allowed as accents.*

*2. Allowed Accent Materials. Allowed accent materials include horizontal wood and cementitious lap siding, horizontal board and batten siding, shingles, shakes, and copper or brass. Lap siding, shingles, and shakes shall leave exposed a maximum of six inches to the weather. In board and batten siding, battens shall be spaced at most eight inches on center. In addition, rusticated concrete block, or stone masonry is allowed, but when used as a veneer material, it must be at least two and one-half inches thick. Cement-based stucco is allowed.*

*3. Changes in Material. Brick street-facing facades shall return at least 18 inches around exposed side walls.*

**Finding:** The lobby addition is one story tall. While it is a simple design and is not detailed it will add interest to the flat rear wall of the ballroom and improve the appearance of the north façade. The storefront window systems provide window depth and visual interest. The lobby façade will be primarily stained cedar wood siding. While it does not have a brick façade, it is a small addition and it is true that the north façade of the Cultural Center building will still be primarily brick.

*E. Signage Standards. In addition to the C-3 signage requirements of NMC 15.435.010 through 15.435.120, to encourage the historic character of the civic corridor as described in NMC 15.350.010, sign lettering within the civic corridor shall not exceed 12 inches in height, and signs shall include at least one of the following elements:*

*1. The sign includes a frame, background or lettering in copper, bronze or brass in natural finishes, comprising at least five percent of the sign face.*

*2. The sign is a freestanding brick monument sign.*

*3. The sign lettering is in a raised relief, and is constructed of either naturally finished metal or white-painted wood (or material that appears to be wood).*

*4. The sign lettering is engraved in either metal or masonry.*

*5. The sign is attached to a mounting bracket and allowed to swing freely. [Ord. 2744 § 1 (Exh. A), 7-18-11; Ord. 2561, 4-1-02. Code 2001 § 151.526.6.]*

**Finding:** The proposed sign matches the style of the sign over the front entrance to the CCC. The sign earns more than 10 points on the C-3 point system and meets the C-3 standards. The letters are less than 12 inches tall, are bronze raised letters, and include two of the listed design elements. The sign meets the Civic Corridor standards as proposed.

*9. Alternative Circulation, Roadway Frontage Improvements and Utility Improvements. Where applicable, new developments shall provide for access for vehicles and pedestrians to adjacent*

*properties which are currently developed or will be developed in the future. This may be accomplished through the provision of local public streets or private access and utility easements. At the time of development of a parcel, provisions shall be made to develop the adjacent street frontage in accordance with city street standards and the standards contained in the transportation plan. At the discretion of the city, these improvements may be deferred through use of a deferred improvement agreement or other form of security.*

**Finding:** The applicant has not proposed any frontage or utility improvements as part of Phase 2. As noted in the CMSDP review above, the CMSDP does show improvements on Sheridan Street; the western half will be widened to allow additional on-street parking, the central portion will be integrated with the building forecourt, and the entire length will be repaved. The city has budgeted funds to improve this section of Sheridan Street in 2013, and at that time will underground the overhead utility line and make necessary ADA sidewalk and ramp improvements.

Undergrounding utility lines: The applicant was conditioned to underground the single overhead utility line on Sherman Street, and will complete that in 2013 when the Sheridan Street improvements are constructed. There are also overhead lines on School Street, which the code requires to be undergrounded unless the cost will be extraordinarily expensive. There are multiple overhead lines on School Street, and the poles are connected into a network of east-west and north-south lines. Two of the poles also serve as light poles. If the utility lines were undergrounded on the School Street frontage it would likely only eliminate one utility pole, as the others would be required to be retained and tethered with cables to support the surrounding network of overhead lines. Several utility lines would need to be extended under the street to maintain service to adjacent homes. Staff believes that undergrounding the School Street overhead lines will be extraordinarily expensive, and that the project therefore meets the criteria for an exception to the undergrounding requirement on School Street. The applicant will be adding street trees on School Street, which will mitigate the appearance of the overhead utility lines.

*10. Traffic Study Improvements. If a traffic study is required, improvements identified in the traffic study shall be implemented as required by the director.*

**Finding:** Not applicable - No new traffic study is required at this time as fewer than 40 trips per PM peak hour will occur as a result of this project.

**A. Historic Landmark Review Criteria That Apply - Newberg Development Code 15.344.030.**

*The Planning Commission, in considering applications for permit approval for any alteration, shall base their decision on substantial compliance with the following criteria and guidelines.*

*a. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided. Specific design elements which must be addressed include:*

*i. Average setback. When a new structure is being constructed on an infill lot, the front yard setback shall be the same as the buildings on either side. When the front setbacks of the adjacent buildings are different, the front setback of the new structure shall be an average of the two.*

*ii. Architectural elements. The design shall incorporate architectural elements of the city's historic styles, including Queen Anne, Colonial Revival, Dutch Colonial Revival, and Bungalow styles. Ideally, the architectural elements should reflect and/or be compatible with the style of other nearby historic structures. Typical design elements which should be considered include, but are not limited to, "crippled hip" roofs, Palladian-style windows, roof eave brackets, roof dormers, and decorative trim boards.*

*iii. Building orientation. The main entrance of the new structure shall be oriented to the street. Construction of a porch is encouraged but not required. Such a porch shall be at least six feet in depth.*

*iv. Vehicle parking/storage. Garages and carports shall be set back from the front facade of the primary structure and shall relate to the primary structure in terms of design and building materials.*

*v. Fences. Fences shall be built of materials which are compatible with the design and materials used in the primary structure.*

**Finding:** The proposed lobby addition is small, and has a flat roof to match the gymnasium/ballroom. The lobby has a simple modern design, which matches the design of the ballroom area. The stained cedar siding does not match the brick walls of the ballroom, but is a relatively small portion of the north façade. The bronze-finished storefront windows match the windows on the main building. The landscaping adjacent to the building buffers the view of the lobby addition and helps it blend with the site. The lobby extends beyond the building and extends the average setback but is very similar in scale to the additions that were added to the front of the building years ago (for reference, the Chamber of Commerce used to be located in one of the front additions). The entrance is oriented to the street. The new overhead door on the western façade of the ballroom is also oriented to the street, and matches the style and materials of the existing windows on the western façade.

*b. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.*

**Finding:** The proposed lobby addition and ballroom overhead door do not create a false sense of historical development.

*c. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.*

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**Finding:** The gymnasium was added to the original building in the 1950s, and has acquired historic significance in its own right. The lobby addition and western overhead door are intended to be compatible with the style of the gymnasium structure and existing windows.

*d. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved to the extent possible.*

**Finding:** The proposed changes do not remove distinctive exterior features of the existing building.

*e. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall reasonably match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.*

**Finding:** The proposed changes are additions, and are not replacing deteriorated historic features.

*f. Chemical or physical treatments, such as sandblasting, that cause extensive damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*

**Finding:** No sandblasting or harsh cleaning methods are proposed.

*g. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*

**Finding:** There are no known significant archeological resources on the site.

*h. New additions, exterior alterations, or related new construction shall not destroy historic character of the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.*

**Finding:** The new addition is similar in mass and scale to the previous additions that were added to the front of the CCC. The addition uses stained cedar siding, which serves to differentiate it from the existing building. The siding is very different from the brick but is a relatively small portion of the north façade and does not destroy the historic character of the site.

*i. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.*

**Finding:** While it is unlikely that the lobby addition would ever be removed, it would be possible to remove it without impairing the form of the historic property.

### **Conclusion**

Based on the above mentioned findings, the application meets the criteria required within the Newberg Development Code Sections 15.220.050(B) and 15.344.030.

*"Working Together For A Better Community-Serious About Service"*

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**Exhibit “B” to Planning Commission Order 2012-04  
Conditions for –File HISD-12-002/DR2-12-010/VAR-12-001  
Chehalem Cultural Center: Concept Master Site Development Plan, Parking  
Variance, Ballroom Remodel**

**A. THE FOLLOWING MUST BE COMPLETED BEFORE THE CITY WILL ISSUE A BUILDING PERMIT:**

1. **Permit Submittal:** Submit a building permit application, two (2) complete working drawing sets of the proposed project, two (2) complete electrical plans, and two (2) copies of a revised site plan. Show all the features of the plan approved through design review, including the following:
  - a. Mechanical details
  - b. O.S.S.C. Chapter 11 (ADA) requirements relating to access from the public way, parking spaces and signage
  - c. Structural details
  - d. Utility plan
2. **Conditions of Approval:** Either write or otherwise permanently affix the conditions of approval contained within this report onto the first page of the plans submitted for building permit review.
3. **Street trees:** Submit a landscaping plan for review and approval showing street trees along the eastern section of Sherman Street and along School Street.
4. **Disabled/ADA Requirements:** Coordinate with the Building Division to comply with O.S.S.C. Chapter 11 requirements.
5. **Gravel parking:** The gravel overflow parking lot shall be maintained on the site as part of Phase 2. It may be able to be removed at a later date if a later variance determines there is adequate parking on the site and the gravel parking lot is not needed.

**B. THE FOLLOWING MUST BE ACCOMPLISHED PRIOR TO OCCUPANCY**

1. **ADA sidewalk improvements:** The pedestrian accessibility to the on-street parking areas will require improvements at the following street intersections:
  1. School and Sheridan: SE curb return, SW curb return, and the NW curb return
  2. Blaine and Sheridan: NE curb return, SE curb return, and the SW curb return.
  3. Blaine and Sherman: SW curb return, NW curb return, and the NE curb return.
  4. Howard and Sherman: NE curb return, and the NW curb return.
  5. School and Sherman: NE curb return, and the SE curb return.

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The City of Newberg will construct the pedestrian accessibility improvements at intersections #1 and #2 above as a part of the Sheridan Street Improvement project, currently planned for the summer of 2013. The applicant will be required to complete the pedestrian accessibility enhancements at intersections #3, #4, and #5 above, to meet current ADA standards.

2. **Fire Department Requirements:** This project is subject to compliance with all Fire Department standards relating to access and fire protection.
3. **Design Review Conditions:** Contact the Planning Division (503-537-1240) to verify that all design review conditions have been completed.
4. **Site Inspection:** Contact the Building Division (503-537-1240) for Building, Mechanical, and Plumbing final inspections. Contact the Fire Department (503-537-1260) for Fire Safety final inspections. Contact Yamhill County (503-538-7302) for electrical final inspections. Contact the Planning Division (503-537-1240) for landscaping final inspections.

### C. DEVELOPMENT NOTES

1. The Concept Master Site Development Plan approval will expire in 10 years. Future phases of the CCC improvements will require a Type II design review/Type I historic review application.
2. The undergrounding of the overhead line on Sherman Street must be completed prior to the completion of the Sheridan Street improvements, which are expected to be completed in 2013, per a previous design review.
3. Stormwater drainage: The city's 2001 Drainage Master Plan identifies a downstream deficiency in the conveyance system in Hancock Street between School Street and Meridian Street; Capital Improvement Project #H7. The downstream deficiency shall either be repaired per the Drainage Master Plan, or stormwater detention facilities shall be constructed to store the runoff from any newly created impervious surface. The detention system shall store the runoff volume between the pre-developed and post developed site flows for the 2, 5, 10, and 25 year storm events. Future phases of the CMSDP that create new impervious surfaces will be required to address stormwater detention issues.
4. Phase III parking variance & Cultural District IGA: After the neighborhood advisory group has met and the IGA agreements are signed off then the applicant can apply for another Type II variance for Phase 3 to reduce the amount of required parking to 53 spaces and to remove the gravel parking, based on the adopted IGA parking management plan.

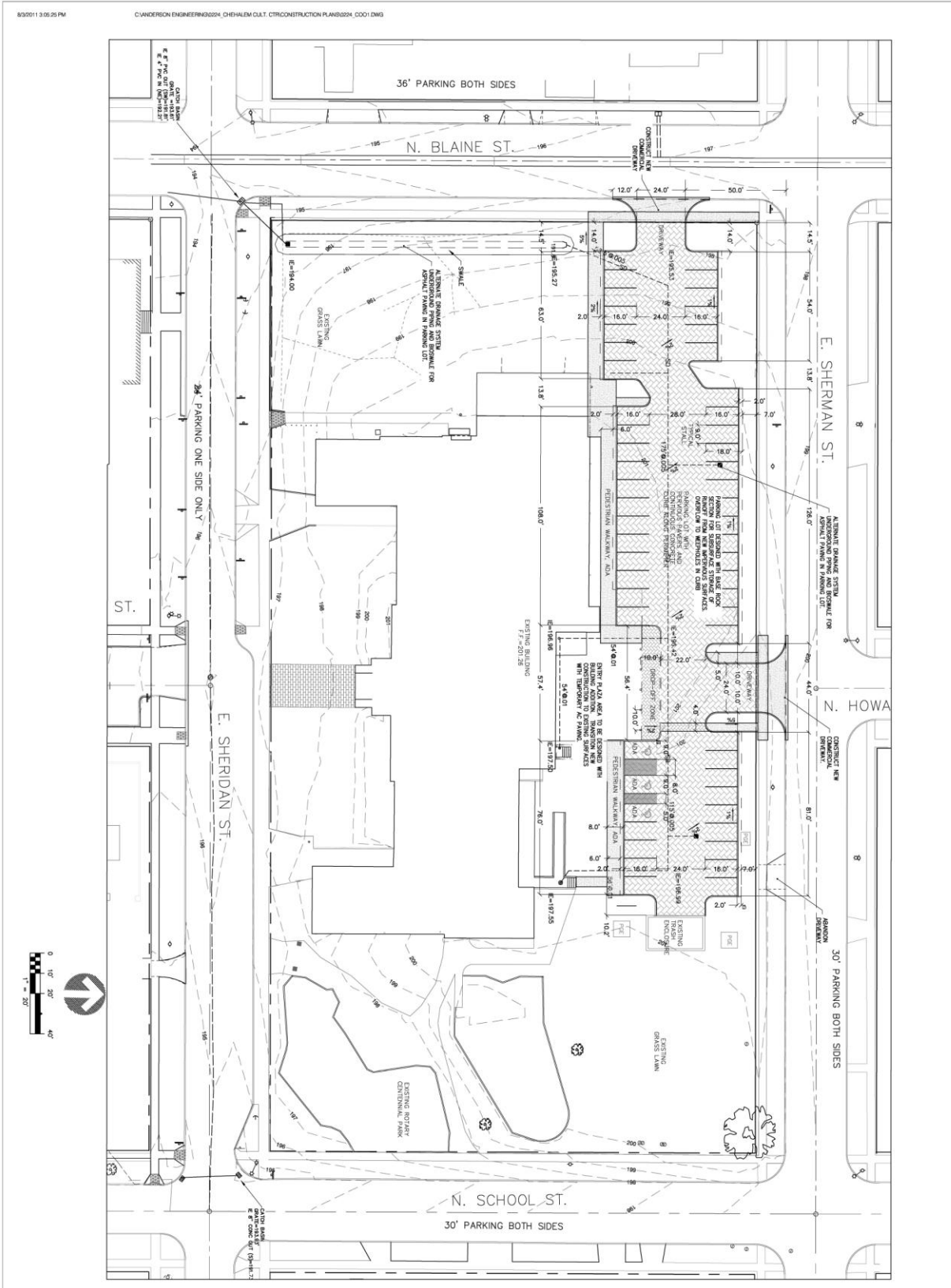
## Attachment 1: Aerial Photo



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# Attachment 2: Site Plan



*"Working Together For A Better Community-Serious About Service"*

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## **Attachment 4: Written public comments received through July 27, 2012**

Includes all written public comments received to date, including:

- The additional written testimony submitted by 7/26/12
- The additional written testimony submitted by 7/19/12
- The 7/18/12 *Newberg Graphic* article
- The comment submitted at the 7/12/12 Planning Commission meeting
- The 7/12/12 Supplemental PC packet

File no.: HISD-12-002/DR2-12-010/VAR-12-001

Chehalem Cultural Center: Concept Master Site Development Plan Design Review/Historic Review, Parking Variance, Ballroom Remodel Design Review/Historic Review

To: Newberg Planning Commission

From: Mary Martin Miller 

RE: Response to additional information received on July 19, 2012

Date: July 26, 2012

RECEIVED

JUL 26 2012

Initial: 

The following are additional attachments for the record that pertain to comments made by Robert Soppe, July 19, 2012.

1. Under Section 4, Use of On-Street Parking of Mr. Soppe's comments, he points out that "One chart shown at two public meetings showed the potential for the entire parking lot being used so that no such parking could occur there."

I have attached here the site plan from Mayer/Reed that was presented to the neighborhood in the spring of this year at a public meeting. In it, we were shown a "potential event lay-out" depicting all the vendor tents taking up all of the 53 parking spaces that are now in place along with other spaces namely E-2 and E-3 on the west side of the building, and E. Sheridan and N. Howard Streets. (See attached). The assumption in the discussion as presented by the applicants' representative was that the on-street parking around the Center would be sufficient to accommodate this type of activity.

At that meeting when I asked the presenter at that meeting about having a **flexible plan to allow for parking if we needed it on the west side (now known as E-2 and E-3) and actually using the parking lot for parking to give some balance to the neighborhood, I was told by the Landscape Design firm representing the applicant that the design for E-2 and E-3 were "revenue generating sources for the Cultural Center" and that the parking lot could be multi-purpose.**

So, aside from the applicant seeking a variance to allow for only 53 on-site spaces, the question for me becomes how will all of these outdoor spaces be used? Do the neighbors who have residences around the Center have no right to have input into how the outdoor lay-out and activities will impact them? The applicant has not demonstrated that they know how the 53 space lot will impact the neighboring properties, nor have they disclosed how they intend to use the parking lot that is now in place or the other spaces outside the Center.

Attached here is the Potential Event Layout plan dated January 18, 2012, and the Original Site Plan that was presented to the Neighborhood when the Institutional zone was allowed in the summer of 1999. *as shown in attached pps PROJECT INFORMATION BOOKLET NOVEMBER 2008.*

# The Chehalem Cultural Center



proposed main entry plaza

**Serving Yamhill County including St. Paul and Sherwood**

## Project Information Booklet

**People** - Board Members, Supporters and Partners

**Place** - Architectural Drawings

**Plan** - Construction Estimates, Phasing and Capital Campaign

**November 2008**

## Architectural Drawings



Proposed Main Entry Plaza

### ***Design Summary***

The design of the Chehalem Cultural Center is intended to respect the heritage of the former Central School while meeting the varied needs of our widely differing cultural community. From the shaping of the overall concept to the details of room-by-room utilization, project design intends to provide a facility that is cost effective – both in terms of rehabilitation and on-going operating expense.

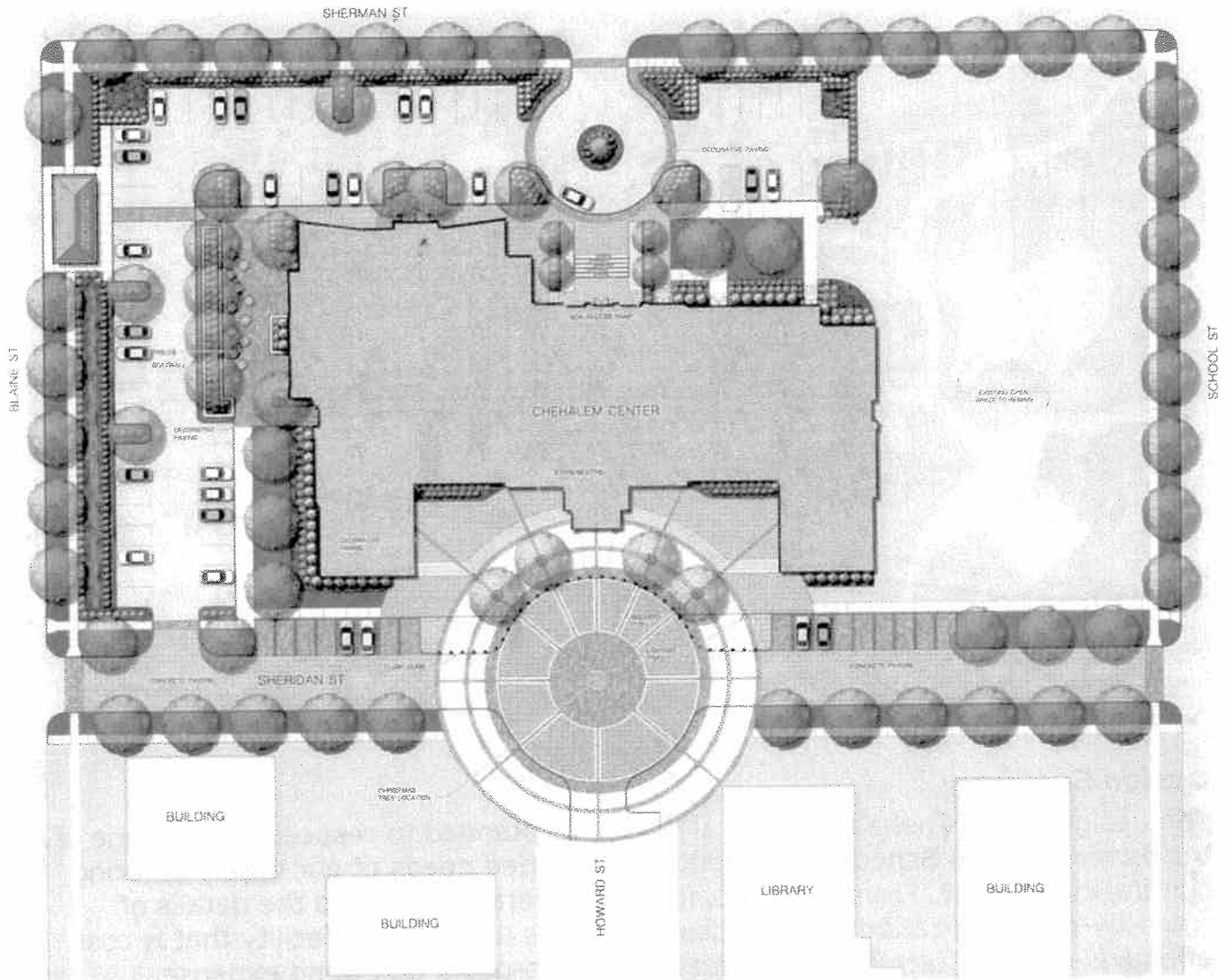
As part of design programming efforts, a committee appointed by CPRD engaged the community through a series of meetings and surveys. Discussions revealed a strong community consensus to preserve the building use for multiple organizations and cultural purposes. In another series of public outreach meetings, the project was discussed with local community members, including elementary, high school and college students, senior citizens, civic activists and the general public. This process yielded a clear understanding of what the



community felt they and the town needed, and how the space could best be used. The following drawings are a result of these efforts.

## Site Plan

The site is ideally situated just one block north of the downtown Newberg's core area and Highway 99W, the site accommodates multiple building uses, provides on-site **parking for 90 vehicles** and maintains a community park with children's play area.



site plan

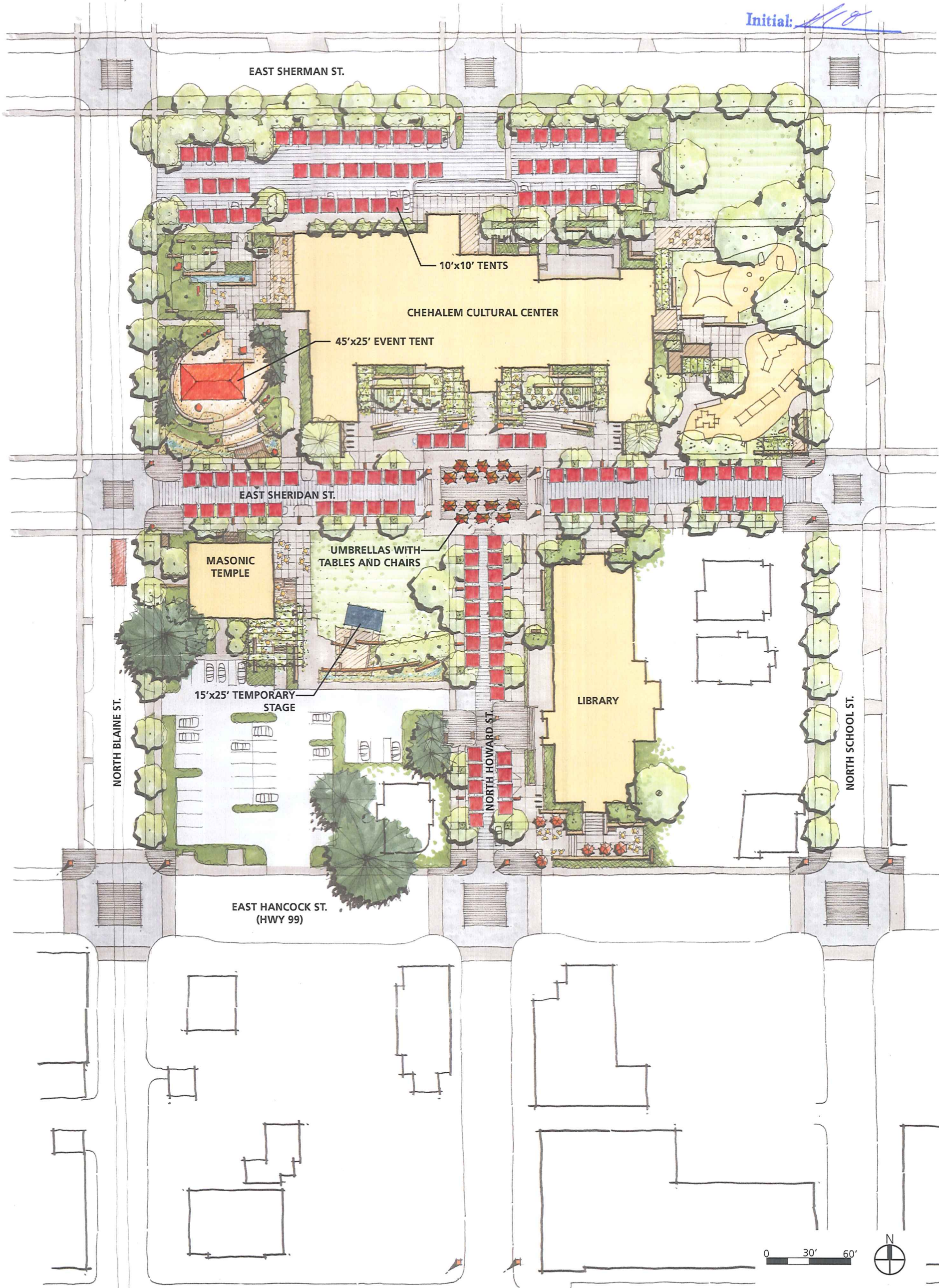
**Figure 1. Chehalem Cultural Center – Site Plan**

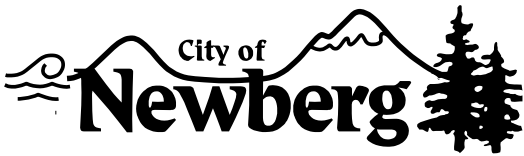
Source: CPRD, Scott/Edward Architecture

RECEIVED

JUL 26 2012

Initial: *[Signature]*





Planning and Building Department  
 P.O. Box 970 ▪ 414 E First Street ▪ Newberg, Oregon 97132  
 503-537-1240 ▪ Fax 503-537-1272 ▪ www.newbergoregon.gov

# Memo

**To:** Applicant and parties that have submitted written comments

**From:** Steve Olson, Associate Planner

**Date:** July 20, 2012

**Re:** Additional written testimony submitted by 4:30 p.m, July 19, 2012  
 File HISD-12-002/DR2-12-010/VAR-12-001  
 Chehalem Cultural Center

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The Newberg Planning Commission held a hearing on the Chehalem Cultural Center application on July 12, 2012 and left the record open seven days for additional written testimony. We have attached the additional written testimony that was submitted during those seven days.

Per Oregon Revised Statute 197.763,

(c) If the hearings authority leaves the record open for additional written evidence, arguments or testimony, the record shall be left open for at least seven days. Any participant may file a written request with the local government for an opportunity to respond to new evidence submitted during the period the record was left open. If such a request is filed, the hearings authority shall reopen the record pursuant to subsection (7) of this section.

(e) Unless waived by the applicant, the local government shall allow the applicant at least seven days after the record is closed to all other parties to submit final written arguments in support of the application. The applicant's final submittal shall be considered part of the record, but shall not include any new evidence. This seven-day period shall not be subject to the limitations of ORS 215.427 or 227.178 and ORS 215.429 or 227.179.

(7) When a local governing body, planning commission, hearings body or hearings officer reopens a record to admit new evidence, arguments or testimony, any person may raise new issues which relate to the new evidence, arguments, testimony or criteria for decision-making which apply to the matter at issue.

Two participants filed a written request for an opportunity to respond to new evidence that was submitted during the last seven days. The record is therefore reopened for seven days until 4:30 p.m. on Thursday July 26 to respond to the new evidence submitted. After the record is closed the applicant will have seven days to submit final written arguments in support of the application.

**"Working Together For A Better Community-Serious About Service"**

RECEIVED

Newberg Planning Commission:

JUL 19 2012

Initial: 

Please accept this document into the record and for consideration for File Number HISD-12-002/DR2-12-010/VAR-12-001 that was initially heard on July 12, 2012.

There are numerous reasons why the application does not meet NDC standards for a variance. The following will illustrate a number of them

### **NDC 15.440.050C**

Section C states: "C. Commercial establishments within 200 feet of a commercial public parking lot may reduce the required number of parking spaces by 50 percent". The first issue to consider is whether or not there is ANY evidence in the record to document that this standard is met. Precisely which part of the site is a "commercial establishment"? I was unsuccessful at finding the definition of this in the NDC. One needs to consider the permitted uses in the Institutional Zone when answering this. I would not expect that the entire site could be considered a "commercial establishment".

In fact, Mike Ragsdale testified with regard to parking and designations that: "I can argue that commercial is occupied 8 hours/day and institutional is not". Where is the "commercial establishment" on the site that typically generates a need for parking that fits Mr. Ragsdale's standard or any other reasonable standard? Where is the documentation that shows that this specific area is within 200 feet of the commercial public parking lot? The Commission should expect actual documentation to support such an important claim.

The record does show that a previous Commission used the 50% reduction in the 2008 design review. It is important to note that this Commission is being asked to apply this reduction on the additional spaces that are required in this application.

The application does not provide documentation to show that the standards of 15.440.050 are met. The nature of the site and the proposed uses are such that the standard cannot be met.

### **NDC 15.440.050B**

Section B.1 states: "The applicant shows that there is no substantial conflict in the principal operating hours of the building or use for which the joint use of parking facilities is proposed."

While the applicant has shown some evidence that there is **expected** to be minimal overlap of primary hours of use, the Code clearly states that "there **IS** no substantial conflict" (emphasis mine).

Unless there is some regulation in place to ensure that this lack of conflict is maintained, this standard is not met. In fact, the applicant states on Page 79: "The full build out of the center does present the possibility though of the ballroom, theater, meeting and classroom spaces all being in use at the same time". While Phase 2 will not have the theater, it will have the other spaces and the application itself clearly states that overlapping uses may well occur.

The NDC defines "use" as: "the the purpose for which land or a building is arranged, designed or intended, or for which either land or a building is or may be occupied or maintained". I would like to emphasize ".. or a building is or **may be** occupied" (emphasis mine). When one considers all of the purposes for which the building may be occupied, overlap can clearly occur.

The nature of the Cultural Center, both physically and programmatically, is very flexible. It is difficult for anyone to know what will be the most popular uses of the different rooms of the facility. The ballroom, a major contributor to the need for parking, could be used during weekdays for business conferences or evenings and weekends for weddings. Is there anything in the application to ensure that weekday use of the ballroom will not occur? In fact, the Cultural Center website (<http://www.chehalemcenter.org/rentals>) already advertises that space is available for business meetings. Is there anything in the application to indicate that this will not include the ballroom, when available? When would one reasonably expect business meetings to occur? The overlap with other uses of the building is quite possible and inevitable.

A representative of the applicant raised the issue that the Phase II portion of the application does not rely on the reduction because of the commercial parking lot. The argument was that the reduction was based on the joint use of parking spaces from the Phase I approval. The Commission must be clear on the fact that the 50% reduction was relied upon as part of the Phase I approval and these same spaces are being relied upon through the joint use reduction. That the initial 50% reduction is inappropriate (as shown above) should cause the Commission to question how much of the 53 existing parking spaces can actually be relied upon for joint use.

The applicant has not shown that 15.440.050B has been met and, in fact, it likely will NOT be met.

## **Faulty Estimated Trip Generation information**

The Estimated Trip Generation chart on page 214 of the agenda that is used to justify that fewer than 40 peak hour trips are projected makes some very significant false assumptions. In the NOTES it states: "Activities within the Ballroom would occur generally on Friday and/or Saturday night not on week day". This ignores the (potentially most) likely use of the Ballroom on Saturday days for weddings in addition to the business meetings mentioned above.

The same chart projects 16 Added PM Pk Trips for the Ballroom. While I am not a transportation engineer, the math here seems rather unbelievable. The reasonable capacity of the

room has been projected to be 320. Using the 4 people/car factor (which seems rather high), that results in 80 vehicles. The 16 added trips represent only 20% of those vehicles. While the actual time of the peak PM hour is not mentioned, it seems unlikely that no more than 20% of the vehicles will arrive or depart during that hour.

This same chart uses “Athletic Club” as the ITE Land Use Description. The nature of an Athletic Club is such that while there are peaks in arrivals and departures, they are likely not nearly as severe as with a Ballroom where an event typically has a scheduled start and end time.

The assumptions used in estimating Trip Generation are seriously flawed and need to be corrected. Once the assumptions are corrected, the estimates need to be redone.

## Use of On-Street Parking

The applicant is requesting consideration for on-street parking and for the use of a Parking Management Plan. As Staff states on page 20: “The code does not provide a credit for adjacent on-street parking for commercial/institutional sites...”. Consideration of the use of on-street parking to meet the code should end there.

If the Commission is choosing to go beyond the code by giving these spaces any weight in the decision, I think it entirely appropriate to consider a very real issue that is not part of the Code. The applicant is counting the existing North parking lot as providing 53 parking spaces. The presumption here is that the space will be available for parking. The applicant’s plans have shown that, as with the rest of the site, this area is flexible in use and may not, in fact, always be available for parking. One chart shown at two public meetings showed the potential for the **entire** parking lot being used such that no parking could occur there. If strict interpretation of the Code is not going to be used (as requested by the applicant) and “reasonableness” will prevail, then these 53 spaces should not be accepted as parking spaces when they are used for other purposes.

With regard to the general availability of parking, Mike Ragsdale testified that: “We had students on behalf of the Newberg Downtown Coalition, we had students from George Fox, count the parking stalls in downtown, that’s Hancock, First, and Second St, between Main and Meridian, and there are 1,100 parking spaces in that area”. To start with, the Commission should give no consideration to such information without some sort of supporting documentation. While I have not walked the entire area counting parking stalls, I have done some simple calculations based on the number of on-street parking stalls based on the number of blocks, block length, and City codes regarding stall length. Adding to that the two public parking lots results in numbers far lower than what is being claimed here.

There were numerous comments by Commissioners regarding the parking situation on Tuesday, July 10. It should be noted that the “1,100 parking spaces” existed, as did private lots (George Fox west lot and Newberg Graphic lot) that had been explicitly been made available for the event, yet the parking

issues mentioned at the meeting prevailed. I believe that this illustrates clearly a reason that the NDC has off-street parking as an objective. Without specific and effective mechanisms, the mere presence of these parking spaces are not (and clearly were not on the 10<sup>th</sup>) adequate to resolve the parking issues. I expect that these mechanisms will be mandated in the Parking Management Plan.

## **Parking Management Plan**

On Page 79, the applicant mentions a Parking Management Plan intended to handle parking issues when there are more than 350 people in an hour using the Center. It must be very clear that this Plan is far from complete. On April 2 of this year, the City Council made such a Plan a requirement before certain parts of the Cultural District could be constructed. A request was made that there be a deadline of December 31, 2012 for the Plan to be submitted to and approved by the City Council. At that meeting, the City Manager expressed the view that it would be difficult to have it accomplished in that time frame. The Council chose not to have the deadline. I think the Commission needs to be very careful about any assumptions regarding when the IGA and Parking Management Plan will be completed and adopted.

At the July 12 Planning Commission meeting, there was some discussion of the IGA and the apparent lack of progress in the three months since the Council ordered it. I think it was unfortunate that it was implied that CPRD Director Don Clements had been responsible for this lack of progress. I would remind the Commission that the City Council directed the City Manager to develop the agreement with CPRD and to convene the advisory group. I asked the City Manager about the progress with this and received a response on July 13 that:

“Key staff have met to discuss the process to develop the IGA and the advisory group. I do not know specifically where in the process they are with the establishment of the advisory group.

Leah Griffith is leading for the city. She is out this and next week. I will have her respond to your question when she returns.”

(NOTE: subsequent to the above being written, CPRD has scheduled meetings for the formation of a neighborhood association and to develop a parking plan for large events at the District. This is similar to, but significantly different from what the Council directed. I am working on correcting that. Nevertheless, it appears that the concerns raised at the Planning Commission meeting have pushed the process along.)

Don has made significant effort to start the process of developing an IGA. While I have many issues with this so far, I am optimistic that they can be worked out and a reasonable solution can be found. I would insist, though, that until such plans are completed and adopted, they cannot be relied upon.

It is also important to note that while the Council made the IGA a requirement of development of four areas, these did not include the Ballroom, which is expected to be the main contributor to parking issues in this application. There is nothing in the Council's Resolution 2012-2998 that would require any sort of parking management plan to be in place before any of the proposed development is completed inside the building.

Given that the Parking Management Plan does not exist and is not required for the construction of the ballroom, the Plan should not be considered in an approval of the development of the ballroom.

## Variance Requirements

The applicant is requesting a variance because the plans do not fit existing code requirement. The standards for the Planning Commission to approve the variance include (as 15.215.040A): "That strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary physical hardship inconsistent with the objectives of this code." In determining whether or not this fits, one needs to note the objectives of the code. The Purpose of the code is listed in 15.05.020 and I would like to call attention to B6 of that section: "6. To promote safe, fast and efficient movement of people and goods without sacrificing the quality of the city's environment, minimize street congestion, and to provide for adequate off-street parking".

Allowing the variance requires a finding that strict interpretation of the code would be inconsistent with the code's objectives. I would argue that granting the variance without appropriate modifications would quite clearly violate the objectives of the code when the variance is for inadequate off-street parking and an objective of the code is adequate off-street parking. My comments regarding parking issues specifically relate to this standard.

Another standard that must be met with a variance is listed as 15.215.040E: "That the granting of the variance will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity". The lack of adequate parking and parking management in this application will be detrimental to the public health, safety and welfare of the neighbors.

When the Cultural District was brought before the Council in April, a letter was submitted by neighbors that included: "Our concerns have to do with the impact of such success on our neighborhood and our livability". It took less than a day to gather 44 signatures on this. Many more could have been easily collected with further effort. I believe that this clearly shows concern with the public health, safety, or welfare held by many neighbors.

As part of the applicant's rebuttal, a representative of Scott Edwards Architecture testified:



“We are not proposing to use the 50% reduction, that has been put on the table, we’re talking about using the provision that says that joint uses do not overlap, then the parking can be reduced, so using that provision we are talking 99 spaces onsite. What we are proposing is 77...”

And:

“.. the five key elements of the code, warrant that reduction of 22 stalls. We are not here to debate whether or not the use of the cultural center decreases the livability of the surrounding site. That is not what we are here to discuss tonight. We are really here to discuss if that 22-stall reduction is warranted.”

As stated above, the applicant IS relying on the 50% reduction that was improperly applied to the 53-space parking lot. The joint use of such a lot is questionable at best.

More important is the comment about the livability of the surrounding site. One of those “five key elements of the code” is 15.215.040E (quoted above) that explicitly mentions “public health, safety and welfare of the neighbors”. Is this not precisely “the livability of the surrounding site”? As represented in this rebuttal, the applicant may not be at the meeting to discuss this, but that is precisely one of the things that the NDC **requires** to be discussed.

The variance should be denied as it does not meet NDC 15.215.040A or 15.215.040E.

## Other Comments

During the Planning Commission meeting, Commissioner Wall was discussing the implications of treating the Cultural Center as a commercial business as opposed to a public operation. With regard to this, he stated that: “... in neither case should that probably mean that people that live in the area should be any greater or any less inconvenienced”.

This neighbor disagrees strongly with that view and I suspect other neighbors would also. For example, if Tunes On Tuesday were a strictly commercial venture with admission fees being charged, my tolerance of it would be far less than it is now. I have tolerated the problems created by events at the Cultural Center because of their infrequency (so far) and because of the benefits to the community that these events provide. When the benefit of an event is primarily that of profit, my standards of tolerance change dramatically.

The application includes a Design Review for a Concept Master Site Development Plan. Significant weight will be given to this Plan in subsequent requests once it is approved. The precise elements of the Plan must be clear. There are some elements that I do not think are made clear enough.

On page 239 is found a map designating the Plan Area. What is not at all clear is how much of that document is being accepted by the Commission. If the acceptance is only of the designation of the area then I have no difficulty with it. If the Commission is expected to accept the elements shown within the area and their implied or express uses, then I think much more discussion must take place about what these uses are and how they fit within the NDC.

A similar concern arises with the drawing on page 245 (and anywhere else that the area to the west of the building is being discussed). There are two areas on the west labeled "GRAVEL AREA.... " and "GRASS AND GRAVEL AREA...". The Commission should not approve the parenthetical "FUTURE EVENT COURT/GARDEN" and "FUTURE GARDEN EVENT SPACE" without further details. These designations are entirely too vague and could avoid proper review as such. The Commission should have the parenthetical statements changed to: "FUTURE USE TO BE DETERMINED" and require a Type III review for their development beyond the temporary parking areas.

I am optimistic that a Parking Management Plan can be constructed that resolves the parking issues. In order to allow progress on development of the Cultural Center, I think that approval of the variance can be done with suitable restrictions. Those will be listed below.

One significant restriction suggested is that occupancy not be allowed until the IGA has been completed and adopted by the Council. I am very supportive of that. In addition to my support, Mike Ragsdale testified with the exception of their fundraiser this summer (for which he stated they have the Fire Marshall's approval) they had no objection to disallowing occupancy until the IGA is completed. I believe we are in full agreement here.

## **Recommendation**

In order to accomplish what we all appear to want, the continued improvement of the Cultural Center, I would request that the Planning Commission approve the application with the following conditions added:

- 1) Before a Certificate of Occupancy is granted for the Phase 2 development covered by this application, an IGA between the City of Newberg and the Chehalem Park and Recreation district, as directed in Council Resolution 2012-2998, must be adopted by the City Council and by CPRD.
- 2) No reduction in parking for Phase 3 may occur without the IGA having been adopted and a Type III approval is granted.
- 3) The 50% parking reduction in 15.440.050C will be disallowed as the application does not meet the standard.

- 4) The joint use of parking allowed in 15.440.050B will not be considered unless there is a binding agreement to support the claims of non-overlapping uses as the application does not otherwise fit the standard. Joint use of the 53-stall parking lot shall be disallowed to the extent that the required stall count was reduced by 15.440.050C in the approval of Phase I.
- 5) The Ballroom shall be given a more appropriate designation than "Athletic Club" and the traffic implications of this re-evaluated.
- 6) If the North parking lot is to be counted on as available parking, a binding agreement shall be in place to ensure that the space is not otherwise being used or that there is a suitable alternative. Changes to such an agreement of more than 10% of the stalls shall require Commission approval.
- 7) The Plan Area map on page 239 is accepted only as a designation of the area and not of any of the elements included.
- 8) The parenthetical statements on page 245 shall be changed to: "FUTURE USE TO BE DETERMINED"

Thank you for your consideration.



Robert Soppe

709 E. Sheridan

July 19, 2012

July 19, 2012

RECEIVED

JUL 19 2012

File No. HISD-12-002/DR2-12-010/VAR-12-001

City of Newberg  
 Planning and Building Department  
 PO Box 970  
 Newberg, OR 97132

Initial: ML

Re: Additional comments for Planning Commission based on hearing July 12, 2012

To Whom it May Concern:

These are additional comments that I would like to have submitted into the record before there is a decision made on the Chehalem Cultural Center's Concept Master Site Development Plan (CMSDP) and the Variance request to limit applicant to 53 on-site parking spaces at the Center.

The conceptual plan that is depicted in the applicant's CMSDP has many ideas. This writer likes many of the ideas in the conceptual plan but would like to point out the following items.

I think that the CMSDP should not yet be approved in its entirety. There are serious questions in other documents and presentations we have seen that raise concerns about how E-2 and E-3 will be used. No approval of the E-2 and E-3 areas should be considered as part of the Master Plan until the IGA is approved and Type III procedure is used.

As far as the Variance request by applicant to limit parking to 53 on-site spaces, I have the following comments:

The last consultant to speak on the applicant's behalf on the meeting of July 12<sup>th</sup> at Planning Commission meeting stated at the hearing: "We are not here to debate whether or not the use of the cultural center decreases the livability of the surrounding site" but rather he said we were there to talk about whether the five points of variance are proved sufficient with the application.

This writer believes that the Variance the applicant is in favor of is all about "liveability."

The Applicant must prove that (A) "strict or literal interpretation and enforcement of specified regulation would result in practical difficulty or unnecessary hardship"... The applicant states that enforcement of parking requirements are inconsistent with practical functioning of building site and would create vast are of unused paving. The applicant further goes onto elaborate on how E-2 and E-3 on west side of building are intended to function as event space or park or sculpture garden or informal bocce ball area.

This writer purports that strictly identifying how the area will be used without further input is a practical difficulty or could be an unnecessary hardship on the surrounding properties, and the neighborhood as a whole.

(B) Applicant is to show “that there are exceptional or extraordinary circumstances or condition applicable to property involved or intended use of property which do not apply generally to other properties classified in same zoning district.”

The Chehalem Cultural Center is sited on only 2.5 acres in the middle of a well-established, over 100 year old neighborhood, that is limited with narrow streets, aging infrastructure, little on-site parking to many of residents, and many other factors.

Many other institutional zoned properties have much more space to work with, and may not have as much impact when they change something on their site that directly affects the functionality of its neighboring properties.

(C) Applicant to show that strict or literal interpretation and enforcement of specified regulation would deprive applicant of privileges enjoyed by owners of other properties classified in same zoning district.

Applicant states that they have already agreed to governance atypical of other property owners. This is as it should be since the site is too small for everything the applicant may want to do. The property is being used to attract all kinds of visitors, and that is a positive to the use, as long as the applicant can show that they are adequately prepared for what they plan to do. Applicant has not shown in their application how they intend to handle impact on neighborhood and the liveability in the neighborhood, so the variance should be denied.

(D) That the granting of variance will not constitute a grant of special privilege inconsistent with limitations on other properties classified in same zoning district.

Applicant states that granting of variance is consistent with its role in community and is not a special privilege. It then presents data from a parking management plan and parking survey that it put together, but the information presented is not sufficient for the Planning Commission to make a decision. Measuring events that are just started without taking into account ramifications for larger events already in place or counting events that will be planned in the future does not necessarily reflect what the impact will be on the surrounding properties for the intended use. There is not enough information submitted to make an assessment of the impact of granting the variance.

(E) Applicant must prove the granting of variance will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity.

The application as presented did not show enough information about impact of having only 53 on-site parking spaces. The applicant submitted a parking plan with trigger point of 350 attendees to trigger the larger parking management plan. This does not take into account overall use of Center with multiple events planned both inside and out. How was the trigger point of 350 attendees arrived at?

Then, how is the parking lot with only 53 spaces allowed to be used. Will the space be used for event space, or is it reserved just for on-site parking? We are hearing about yet larger events that will be taking place at the Center, and on numerous occasions were shown a picture of the north parking lot where the existing 53 spaces are sited shown as completely occupied by vendor tents. If the parking lot will be used for other purposes, what parking will be accommodated on-site?

The applicant also submitted a parking survey and based attendance on two more recent events that are both in their nascent stages of development; (namely Vintage Treasures that just started this year, and had little attendance, and a Farmers Market in only its second year.) Those counts submitted do not account for increased traffic and need as those events grow. The data submitted did not include the Tunes on Tuesday event that is now topping 800 attendees and continuing to grow. There are currently no rules in place as to how the parking will be handled.

The information submitted in the Variance application is not representative of what is actually occurring at the site even at the present time, and therefore, on that basis the application should be denied, due to lack of complete information.

This writer is concerned about the Chehalem Cultural Center being a place where people in our community want to come. I am in favor of the Cultural Center's growth and want to see the Center be self sufficient. However, there must be a balance to accommodate the people that are living in the area. The Cultural Center is sited on an Institutional zoned property, and is surrounded on three sides by residential properties, and on the south side by more institutional/residential uses. There are limitations to the site due to its size and location and the ways that a modern use of the building could be successful and still preserve the integrity of the neighborhood's liveability. This is not a commercial development, and use of commercial standards to define parking for the site are suspect, at best.

I would like to see multiple uses of the building, and resources there for our community to enjoy. I would also like to see more balance in the planning so that the site can also enhance and not detract from the residential use of the properties that are already there.


More careful thought must be used to plan out what the site should used for, and how it should be used.

The CMSDP should have notations that the undeveloped areas of E-2, E-3, C-4 are not to be necessarily used as depicted and described in this application. The CMSDP should not be approved without stipulation that those undeveloped areas be further studied for impact on surrounding areas. The IGA as ordered by City Council should be in force before those areas are developed and approved before Phase 3 is completed.

The parking Variance as submitted by applicant should be denied, since the liveability of the surrounding area is the point of the discussion, and applicant has not proved that their plan for parking is sufficient.

This writer believes that we can accomplish a lot toward addressing all concerned parties if we use the IGA to discuss how the parking management plan should come together. Without the parking management plan in place, I think we are premature in granting the Parking Variance.

Sincerely,



Mary Martin Miller  
PO Box 1076  
Newberg, OR 97132

RECEIVED

July 19, 2012

JUL 19 2012

To: Newberg Planning Commission

From: Dave Miller, Primary Opponent  
Newberg, OR 97132Initial: 

Re: File HISD-12-002/DR2-002/DR2-12-010/VAR-12-001, CPRD Chehalem Cultural Center

**Introduction:**

This response is in direct response to all testimony that was provided at the July 12, 2012 Newberg Planning Commission (NPC) hearing on File HISD-12-002/DR2-002/DR2-12-010/VAR-12-001 and subsequent research that has occurred.

The following is my personal position on each of the three (3) issues presented.

1. The Concept Master Site Development Plan (CMSDP) for the Chehalem Cultural Center (CCC).  
While the CMSDP has some very good aspects to it, it is clear that there could be some overall issues with the "west end" development related to the use of alcohol and how noise will be addressed when the outside area is used in conjunction with the "Ballroom".  
My recommendations are as follows:
  - a. Postpone approval until the IGA is approved by all parties.
  - b. Once the IGA is approved, then require a Level III Design Review for all outside development, and require that the IGA be modified as needed to incorporate changes to the outside space.
  
2. A variance to reduce off-street parking for the eventual full build-out of the CCC site.  
Disapprove this request. It is clear that parking will be an issue, and it will be addressed via the IGA required by City Council. I do believe that the "temporary lot" with 22 parking spaces should be temporarily approved for the Ballroom remodel (see below), but a permanent variance of no parking should be disallowed.
  
3. A design review/historic review for remodeling the gymnasium into a ballroom with new north entrance.  
Approve based on the temporary lot being required (see above).

Thank you for your time and consideration in these matters.



**Steve Olson**

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**From:** Barton Brierley  
**Sent:** Friday, July 20, 2012 8:52 AM  
**To:** Steve Olson  
**Subject:** FW: Additional testimony and request to respond  
**Importance:** High

fyi

*Barton Brierley, AICP  
Planning and Building Director  
City of Newberg  
P.O. Box 970, Newberg, OR 97132  
503-537-1212 Fax 503-537-1272  
[barton.brierley@newbergoregon.gov](mailto:barton.brierley@newbergoregon.gov)*

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**From:** [mary@millerconsultinggroup.net](mailto:mary@millerconsultinggroup.net) [<mailto:mary@millerconsultinggroup.net>]  
**Sent:** Thursday, July 19, 2012 10:48 AM  
**To:** Barton Brierley  
**Cc:** Dave Miller  
**Subject:** Additional testimony and request to respond  
**Importance:** High

Hi Barton,

Dave and I both are submitting additional testimony and we would like the following:

Please accept this email as a formal request to have the additional testimony provided to me and Dave by e-mail at these addresses.

Please accept this email also as a formal request to respond to new evidence submitted.

I will follow up later today with our additional comments.

Mary Martin Miller

This message contains confidential information intended only for the use of the intended recipient(s) and may contain information that is privileged. If you are not the intended recipient, or the person responsible for delivering it to the intended recipient, you are hereby notified that reading, disseminating, distributing or copying this message is strictly prohibited.

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# Plans for construction of CCC ballroom moving forward

**Culture** — Newberg Planning Commission delays decision; cultural association reviews financing

**LAURENT BONCZUK**

Newberg Graphic Reporter  
lbonczuk@newberggraphic.com

The renovation of the ballroom at the Chehalen Cultural Center is inching toward fruition and approval of a key building permit could come as soon as the Aug. 9 meeting of the Newberg Planning Commission.

Passersby will notice changes, as the renovation will include the addition of an entryway on the north side of the building that will

be constructed of glass and reclaimed wood from the inside of the ballroom. CCC executive director Robert Dailey, who took over the job in early July, said that reclamation of the wood was in keeping with the spirit of the building and its LEED certification.

The floor of the ballroom will be acid-stained to match the rest of the building. Jim McMaster, Chehalen Park and Recreation District parks and facilities supervisor, said that finishing the floor will

require little additional work, as asbestos abatement performed during an earlier phase of the remodel already required the concrete to be ground. "(It will) give the same look as our gallery," he said. "They want to make it nice, not spectacularly nice like the Hilton."

"It has its own character and it's consistent with the rest of the building," Dailey said. On the west side, a garage door made of glass will enable the installation and removal of larger items for events.

The renovation will include the installation of a

cloud ceiling comparable to the one in the gallery, as well as heating and air conditioning and upgraded lighting. Some of the woods on the inside walls will be refinished, while the red brick will be left apparent in other places. McMaster said that a couple of heating and cooling units will be installed on the roof, requiring some structural reinforcements. A firewall will have to be added as well. "because everything has been upgraded, code wise, since (the building was last renovated in) 1955."

Dailey said the capital

campaign for the remainder of the \$1.1 million needed for the remodel started May 10 and that he would have an update on where the center stands financially on Thursday. The goal had been to break ground in September, but some of the grant money may not have been received by then. "We still have some money to raise," he said.

The goal is for the ballroom to pay for itself. Already there are plans for the center to hold its own fundraising events there, as well as the annual Newberg Camellia Festival. The Oregon Truffle Festival, which

is held in January, is interested in moving to Newberg and the finished ballroom would be the perfect size for its grand dinner, Dailey said. He added that it would be available for private rentals for everything from weddings to bar mitzvahs. Plans also include the addition of a commercial kitchen that would support activities in the ballroom.

Completion of the ballroom will complete the second phase of the renovation of what was once Central School and lead into phase three, completing the remodel of the second floor.

SUBMITTED AT  
7/12/12 PC MEETING

July 12, 2012

To: Newberg Planning Commission

From: Dave Miller, Primary Opponent

Newberg, OR 97132

Re: File HISD-12-002/DR2-002/DR2-12-010/VAR-12-001, CPRD Chehalem Cultural Center

**Introduction:**

*This document has been updated from the July 9, 2012 version that was submitted to accurately reflect the citations from the Newberg Development Code, and for some slight modifications in word selection.*

The purpose of this response is to articulate why two of the three points in CPRD's application before the Newberg Planning Commission (NPC) should not be approved as submitted.

There are three distinct components at issue before the Planning Commission today.

1. The Concept Master Site Development Plan (CMSDP) for the Chehalem Cultural Center (CCC).
2. A variance to reduce off-street parking for the eventual full build-out of the CCC site.
3. A design review/historic review for remodeling the gymnasium into a ballroom with new north entrance.

I would like to state that my wife, Mary Martin Miller, and I are active supporters of the CCC, and that we have been since 1999 when City Council first voted to move the zoning of the old Central School into an Institutional Zoning. We have hundreds of hours of volunteer time over the last decade, and look for the CCC to become a key attraction and asset for Newberg and Yamhill County.

**CMSDP:**

As stated, approval of the CMSDP by the NPC gives CPRD the ability to proceed forward with development of the outside spaces with only a Type II Design Review/Type I Historic Review, which per Newberg Development Code (NDC) 15.100.030 is only a Director decided decision for the Type II Design Review.

This process, if approved, would appear to be in direct conflict with Newberg City Council Resolution 2012-2998, specifically, item number three (3). (Hereafter, this will simply be called the 2012-2998.)

3) Directed the city manager to develop an intergovernmental agreement (IGA) with CPRD to address designation, management, and maintenance of the open space; outdoor event coordination, and specifically a parking management program to address parking needs for events within the district and convene a neighborhood advisory group. Said agreement shall be presented to and approved by city council prior to development of site areas E1, E2, E3, and C3 (the areas on the west and south sides of the CCC).

To date, it is our understanding that none of the above requirements have been met, but again as stated, approval of the CMSDP could allow this process to be "end run".

Issues that should be addressed under 2012-2998 are noise, hours of operation, use/serving of alcohol in outside areas, coordination with other "outside events", parking, etc... to name just a few.

Recommendations to Planning Commission:

Recommendations are provided in order of priority, highest to lowest.

1. Postpone approval until all aspects of 2012-2998 have been implemented and approved by Newberg City Council.
2. Defer to City Council
3. Disapprove

**Parking Variance:**

It must be acknowledged that the Chehalem Cultural Center (CCC) is in its "infancy" of operation, and any conclusions drawn from its current state of operations are suspect and that growth must be assumed once at full capacity.

On page 21 of 251, the applicant is quoted as stating that essentially the Phase I and Phase II areas will operate within different time frames. It appears that the Applicant is trying to use NDC 15.440.050 "Common facilities for mixed uses." as a justification.

First, to my knowledge, per NDC 15.440.050 (B)(3), that a "legal instrument" approved by the City Attorney is not in place that provides "evidence agreement for such joint use".

Second, the current CCC catalog provides a clear indication as to why the agreement required in 2012-2998 noted above is needed. The following is a summary of the catalog.

## Rental Spaces:

While the NDC allows the use of "square footage" to determine parking space requirements, it is clear that this is a much lower threshold than using the "advertised" capacity of various spaces that are currently in use. I have used CCC's stated capacity for the various advertised "rental spaces" and calculated what parking space requirements would be based on equating capacity to "seats". Using this methodology, the following could be deduced:

Rental Spaces:	Use	Parking Space Std.	Advertised Capacity*	Required Spaces
Grand Lobby/Central Gallery	Public Assembly	1 per 4 seats	250	62
Community Room	Public Assembly	1 per 4 seats	30	7
Central Stage	Public Assembly	1 per 4 seats	45	11
Rotary Classroom	School, Comm.	1 per 3 seats	30	10
Large Classroom	School, Comm.	1 per 3 seats	30	10
Total Spaces Required if All are in Use, or Overlapping Time Frames				100

(\*Assumes that "capacity" is equal to seats.)

What is not able to be easily reconciled is the quantity of parking spaces needed to support regularly scheduled "workshops, youth courses, theatre camps & classes, music lessons, ceramics, ceramics/mixed media, glass/painting and writing/theatre". I have marked by an "S" for Saturday and "E" for Evening in the copied and attached pages of the catalog; those "events" that are currently scheduled for those days/times. This does not begin to anticipate other types of classes and events that could occur during those same time frames once CCC is completed.

What is even extremely more difficult to anticipate is the impact on parking from large outdoor events. Again, this is why 2012-2998 should be implemented so that outdoor and indoor events are coordinated by all stakeholders.

Third, the 50% reduction taken to get from 214 spaces to 107 is dubious at best, as this is clear per NDC 15.440.050 (C) that is only to be used for a "Commercial" zone; the CCC is an Institutional Zone.

It is clearly evident that the CCC and the surrounding stakeholders (Newberg Public Library, City of Newberg, the Masonic Lodge, and the residential neighbors) don't "fit" into the NDC. If they were to be built new today, they could not be built with the limited parking that currently exists.

It is also clear that some variances will be needed as the project moves forward, but without the following, the current variance request is based on incomplete information.

1. Parking Study and Parking Management Plan Agreement:

It is clear that a Parking Study and Parking Management Plan should be developed by a professional consulting firm with documented experience.

The Study and Plan should use comparisons to similar, successful facilities and projects, and within the same geographic region due to weather, regional attitudes and commonly accepted practices.

This Study and Plan should account for all practical and anticipated events both inside CCC and in the Cultural District open spaces.

Once a Parking Plan is agreed upon, it should be part of the IGA stipulated in 2012-2998.

2. Traffic Study:

The traffic study submitted as part of the Applicant's package has some issues with it.

- a. It was delivered to the City of Newberg in May 1998.
- b. Intersection counts were only for:
  - i. Main and Sheridan Streets
  - ii. College and Sheridan Streets

This Study do not account for increased traffic that today exits the library on N. Howard St., and the added morning traffic that use both E. Sherman and E. Sheridan Streets as a means of bypassing the traffic light bottleneck at Main & Hancock and Main & 1<sup>st</sup> Streets for traffic coming from the north and west side of Newberg and beyond.

It should also assess the existing street conditions and their ability to support the increased traffic that will use the neighboring streets. As an example, I have attached pictures that indicate the existing condition of streets adjacent to CCC as of 7/8/12.

A new traffic study would be able to take these issues into account, and also evaluate the impact of large outside events on traffic safety, and on the ability for emergency response during those events.

Recommendations to Planning Commission:

Recommendations are provided in order of priority, highest to lowest.

1. Conditional Approval

- a. Provide a temporary variance only for Phase II of CCC, with the following:
  - i. Require that the temporary, gravel lot be maximized for parking by submitting a plan for approval.

- ii. That an entry/exit point be created on E. Sheridan Street to maximize flow through the temporary lot.
- b. Require the following to be obtained prior to a permanent variance issued:
  - i. Provide a professional, consultant originated Parking Study.
  - ii. Develop a Parking Management Plan utilizing a professional, experienced consultant, and incorporate this Plan into the IGA stipulated by 2012-2998. [This would also be used to comply with NDC 15.440.050 (B)(3).]
  - iii. Provide a traffic study that is focused on the current and future traffic and safety issues of the specific area, and incorporate this information as needed into the Parking Study.

2. Defer to City Council

3. Disapprove

**Remodeling the Gymnasium into a Ballroom with new North Entrance:**

Assuming that the temporary parking variance will be issued as described above, and with the stipulated conditions, I recommend that this be approved by the Planning Commission, if not I recommend that it be disapproved.

Attachments:

CCC June – August 2012 Catalog, 8 pages (copied and annotated)

Street Condition Pictures, 5 pages

# Supplemental Comments & Correspondence

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PLANNING COMMISSION MEETING  
July 12, 2012



RECEIVED

JUL 09 2012

Initial: JJ 38 JAJ

July 9, 2012

File No. HISD-12-002/DR2-12-010/VAR-12-001  
City of Newberg  
Planning and Building Department  
PO Box 970  
Newberg, OR 97132

To Whom It May Concern:

My husband and I have been long time supporters of the Chehalem Cultural Center. As such, we have volunteered many hours to assist with the Center and want to see it succeed. We have no doubt that it will be a success and plan to be part of it.

Having said that, we are also neighbors of the Center, and have a vested interest in ensuring that the liveability of the neighborhood also be maintained. We, along with many of our neighbors do not feel that the application for Design Review for the Concept Master Site Development Plan and the accompanying Variance Request provided by the applicant that is before you can be approved by the Planning Commission without additional information.

The Applicant began this process by having a Visioning Process for the outside of the Center which included stakeholders, but the neighborhood was not properly notified of these visioning meetings. After the Master Plan Concept was already on paper, and citizen input was garnered from people who did not necessarily live in the neighborhood, the neighbors circulated a petition to demand input into the process. We were then asked to attend neighborhood input meetings, and although we were allowed to talk about our concerns, our concerns were not addressed and answered to our satisfaction. For example, we asked for traffic studies, which included an impact study for noise and flow through for traffic based on another Institutional user (maybe even in another community), event planning written agreements to show how events would be coordinated, a study to include impact of outside activities and what additional factors that could present, and consideration for flex space that could allow for additional parking onsite. The applicant has stated to many of us that we were only concerned about parking.

This CMSDP presented here shows the outside development of the site, and does not allow for any flexibility on the site for additional parking, IF WE NEED IT. The CMSDP does not show any changes from its original document that materially address the neighbors concerns about parking, noise control, event coordination or traffic flow through, and impact on the neighborhood that affect infrastructure, safety and other concerns.

The neighbors requested the IGA to allow us input into how E2, E3 and C4 are developed, on the west and south of the building, but the conceptual drawing included in

this application show the concept that the applicant wants to pursue, and has NO flexibility built into it to allow for potential flex space as the neighborhood has requested.

The Variance as submitted by the applicant also does not give the Planning Commission enough information to make a decision at this time, in my opinion. (I have underlined and italicized the text that is from the CPRD application.)

The applicant is required to state why their variance request for only 53 on-site parking spaces is a valid request.

*(A) Requires applicant to show that “strict or literal interpretation and enforcement of the specified regulation would result in practical difficulty or unnecessary hardship inconsistent with the objectives of this code”.*

*The applicant sites that E-2 and E-3 on the west side of the building are intended to function as event space or park, or sculpture garden or informal bocce ball area.*

*They also state that the enforcement of parking requirement is inconsistent with practical functioning of the building site and would create a vast area of unused paving.*

The building site is only 2.5 acres and the site already includes plans for a forecourt on the south side of the building, and has a park on the east side. There is already a massive attendance that is evident on Tunes on Tuesday event, and many other planned outdoor events will occur in the future. The neighbors have asked for consideration of a flex space to be allowed on E-2 and E-3 to be used for parking and other uses, and have asked for further study of the impact of current events and a professional parking and traffic study to be conducted by a neutral third party to determine future on-site needs for the site. We are concerned about more than parking! We are concerned about neighborhood liveability, safety, noise and environmental impact, traffic flow through, event coordination, and parking.

The applicant is not suffering from any physical hardship or practical difficulty if there is a flex plan in place to consider the space as potential use beyond an event area. Potential flex space planning would not necessarily create a vast area of unused paving. Potential flex area could assist in creating a space that would be consistent for the intended use, and also address additional parking needs, if needed.

*(B) Applicant is to show “that there are exceptional or extraordinary circumstances or condition applicable to the property involved or to the intended use of the property which do not apply generally to other properties classified in the same zoning district.”*

The applicant states that the Newberg Cultural District has a specific civic and cultural role within the city. That is a statement that we can support. However, the newly accepted Newberg Cultural District with the Chehalem Cultural Center in the District also has requirements as any other property development to provide needed infrastructure including parking and planning to accommodate their use. Pushing much of the parking out into the streets surrounding the Center, and to other lots is by itself, not the answer. The formula used to derive the parking requirements is based on a commercial zoning application that is based on square footage in the building itself. This property is an institutional use and the planned use for the site does not take into account the many planned outdoor events that will take place on the site that will also require parking.

The applicant states that the IGA for E-2 and E-3 s already requiring them to have additional checks and public review of these spaces on the west side of the site. This is true, but the overall planning for the Center does not take into account the impact of what is really being planned at the Center, namely multiple events inside and outside, with no clear understanding of what will occur here and what magnitude the multiple events inside and out will cause.

*(C) That strict or literal interpretation and enforcement of the specified regulation would deprive the applicant of privileges enjoyed by the owners of other properties classified in the same zoning district.*

Applicant states that they have already agreed to governance atypical of other property owners. This is as it should be. The Cultural Center is situated on a 2.5 acre parcel in the center of an over century old neighborhood. Many of the residents do not have parking other than street parking due to the age of the neighborhood and that many do not have room to put on site parking on their properties. The neighbors use the street parking because they have to, in many cases. The Center has room for additional parking, on the west side of the building, and the applicant should consider using the additional site space that they have as flex space, that could be used for parking if needed.

*(D) That the granting of the variance will not constitute a grant of special privilege inconsistent with the limitations on other properties classified in the same zoning district.*

Applicant states that granting of variance is consistent with its role in community and is not a special privilege. If a private business wanted to request this kind of variance for parking, it would be required that they substantiate with valid current documentation why they should be granted the variance. There is not enough information in the current application that is presented here to substantiate what the impact will be on the site. The applicant is not required to present a current traffic study, parking plan, or impact study to professionally present data that shows how it is addressing these concerns.

The parking management plan presented by applicant states that with 350 attendees the event holder would be required use the parking management plan outlined here. How did applicant arrive at 350 as the trigger point? What about the number of outside events? More study needs to be done to determine the trigger point for this.

The count that applicant came up with in its parking survey measured events that are in their infancy. The applicant measured parking on the first day of a Farmers Market that is only in its second year. The applicant measured a weekend event for a brand new fundraiser called Vintage Treasures that just started. These may be valid events, but what is the impact over time as these events gain popularity?

Case in point, when the ever heavily attended Tunes on Tuesday began in 2007, the attendance was less than 100 people. In 2011, it was estimated that the average event topped 800 people. There have been no additional parking requirements, safety measures in place for the holding of these events. The neighborhood has been supportive and tolerant of these events but as it has grown, it has caused hardship on the neighbors.

The material that has been presented by the applicant is not sufficient to decide the impact on the surrounding properties.

(E) *“That the granting of the variance will not be detrimental to the public health, safety or welfare or materially injurious to properties or improvements in the vicinity.”*

The applicant is arguing that they may only really need 59 spaces that will “seldom be used” as noted in their application. This is not representative of the facts.

The parking requirements are based on a commercial rule, but this Center is an Institutional use and will require further study of traffic, parking, impact on the neighborhood prior to adoption that limits onsite parking to only 53 spaces.

Many planned outdoor activities will draw need for additional parking that are not measured by the commercial standard for parking based on square footage of the building. The parking plan presented by applicant is incomplete, since it does not measure any impact of more heavily attended outdoor events, and is only looking at newer events that do not have a history for how many people they may draw.

There is no traffic study required apparently for this application. Inserting a 1998 traffic study into this application, that is not measuring current activity at the Center or surrounding areas is completely irrelevant. A current traffic study and impact study along with a professional parking management plan needs to be presented before the decision can be made to approve this variance.

Further, the applicant says that there are 450 spaces in a walkable area to the Center. The term “walkable” should be defined. Generally, we know that people will not park out to the area where the 450 spaces are available. They will park as close as they can to the Center and will use all street parking before they go to the outside lots in this survey.

I would ask the Planning Commission to seriously consider requesting further information before granting this Variance for 53 parking spaces. In addition, although many in the neighborhood are in agreement with many of the plans in the CMSDP presented here, we request that the remaining areas on the West Side of the building known as E-2 and E-3 and the South Side known as C-4 Forecourt be allowed to have neighborhood input into the process before accepting this current CMSDP as pictured in the applicant’s documentation.

The entire process that the applicant has put forth does not incorporate the full input of the neighborhood. Many of the neighbors, including this writer are willing to work with the applicant and the City, Cultural Center Board, and other stakeholders. We believe many of the ideas are viable, but we hesitate to endorse the request before you as we do not think that there is enough information to warrant a decision on this just yet.

A professional parking plan, traffic and impact study and consideration for safety, noise and other impacts should be considered including anticipation for all planned indoor and outdoor events before a decision is made about the CMSDP and the parking variance request.

A concerned volunteer and neighbor,



Mary Martin Miller


JUL 09 2012

Initial: 11:38 JN

July 9, 2012

To: Newberg Planning Commission

From: Dave Miller, Primary Opponent 

  
Newberg, OR 97132

Re: File HISD-12-002/DR2-002/DR2-12-010/VAR-12-001, CPRD Chehalem Cultural Center

**Introduction:**

The purpose of this response is to articulate why two of the three points in CPRD's application before the Newberg Planning Commission (NPC) should not be approved as submitted.

There are three distinct components at issue before the Planning Commission today.

1. The Concept Master Site Development Plan (CMSDP) for the Chehalem Cultural Center (CCC).
2. A variance to reduce off-street parking for the eventual full build-out of the CCC site.
3. A design review/historic review for remodeling the gymnasium into a ballroom with new north entrance.

I would like to state that my wife, Mary Martin Miller, and I are active supporters of the CCC, and that we have been since 1999 when City Council first voted to move the zoning of the old Central School into an Institutional Zoning. We have hundreds of hours of volunteer time over the last decade, and look for the CCC to become a key attraction and asset for Newberg and Yamhill County.

**CMSDP:**

As stated, approval of the CMSDP by the NPC gives CPRD the ability to proceed forward with development of the outside spaces with only a Type II Design Review/Type I Historic Review, which per Newberg Municipal Code (NMC) 15.100.030 is only a Director decided decision for the Type II Design Review.

This process, if approved, would appear to be in direct conflict with Newberg City Council Resolution 2012-2998, specifically, item number three (3). (Hereafter, this will simply be called the 2012-2998.)

- 3) Directed the city manager to develop an intergovernmental agreement (IGA) with CPRD to address designation, management, and maintenance of the open space; outdoor event coordination, and specifically a parking management program to address parking needs for

events within the district and convene a neighborhood advisory group. Said agreement shall be presented to and approved by city council prior to development of site areas E1, E2, E3, and C3 (the areas on the west and south sides of the CCC).

To date, it is our understanding that none of the above requirements have been met, but again as stated, approval of the CMSDP would allow this process to be "end run".

Issues that should be addressed under 2012-2998 are noise, hours of operation, use/serving of alcohol in outside areas, coordination with other "outside events", parking, etc... to name just a few.

Recommendations to Planning Commission:

Recommendations are provided in order of priority, highest to lowest.

1. Defer approval until all aspects of 2012-2998 have been implemented and approved by Newberg City Council.
2. Defer to City Council
3. Disapprove

**Parking Variance:**

It must be acknowledged that the Chehalis Cultural Center (CCC) is in its "infancy" of operation, and any conclusions drawn from its current state of operations are suspect and that growth must be assumed once at full capacity.

On page 21 of 251, the applicant is quoted as stating that essentially the Phase I and Phase II areas will operate within different time frames.

First, to my knowledge, per NDC 151.614(B)(3), that a "legal instrument" approved by the City Attorney is not in place that provides "evidence agreement for such joint use".

Second, the current CCC catalog provides a clear indication as to why the agreement required in 2012-2998 noted above is needed. The following is a summary of the catalog.

**Rental Spaces:**

While the NDC allows the use of "square footage" to determine parking space requirements, it is clear that this is a much lower threshold than using the "advertised" capacity of various spaces that are currently in use. I have used CCC's stated capacity for the various advertised "rental spaces" and

calculated what parking space requirements would be based on equating capacity to "seats". Using this methodology, the following could be deduced:

Rental Spaces:	Use	Parking Space Std.	Advertised Capacity*	Required Spaces
Grand Lobby/Central Gallery	Public Assembly	1 per 4 seats	250	62
Community Room	Public Assembly	1 per 4 seats	30	7
Central Stage	Public Assembly	1 per 4 seats	45	11
Rotary Classroom	School, Comm.	1 per 3 seats	30	10
Large Classroom	School, Comm.	1 per 3 seats	30	10
Total Spaces Required if All are in Use, or Overlapping Time Frames				100

(\*Assumes that "capacity" is equal to seats.)

What is not able to be easily reconciled is the quantity of parking spaces needed to support regularly scheduled "workshops, youth courses, theatre camps & classes, music lessons, ceramics, ceramics/mixed media, glass/painting and writing/theatre". I have marked by an "S" for Saturday and "E" for Evening in the copied and attached pages of the catalog; those "events" that are currently scheduled for those days/times. This does not begin to anticipate other types of classes and events that could occur during those same time frames once CCC is completed.

What is even extremely more difficult to anticipate is the impact on parking from large outdoor events. Again, this is why 2012-2998 should be implemented so that outdoor and indoor events are coordinated by all stakeholders.

Third, the 50% reduction taken to get from 214 spaces to 107 is dubious at best, as this is clear per NDC 151.614 (C) that is only to be used for a "Commercial" zone; the CCC is an Institutional Zone.

It is clearly evident that the CCC and the surrounding stakeholders (Newberg Public Library, City of Newberg, the Masonic Lodge, and the residential neighbors) don't "fit" into the NDC. If they were to be built new today, they could not be built with the limited parking that currently exists.

It is clear that some variances will be needed as the project moves forward, but without the following, the current variance request is based on incomplete information.

1. Parking Study and Parking Management Plan Agreement:

It is clear that a Parking Study and Parking Management Plan should be developed by a professional consulting firm with documented experience.

The Study and Plan should use comparisons to similar, successful facilities and projects, and within the same geographic region due to weather, regional attitudes and commonly accepted practices.



This Study and Plan should account for all practical and anticipated events both inside CCC and in the Cultural District open spaces. Once a Parking Plan is agreed upon, it should be part of the IGA stipulated in 2012-2998.

2. Traffic Study:

The traffic study submitted as part of the Applicant's package has some issues with it.

- a. It was delivered to the City of Newberg in May 1998.
- b. Intersection counts were only for:
  - i. Main and Sheridan Streets
  - ii. College and Sheridan Streets

This Study do not account for increased traffic that today exits the library on N. Howard St., and the added morning traffic that use both E. Sherman and E. Sheridan Streets as a means of bypassing the traffic light bottleneck at Main & Hancock and Main & 1<sup>st</sup> Streets for traffic coming from the north and west side of Newberg and beyond.

It should also assess the existing street conditions and their ability to support the increased traffic that will use the neighboring streets. As an example, I have attached pictures that indicate the existing condition of streets adjacent to CCC as of 7/8/12.

A new traffic study would be able to take these issues into account, and also evaluate the impact of large outside events on traffic safety, and on the ability for emergency response during those events.

Recommendations to Planning Commission:

Recommendations are provided in order of priority, highest to lowest.

1. Conditional Approval
  - a. Provide a temporary variance only for Phase II of CCC, with the following:
    - i. Require that the temporary, gravel lot be maximized for parking by submitting a plan for approval.
    - ii. That an entry/exit point be created on E. Sheridan Street to maximize flow through the temporary lot.
  - b. Require the following to be obtained prior to a permanent variance issued:
    - i. Provide a professional, consultant originated Parking Study.
    - ii. Develop a Parking Management Plan utilizing a professional, experienced consultant, and incorporate this Plan into the IGA

stipulated by 2012-2998. [This would also be used to comply with NDC 151.164(B)(3).]

- iii. Provide a traffic study that is focused on the current and future traffic and safety issues of the specific area, and incorporate this information as needed into the Parking Study.

2. Defer to City Council

3. Disapprove

**Remodeling the Gymnasium into a Ballroom with new North Entrance:**

Assuming that the temporary parking variance will be issued as described above, and with the stipulated conditions, I recommend that this be approved by the Planning Commission, if not I recommend that it be disapproved.

Attachments:

CCC June – August 2012 Catalog, 8 pages (copied and annotated)

Street Condition Pictures, 5 pages

# OUTREACH Culture 360°

explore your cultural center



Custom designed, hands-on, experiential workshops in visual arts, cultural heritage and performing arts....

Our outreach programs are perfect for school groups, community and corporate groups, home school organizations, senior resource facilities and local boy & girl scouts troops. Each custom designed workshop supplements curricular studies, enhances thematic units and/or connects with badge requirements for scouts. Workshops are affordably designed for participants aged three and up, enabling individuals, groups or organizations to participate. Workshops are preferred to be hosted at the Chehalem Cultural Center or can be offered off-site at a school or community center.

- WORKSHOPS INCLUDE:**  
 PowerPoint Lecture, Hands-On Activities, and Exhibition Opportunities
- To learn more, please contact our Educational Coordinator, Karen White at 503.487.6883 or via e-mail [karen@chehalemculturalcenter.org](mailto:karen@chehalemculturalcenter.org).**

class details are online: [chehalemculturalcenter.org](http://chehalemculturalcenter.org) 5



**GRAND LOBBY**  
 (Capacity 100)  
 \$150 for up to 4 hours  
 \$250 for up to 8 hours

**GRAND LOBBY/CENTRAL GALLERY**  
 (Capacity 250)  
 \$450 for 2-4 hours  
 \$650 for up to 8 hours

**COMMUNITY ROOM**  
 (Capacity 30)  
 \$35 per hour  
 \$140 for up to four hours  
 \$250 for up to eight hours

**CENTRAL STAGE New!**  
 (Capacity 45)

Captivate your audience in the Chehalem Cultural Center's intimate venue for performing arts. Ideal for: theater, literary readings, concerts and other small performances. Contact our office for pricing. Visit our website for upcoming performances and events on the Central Stage.



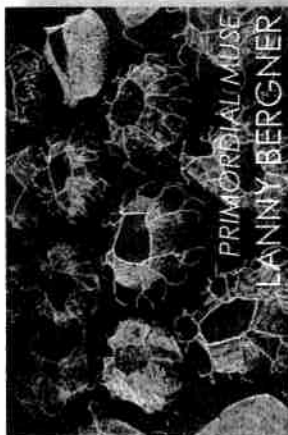
To reserve your space at the Center contact (503)487-6883 or email: [info@chehalemculturalcenter.org](mailto:info@chehalemculturalcenter.org)

**ADDITIONAL ROOM RENTALS**  
 Rotary Children's Room & Large Classroom  
 (Capacity 30)  
 \$35 per hour  
 \$140 for up to four hours  
 \$250 for up to eight hours

Non-profit rates are available upon request.

6 register for classes by calling: (503)487-6883

# PARRISH GALLERY



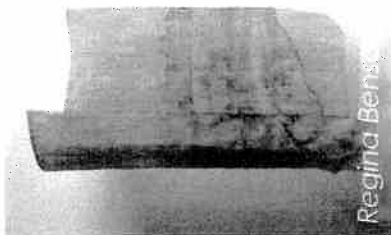
PRIMORDIAL MUSE  
LANNY BERGNER

May 11 - June 30, 2012



PORTLAND PHOTOGRAPHERS' FORUM  
GROUP SHOW

JULY 6 - JULY 30, 2012



Regina Benson

Aug 3 - Sept 28, 2012

This summer the Chehalis Cultural Center is proud to exhibit a stellar line-up of local, regional and international art of various mediums including sculpture, photography, and fiber arts. We invite you to visit the Center's Parrish Gallery to experiences the art exhibits at no cost thanks to our generous sponsor, ART Elements Gallery.

## IMPORTANT DATES

### PRIMORDIAL MUSE

JUNE 1: First Friday ArtWalk 5-8 pm

JUNE 30: Featured Artist Workshop

Create your own biomorphic metal mesh basket with Lanny Bergner.

Details on the workshop page.

### PORTLAND PHOTOGRAPHERS' FORUM

JULY 7: First Friday ArtWalk & Artist Reception 5-9 pm

### REGINA BENSON

AUGUST 6: First Friday ArtWalk & Raku BBQ 5-9 pm

SEPTEMBER 7: First Friday ArtWalk "CELEBRATE AFRICA!" 5-9 PM

Artist workshops with Regina are slated, details coming soon. To get on her workshop waiting list please call (503)487-6883.

Upcoming Exhibits in the Parrish Gallery

Oct. 19 - Nov. 3

Elia de las Mueñitas

class details are online: [chehalisculturalcenter.org](http://chehalisculturalcenter.org)

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# WORKSHOPS

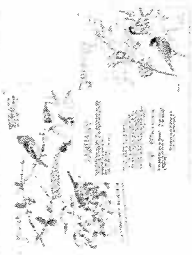
## NATURE JOURNALING

Ages 9 & Up  
Saturday, June 9 10:00 A.M. - 12:30 P.M.

\$30 + \$5 Materials Fee Paid To The Instructor

Instructor: Susan Day

A great way to capture the details of your summer vacation with your entire family! Putting your perceptions, observations, thoughts and ideas into a nature journal is one way to record those exciting locations, summer time fun and special memories. Participants will learn the basics of book making, composition, creative writing and introductory drawing skills to create one-of-a-kind personal books that will be treasured for years to come.



## GLASS FUSING

Ages 12 & Up  
Saturday, June 9 10:00 A.M. - 12:00 P.M.

\$25 + \$12/Lb Of Glass To Be Paid To The Instructor

Instructor: Mary Stoneman

The heat is on! Students will be introduced to the fundamentals of glass from cutting, design, glass theory and execution to create beautiful pendants, functional works and decorative elements that will light up your life. Materials are priced by the pound and fees are to be paid to the instructor based on the type of project chosen. No experience necessary - but enthusiasm is encouraged! Pieces will be ready for pick-up on June 12 at 9:00 a.m. or can be shipped at a cost.

## ENAMELING

Adults  
Saturday, June 9 12:30 P.M. - 2:30 P.M.

\$30 + \$10 materials fee to be paid to the instructor

Instructor: Mary Stoneman

Come learn the basics of how to use powdered glass on copper to make unique, enameled works of art. Starting with pre-formed copper blanks, learn to sift the glass to create amazing effects, layers of color and textures. Techniques will include stenciling, sgraffito, foil inclusions and basse-taille. Make it a unique Saturday!



## PAINTING IN A DAY AGES 14 & Up

Saturday, June 16 10:00 A.M. - 2:00 P.M.

\$45 (All Materials And Supplies Included)

Instructor: Shannon Ray

Create a one-of-a-kind painting based on a simple photograph from your vacation, creative texts or an image that is special to you. Students will be introduced to color composition, painting application techniques media manipulation and color theory. Come to this fast and fun workshop and get your brushes creating to create a complete painting in just one day. Paints, brushes and supplies will be provided - just bring your desire!

## ARGENTINE TANGO

Ages 14 & up

Saturday, June 9 12:30 p.m. - 2:30 p.m. \$20

Instructor: Ann Marie Hathaway

Are you needing to sweep that special someone off their feet? Come and learn the original tango from Argentina - the most romantic of all Latin dances. Take your first step at the Cultural Center to become a great dancer! No experience necessary - but a little passion is a plus!



8 register for classes by calling: (503)487-6883

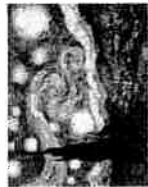
# WORKSHOPS



Create your own biomorphic mesh metal basket

**BIOMORPHIC MESH BASKETS** Adult  
 Saturday, June 30 10:00 A.M. – 4:00 P.M.  
 \$75 + \$25 Materials Fee – Paid To The Artist  
 Instructor: Featured Artist Lanny Bergner  
 In this fun 6-hour workshop students will learn basic metal mesh fabrication techniques to make one biomorphic stainless steel mesh basket. Learn how to flame treat the mesh using a propane torch and be introduced to wire edging techniques, decorative uses of silicone, how to make twisted wire appendages and glass frit berry-like forms.

**SURVEYING PAINT** Adult  
 Painting-In-A-Day Workshop Series  
 Tuesdays 6:00 P.M. – 8:00 P.M. \$45 (All Materials And Supplies Included) Instructor: Lauren Wylie  
 Come to the studio and in a fun and entertaining way learn how to look at a hillside, splash colors with creative flair and action or simply capture a unique still life to create a unique painting-in-a-day. Sign-up for one class or the whole series and explore painting techniques to create your masterpiece! Paints, brushes and supplies will be provided – just bring your desire!



**SIGN-UP FOR ONE OR THE ENTIRE SERIES!**  
 June 5 – Van Gogh's Starry Night  
 June 12 – Painting Oregon Vineyards And Landscapes  
 June 19 – Still Life/Summer Fruits Of Oregon  
 June 26 – Abstraction And Color Fields

**CERAMICS TO GO!** Ages 8 & Up  
 Saturday, June 9 10:00 A.M. – 2:00 P.M.  
 \$20-\$40 Per Piece Depending On Projects  
 Instructor: Karen White  
 Have you always wanted to create ceramic pieces that were unique to you? Here's your chance! Come to the ceramics studio and create individual dishes, small games and/or unique tiles that you will enjoy for years to come. Students will be introduced to simple hand-building techniques, surface decoration and application to create one-of-a-kind works of art. No experience necessary but bring a design pattern or an image or two that you might want to incorporate on your artwork. Artwork will be fired and ready for pick-up by June 30. Pieces can be shipped for an additional charge.



**"THROUGH THE LOOKING GLASS"** Ages 6 & Up  
 Photography In Nature \$35  
 Thursday, June 21 5:00 P.M. – 8:00 P.M.  
 Instructor: Karen White  
 Explore the natural world in this hands-on shooting session to capture the textures and colors of nature in a new light. Participants will meet at the center to examine photographic styles and perspectives, and then head outdoors for a photographic expedition. Bring a snack, water bottle and appropriate clothing for the weather. We will look at the microscopic world, landscapes and capturing that perfect composition – maybe a sunset too! Participants must have their own digital camera – and yes, a point and shoot camera will do just fine! You never know, you might get your knees a little dirty too as we explore nature.

class details are online: [chehalemculturalcenter.org](http://chehalemculturalcenter.org) 9

# WORKSHOPS CONT.

**STORIES IN SILK: SURFACE DESIGN & SILK PAINTING WORKSHOP** Adult  
 Instructor: Margaret Harisook  
 \$75 + \$25 materials fee paid to the instructor  
 Begins: Friday, August 3 | 5:30 – 8:00 p.m.  
 Ends: Saturday, August 4 | 10 a.m. – 4 p.m.



This day-and-a-half experiential workshop will allow participants to explore and become more familiar with the storylines of their lives. Using silk as a vehicle of expression, individuals stories will be illuminated and honored. Each participant will create a silk banner and a scarf that bear testimony to our journeys. We will utilize reflective visualizations, writing and meditation to allow our personal stories to emerge. Friday evening we will begin our journey with stories and poetry to set the stage for our inner storytellers to emerge and inspire us during the next day of art making. Participants need not have previous art-making experience, just a willingness to explore the story lines of their creative lives.

# VOLUNTEER

## BECOME A VOLUNTEER TODAY TO HELP BUILD A CREATIVE TOMORROW!

We have a lot of exciting things happening at the Century around, including community events, outreach programming, concerts, and so much more. We have begun building a creative community thanks in part to the countless volunteers who have adopted our vision: "inspire and enrich lives by connecting community and culture." As we grow, so does our need for a large and diverse volunteer base. Whether you are a fix-it guy, an artist, or someone who loves providing customer service... we want you!



**VOLUNTEER APPLICATION AVAILABLE ONLINE:**  
[www.chehalemculturalcenter.org/volunteer](http://www.chehalemculturalcenter.org/volunteer)

## UPCOMING VOLUNTEER NEEDS

- Saturday Market Cultural Center Booth (Each Tuesday in the Summer)
- Tunes On Tuesday Cultural Center Booth (Tuesday Evenings Mid July - August)
- "Celebrate Afrika!" art workshops, decor, set-up & clean-up (Sept. 1 - Sept. 8)
- Front Desk support, material distribution, First Friday ArtWalk Membership table & much more.

10 register for classes by calling: (503)487-6883

9 of 10 one Saturday  
 3 of 10 one Evening

# YOUTH COURSES

## EXPERIMENTAL PAINTING & DRAWING

**AGES 8-12**  
 Thursdays, 4:30 – 6:00 p.m. (6 classes)  
 July 12 - August 16  
 \$95 + \$5 materials fee paid to the instructor.  
 Instructor: Boz Schurr

Come and understand the composition and art making process of painting and drawing through exploration in art history, still life settings, abstraction and realism. Students will survey several stylistic movements and masters of the 19th & 20th century as reference to get their creativity flowing.

## ART HOUSES

**AGES 10 & UP**  
 Tuesdays, 10:00 a.m. – noon  
 July 10 – July 31 (4 classes) \$95  
 \$7 materials fee to be paid to the instructor.  
 Instructor: Alaina Dias Lara

In this fun and rewarding class, students will learn to build a 3-dimensional art house using a personal object or photograph as a focal point. By incorporating personal items, found objects and lots of color, the student will learn techniques of collage, assemblage, creative writing and painting to create a meaningful mixed media work of art.

## MUDDY BUDDIES

**AGES 7-13**  
 Wednesdays 4:30 – 6:00 p.m.  
 Sept 5-26 (4 classes) \$65  
 Instructor: Karen White

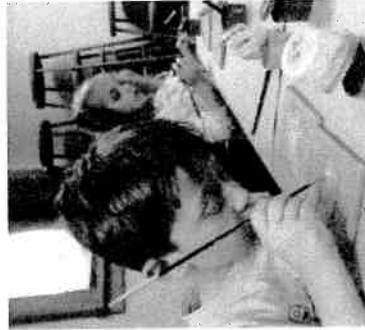
An exploration of clay artworks for budding artists! Students will discover the endless possibilities of working with malleable clay to make pottery, whimsical sculpture, ceramic tiles and more. All materials, glazing & firing included.



## DRAWING BASICS

**AGES 10 & UP**  
 Wednesdays, 4:00 – 6:00 p.m.p.m.  
 July 11 – Aug 15 (6 classes) \$130  
 Instructor: Alaina Dias Lara

Learning to draw is all about learning to observe. In this class, students will learn the techniques of observing what is in front of them and recording it. Attention to value, perspective, line and proportion will be covered. Students are encouraged to keep a sketch book



for their weekly discussions.

## PAINTING

**AGES 12 & UP**  
 Wednesdays, 1:00 – 3:00 p.m.  
 July 11 – Aug 15 (6 classes) \$115  
 Instructor: Alaina Dias Lara

If you love color and want to get creative, then this is the class for you! Learn the tricks on how to mix, apply and give texture to paints to create a masterpiece. Come with a photo or idea in hand and get your ideas brushing. Students should come with a paint shirt or an apron.

class details are online: [chehalemoculturalcenter.org](http://chehalemoculturalcenter.org) 11

# SUMMER CAMPS!

## 2012 Summer Camps Ages 6-14

### Four weeks of Art Camps & Fun!

- Session 1: June 18-22
- Session 2: June 25 - 29
- Session 3: July 16 - 20
- Session 4: August 6 - 10

Summer is here and everyone wants to get creative! Kids of all ages can choose their favorite camp and kick off the summer in creative style. Camps are divided by age groups and emphasis – choose one each week and join in the fun at the Chehallem Cultural Center's Summer Arts Camps. For ages 6-14.

### Session 1: June 18 - June 22 (M-F) 9:00 am - 4:00 pm "It's Summer, Let's Celebrate!"

\$215/Student, register two campers and get the third half off  
 We've been waiting all year and finally the sun is shining and the possibilities are endless. This week of summer camp at Chehallem Cultural Center focuses on the power and beauty of nature. Students in select tracks will have the opportunity to harness the sun through photography and glass art. The vibrant cultures of Latin America will also be explored through music, dance and performance. Choose your track and join in the fun!

Performance	Creative Suite 1	Creative Suite 2	Creative Suite 3
Deanna Davis	Karen White	Ann Marie Hathaway	Mary Stoneman
Consuming	Photography	Dance	Glass Fusing
Ben Vawter	Leahia Bush	Gerardo Calderon	Boz Schurr
Theater Games	Art Surveys	Ann Marie Hathaway	Creative Drawings
Deanna Davis	Mariah Carrillo	Mary Stoneman	Dance
Staging/Improv	Urban Mythology	Glass Fusing	Gerardo Calderon
Ben Vawter	Karen White	Boz Schurr	Water Drums
Let's Make A Show	Clay Explorations	Creative Sculpture	

### Session 2: June 25 - June 29 (M-F) 9:00 am - 4:00 pm "Creative Imagination"

\$215/Student, register two campers and get the third half off  
 Where can your imagination take you? Let your creativity run wild at the fantasy world of Chehallem Cultural Center's Summer Arts Camps. This week invites students to explore diverse art forms ranging from illustration to acting, from dance to paper sculptures. Each track offers an avenue for students to embrace the impossible and dive into the wonderland of creative expression.

Performance	Creative Suite 1	Creative Suite 2	Creative Suite 3
Deanna Davis	Leahia Bush	Ann Marie Hathaway	Mary Stoneman
Consuming	Meet the Masters	Clay Explorations	Glass Fusing
Ben Vawter	Karen White	Wholly Artajo	Boz Schurr
Theater Games	Earthworks	Polymedian Exploration	Experimental Drawing
Deanna Davis	Deb Nelson	Mary Stoneman	Ann Marie Hathaway
Staging/Improv	Clay Explorations	Glass Fusing	Creative Movement
Ben Vawter	Mariah Carrillo	Boz Schurr	Marcia Artajo
Let's Make A Show	Illustration	Experimental Sculpture	Paper Arts

12 register for classes by calling: (503)487-6883

# SUMMER CAMPS!

**Session 3: July 16 - 20 (M-F) 9:00 am - 4:00 pm**  
**"Cultures Around the World"**

**\$215/Student, register two campers and get the third half off**  
 Gear up for an international adventure in the arts! Tell a story with Japanese masks or meet the European master painters in this week of Chehallem Cultural Center Summer Arts Camp. Trek the globe as we explore the fascinating worldwide origins of various art forms. Choose from a variety of tracks to guide you in our fun international exploration.



Performance	Creative Suite 2	Creative Suite 3
Deanna Davis Costuming	Time Marie Hathaway World Dance	Karen White It's A Muddy World
Ben Vawter Theater Games	Mary Stoneman	Boz Schurr Time Lapse Painting
Deanna Davis Staging/Improv	Karen White It's A Muddy World	Mary Stoneman Flused Glass
Ben Vawter Let's Make A Show	Marpat Catillo Multicultural Exploration	Boz Schurr Culture Club

**Session 4: August 6 - August 10 (M-F) 9:00 am - 4:00 pm "It's your move"**

**\$215/Student, register two campers and get the third half off**  
 Whether it is a game of strategy or a creative dance - it's your move! Strategy and creativity meet in the final week of Chehallem Cultural Center's 2012 Summer Arts Camps. This week offers students in select tracks the opportunity to create their own game, stage an original play, or create glass mobiles. So it's your turn, make your move, and go for the goal as we look at art from many playful perspectives.

Performance	Creative Suite 2	Creative Suite 3
Deanna Davis Costuming	Time Marie Hathaway Creative Movement	Karen White It's A Muddy World
Ben Vawter Theater Games	Ann Marie Scott	Boz Schurr Time Lapse Painting
Deanna Davis Staging/Improv	Karen White Swing Your Partner	Ann Marie Hathaway Clay Games
Ben Vawter Let's Make A Show	Boz Schurr	Mary Stoneman Mobile Glass

## CAMP REGISTRATION

Ready to sign up? Registration forms are available online at:  
[chehallemculturalcenter.org](http://chehallemculturalcenter.org)

**Please fill out the form(s) associated with the camp(s) you are interested in registering for. Questions? Contact our office: (503)487-6883**

or you can register at the Chehallem Cultural Center office located at

415 E. Sheridan, Newberg

(behind the Newberg Public Library on hwy 99w)

class details are online: [chehallemculturalcenter.org](http://chehallemculturalcenter.org)

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14 register for classes by calling: (503)487-6883

# THEATRE CAMPS & CLASSES

**SOMETHING'S A-FOOTE (HORTON FOOTE)**

**A TWO-WEEK THEATRE THEATRE PRODUCTION CAMP FOR YOUNG PEOPLE** Ages 12-18  
 July 23 - Aug 3  
 Instructor: Donna Gentry  
 (10 classes) 10 a.m. - 2 p.m. \$260

**Special Student Camp Performances for Something's A-Foote**  
 FRIDAY, Aug 3, 6:30 - 8:00 p.m.  
 SATURDAY, Aug 4, 6:30 - 8:30 p.m.  
 SUNDAY, Aug 5 12:30 p.m. matinee

Something is a Foote. Come and spend two weeks learning the craft of acting. Based on practical knowledge and the "method" style of acting, students will spend two weeks working on Horton Foote's A Young Lady of Prosperity. After two weeks of exploring the emotions, discussing the arc of the text, learning blocking, and script memorization, your hard work culminates with a three-day performance of Horton Foote's revered play at the Chehallem Cultural Center's Central Stage. **Bring a sack lunch!**

**STAND-UP COMEDY CLASSES** Ages 14 & up  
 TUES. - THURS. 9:00 a.m. - 1:00 p.m. \$60  
 June 26, 27 & 28  
 Instructor: Donna Gentry

**Special Student Performance for Stand-up Comedy**

FRIDAY, July 6, 6:30 - 8:00 p.m.  
**WHAT IS MORE EXHILARATING THAN SKY DIVING?** Stand-up comedy! Think you have what it takes to get in front of a group of strangers and make them laugh? Then this is the class for you. This course is designed to give you the tools to help the comedian inside you come out and play. In three half-day workshops, you will learn how to craft a joke, deliver a joke and make your way through 3-5 minutes of solid material. Then you get to strut your stuff in front of an audience at the Chehallem Cultural Center's Central Stage Comedy Club on First Friday, July 6th. So come ready to enjoy the thrills and throes, the excitement and terror of performing stand-up comedy. Maximum class size of 10 comics.  
**Bring a sack lunch!**

**ACTING ABC'S** Ages 6-9  
 July 14 - Aug 18 (6 classes)  
 SATURDAYS, 10:30 a.m. - noon \$90  
 Instructor: Ben Tissell

Student actors will explore basic stage skills such as projection, cheating out and blocking. Games will engage imagination and teach storytelling basics. This high energy, playful class is perfect for the up-and-coming performer.

**ACTING LAB** Ages 10 - 14  
 SATURDAYS, 1:00 - 2:30 p.m. \$90  
 July 14 - Aug 18 (6 classes)  
 Instructor: Ben Tissell

Student actors will explore crucial stage skills such as vocal work, movement and characterization. Games designed for upper elementary to middle school actors will engage students' creativity and build a collaborative spirit. This high-energy class is perfect for the student actor ready to experiment with this unique craft.

**PLAY LAB** Ages 8-14  
**TUESDAYS, 4:30 - 6:30 p.m.**  
 July 10 - Aug 14 (6 classes) \$115  
 Instructor: Ben Tissell

Learn theatre while doing it! As they work on theatre skills and produce a play together, students will explore all aspects of theatre in a safe, interactive environment. The class ends with an evening performance open to the public.



# CERAMICS



## CERAMICS OPEN STUDIO

Ages 16 & up  
Open studio is not included in youth clay classes. Production for retail and use of outside clay and glazes are not allowed. All open studio participants must sign-in at the office and pay prior to attending.

### OPEN STUDIO HOURS JUNE - AUG

**TUESDAY** 1:00 P.M. – 7:00 P.M.  
**WEDNESDAY** 9:00 A.M. – 3:00 P.M.  
**THURSDAY** 9:00 A.M. – 7:00 P.M.  
**FRIDAY** 9:00 A.M. – 2:00 P.M.  
**SATURDAY** 11:00 A.M. – 2:00 P.M.

(If space is available from instructor)  
\$8/Hour with a 2 hour minimum. Studio rental waived if taking a ceramic class at the Chehallem Cultural Center.  
Clay \$10/25 lb. bag Purchase of clay includes glazes and firing. No outside clay or glazes are allowed.

### CLAY QUICKIES! ONE-DAY HAND-BUILDING WORKSHOPS

Adult  
TUESDAYS, 9:00 a.m. – noon  
July 10 | July 24 | July 31 | Aug 14  
Aug 21 | Aug 28  
\$35 for each 3-hour workshop

Instructor: Karen White  
Have you ever wondered what you can make with clay? These one-day workshops will teach you how to make both functional clay works of art using techniques of slab, carving and manipulating forms. Surface design processes will also be discussed. Students should come to class with an idea of a project that they want to make and can discuss them with the instructor prior to the workshops.



16 register for classes by calling: (503)487-6883

# MUSIC LESSONS

Learn a new instrument, music theory, and techniques to enhance your musical skills. Hour lessons are available upon request and are scheduled as two sessions by appointment with the instructor. All private lessons must be contracted through the Cultural Center staff. No outside private/fee based sessions are allowed.

### PIANO LESSONS

All ages  
**WEDNESDAYS** 5:00 p.m. – 8:00 p.m.  
**SATURDAYS** 11:00 a.m. – 2 p.m.  
Four ½ hour lessons \$80

Instructor: Heidi Czarnecki  
Students must have access to a piano to practice between lessons. A piano is provided in the studio for lessons. Any music books will be additional and can be purchased through the instructor. Please see music practice studio rentals for more information

### CLARINET LESSONS

All ages  
**TUESDAYS THURSDAYS FRIDAYS & SATURDAYS**  
10:00 a.m. – 2:00 p.m.  
Four ½ hour lessons \$80

Instructor: Kathleen Price  
Open up a whole new world by learning beginning clarinet or enhancing your intermediate skills to create a beautiful rich sound from the 'lignite stick.' Students must have their own instrument. Any music books will be additional and can be purchased through the instructor

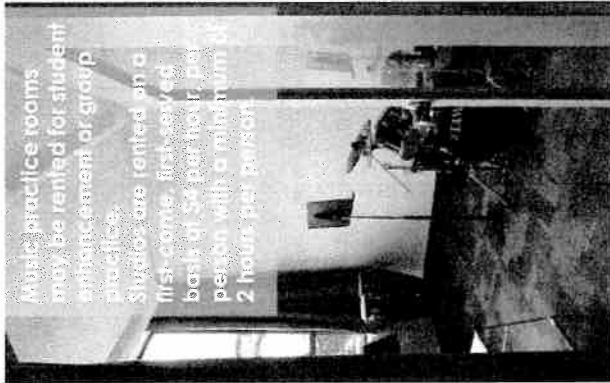
### FLUTE LESSONS

All ages  
Custom Lesson Times  
Four ½ hour lessons \$80  
Instructor: Lee Ann McKenna  
**Scheduled Lesson Times**  
**TUES., WED. & THURS.** 9:00 a.m. – 8:00 p.m.  
Sat. 10 a.m. – 2:00 p.m.

Instructor: Wayne Earhart  
Students will work various flute studies focusing on tone and proper flute techniques. Material is adapted for beginner through advanced skill levels and lessons are shaped to the needs of the student. Any music books will be additional and can be purchased through the instructor.

### SAXOPHONE LESSONS

All ages



Music practice rooms may be rented for student, adult, or group practice.  
Students are rented on a first-come, first-served basis at \$5 per hour per person with a minimum of 2 hours per person.

**TUES. AND THURS.** 3:30 – 7:00 p.m.  
**SATURDAYS** 10:00 am - 2:00 p.m.  
Four ½ hour lessons \$80

Instructor: Nathaniel Ankeny

Students will improve their tone, develop great technique, and learn to express themselves through a variety of styles. Any music books will be additional and can be purchased through the instructor. All levels and ages are welcome!



15 class details are online: [chehallemculturalcenter.org](http://chehallemculturalcenter.org)



# GLASS/PAINTING

20th centuries as reference to get their creativity flowing. Pick-up a supply list prior to the first class.

**PAINTING** Adult  
**THURSDAYS** Noon - 3:00 p.m.  
 June 14 - July 19 (6 classes) \$195  
 August 16 - Sept 20 (6 classes) \$195  
 Instructor: Shannon Ray

Do you paint? Do you want to paint or just increase your skills? These weekly courses will introduce students to the exciting world of painting with acrylic, oil, or watercolor. Students pick the paint and Shannon offers superb instruction in a fun, non-judgmental, and informative class. Focus is on composition, color theory and media manipulation. During the course, students will receive hands-on instruction, discussions about environmentally friendly approaches, methods, materials, and demonstrations. Students can pick-up a supply list prior to the first class. If you have something you have painted or something to work from (photographs) it is always helpful!

**DROP-IN PAINTING** Adult  
**THURSDAYS**, Noon - 3:00 p.m.  
 June 14 - July 19  
 Aug 15 - Sept 20  
 \$35 each 3-hour drop-in painting session.  
 Instructor: Shannon R ay

Want to get that canvas started, but can't take a full painting class? No worries! Drop-in any Thursday to the painting studio to get your work and creative gestures brushing. Instructor, Shannon Ray will offer direction and input while demonstrating techniques to students of all levels. Students must have their own paints and brushes. Supply list online.

**PAINTING "EN PLEIN AIRE"** Adult  
**THURSDAY**, Aug 9  
 Meet at the Center at 1:30 p.m.  
 2:00 - 7:00 p.m.  
 \$75 Instructor: Shannon Ray  
 Painting on location is the best way to

18 register for classes by calling: (503)487-6883

# CERAMICS/MIXED MEDIA

**INTRODUCTION TO SILK PAINTING** Adult  
**WEDNESDAYS** 6:00 - 8:30 pm  
 July 11 - July 25 (3 classes) \$110  
 Materials Fee: \$25 paid to the instructor.  
 Margaret Hartsook

This class is designed to give an introduction to the basic techniques involved in the art to create two scarves. Students will learn the Serfi technique, watercolor and how to stretch, steam and care for your silk creations. Come have fun while exploring the medium. No previous art background is necessary. Additional scarves will be available for purchase through the instructor.

**ENAMELING** Adult  
**WEDNESDAYS** 6:00 - 8:00 p.m.  
 June 20 & 27 (2 classes) \$60  
 July 25 & Aug 1 (2 classes) \$60  
 Materials Fee: \$20 paid to the instructor  
 Instructor: Mary Stoneman

Come learn the basics of how to use powdered glass on copper to make unique, enameled works of art. Starting with pre-formed copper blanks, learn to sift the glass to create amazing effects, layers of color and textures. Techniques will include stenciling, sgraffito, foil inclusions and basse-taille.

**MIXED MEDIA ART HOUSES** Adult  
**TUESDAYS**, 1:00 - 3:00 or 5:00 - 7:00 p.m.  
 July 10 - July 31 (4 classes) \$95  
 Supply List + \$10 to be paid to the instructor: Alaina Dias Lara

In this fun and rewarding class, students will learn to build a 3-dimensional art house using a personal object or photograph as a focal point. By incorporating personal items, found objects and lots of color, the student will learn techniques of collage, assemblage, creative writing and painting to create a meaningful mixed media work of art. Pick up a supply list prior to the first class.



**EXPLORATIONS IN CLAY** Adult  
 Instructor: Jon Conchuratt

Trying to decide if you want to throw pottery or create using hand-building techniques, then this is the class for you. Explore the unlimited possibilities of clay through wheel throwing, coil, slab and pinch constructions. No experience necessary - just bring your imagination! First 10 lb. bag of clay included.

**WEDNESDAYS** 6:00 - 9:00 p.m.  
 July 11 - Aug 1 (4 classes) \$105  
 Aug 8 - Aug 29 (4 classes) \$105  
 Sept 5 - Sept 26 (4 classes) \$105

**SATURDAYS** 10:00 a.m. - 1:00 p.m.  
 July 7 - July 28 (4 classes) \$105  
 Aug 4 - Aug 25 (4 classes) \$105  
 Sept 8 - Sept 29 (4 classes) \$105



class details are online: [chehalculturalcenter.org](http://chehalculturalcenter.org) 17

# WRITING/THEATRE

develop and exercise decision-making abilities dealing with composition, color and value - right on the spot. This one-day intensive workshop serves as an introduction for the first timer, or allows a deeper grasp for the intermediate painter. Bring a pared down painting kit, and a few small prepared painting canvases or panels (smaller than 20" X 24"), a portable easel, stool if you need to work seated, a hat, hydration and maybe a snack - along with a spirit to meet at the center and carpool to a local area. Suitable for all mediums. Pick-up a supply list prior to the workshop.

## POETRY WRITING

Adult  
TUESDAYS 6:00 – 8:30 p.m.  
June 5, 12 & 19 (3 classes) \$85  
Instructor: Carlos Reyes

Immerse yourself in words, manipulation of words and imagination to create dynamic and lyrical poetry. Students are encouraged to explore the world of writing poetry by using prompts and exercises from a master in the field. Participants will share work and make friendly, constructive comments to help you turn your ideas into poems that are entertaining and engaging.

**CREATING MEMOIR** Adults Aged 50 & up

Instructor: Lisa Ohlen Harris  
SATURDAYS 10:00 a.m. - noon  
August 18 – Sept 22

(6 classes) \$115  
In a supportive environment, mature students ages 50 and better, will explore personal memories to create a life story to share with family, friends or hand down to future generations. Students will participate in in-class techniques of putting memories into words, finding inspiration, point of view, revisions and editing, sharing and critiques with peers and the instructor. No formal writing

training is necessary.

## CREATIVE NON-FICTION

Adult  
WEDNESDAYS, 6:00 – 8:30 p.m.  
Sept 12 – Nov 14  
(10 classes) \$215

Instructor: Barbara Drake  
This informal creative writing workshop is perfect for adults with mixed levels of experience. Creative nonfiction uses the techniques of fiction to tell stories, which are true. Family, nature, pets, personal crises, childhood memories, your interests and obsessions and so much more. Each week we will look at specific techniques and writing problems, such as how to get the reader involved from the first paragraph, and how to use dialogue, setting, action writing, specific details and description to engage readers. Emphasis will be on the very short creative essay, usually from two to three pages. We will share work and make friendly, constructive comments to help you turn your ideas into stories that are entertaining and interesting to others.

## THEATRE

**STAND-UP COMEDY WORKSHOP** Adult  
TUESDAY – THURSDAY 6:30 – 9:00 p.m.  
\$90

July 31, Aug 1 & Aug 2

## Performance

Friday, Aug 3, 6:30 – 8:00 p.m.

Instructor: Donna Gentry  
WHAT IS MORE EXHILARATING THAN SKY DIVING? Stand-up comedy! Think you have what it takes to get in front of a group of strangers and make them laugh? Then this is the class for you. This course is designed to give you the tools to help the comedienne inside you come out and play. In three half-day workshops you will learn how to craft a joke, deliver a joke and make your way through 3-5 minutes of solid material. Then you get to strut your stuff in front of an audience at the Chehalem Cultural Centers Black Box Central Stage.

class details are online: [chehalemculturalcenter.org](http://chehalemculturalcenter.org)

July 9, 2012

To: Newberg Planning Commission

From: Dave Miller, Primary Opponent

[REDACTED]  
Newberg, OR 97132

Re: Street Condition Pictures

**Introduction:**

The following pictures are provided so that NPC can assess the current condition of streets that immediately border CCC, and how this will adversely impact parking.

I hope that you find this useful and informative.



Picture # 1: East Sherman Street across from 400 N. Blaine St. and adjacent to where street parking is expected to occur by CPRD.



Picture #2: Close up of Picture #1 pothole. Note that the gravel roadbed is becoming exposed and gravel is working loose as obstructions on the street.



Picture #3: East Sherman Street, across from Lion's Gate Inn.



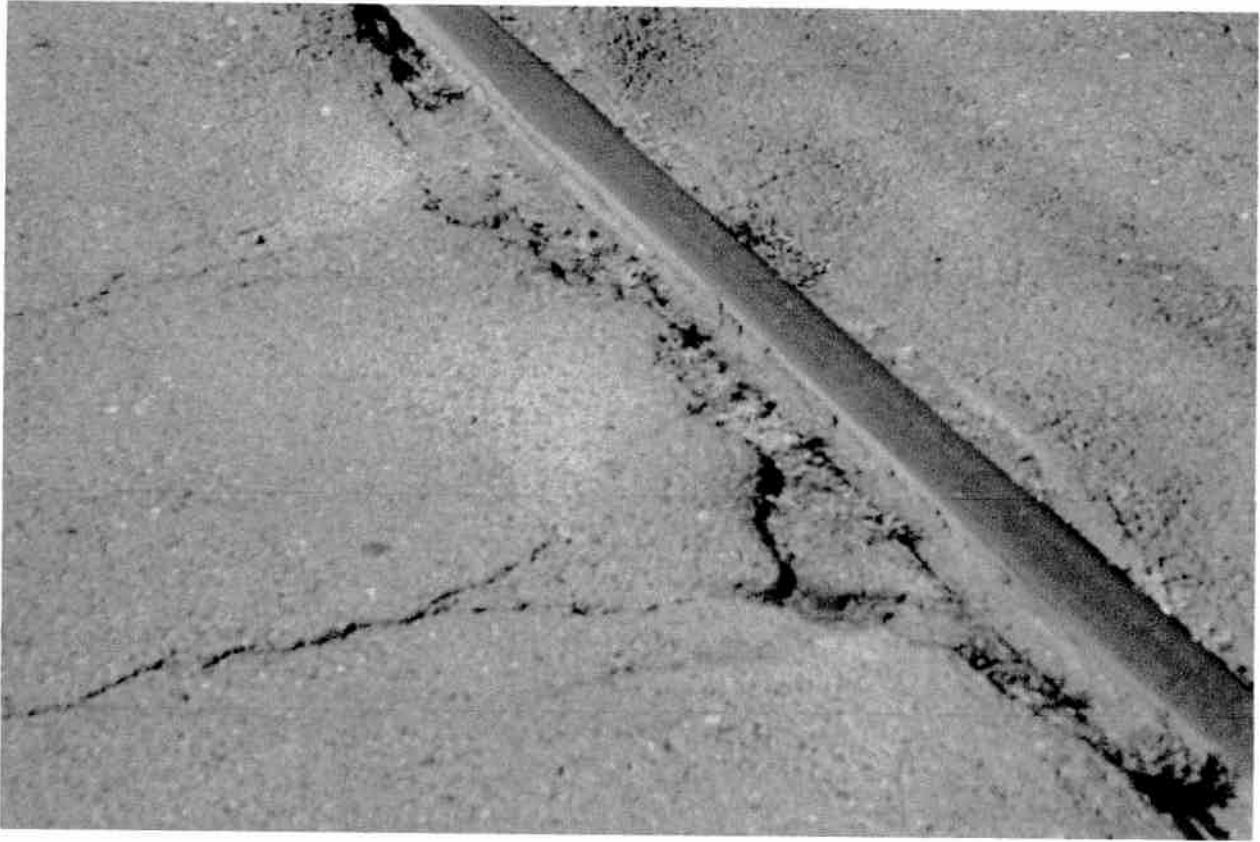
Picture #4: Potholes and road bed debris at N. Howard St. entrance to new parking lot.



Picture #5: Intersection of East Sherman and North School Streets. Note that potholes are in the crosswalk which would be the “pathway” for on street parkers coming from the NE area to CCC.



Picture #6 &7: Buckled Pavement on North Blaine St. near the intersection with East Sheridan Street.



Picture #8: Deteriorating pavement on North Blaine St. between East Sheridan and East Sherman Streets.



# Oregon

John A. Kitzhaber, MD, Governor

## Parks and Recreation Department

State Historic Preservation Office

725 Summer St NE, Ste C

Salem, OR 97301-1266

(503) 986-0671

Fax (503) 986-0793

www.oregonheritage.org

July 2, 2012

Mr. Steve Olson

City of Newberg Planning Division

P.O. Box 970

Newberg, OR 97132

RE: SHPO Case No. 12-0940

Chehalem Cultural Center (Old Central School) Proj

DOE/FOE/full build-out of existing structure

Newberg Planning/Scott Edwards Architect

415 E Sheridan, Newberg, Yamhill County



RECEIVED

JUL 05 2012

Initial: MS

Dear Mr. Olson:

Our office recently received a request to review the proposal for the project referenced above. In checking our statewide cultural resource database, I find that there have been no previous cultural resource surveys completed near the proposed project area. However, the project area lies within an area generally perceived to have a high probability for possessing archaeological sites and/or buried human remains.

While not having sufficient knowledge to predict the likelihood of cultural resources being within your project area, extreme caution is recommended during future ground disturbing activities. ORS 358.905 and ORS 97.740 protect archaeological sites and objects and human remains on state public and private lands in Oregon. If any cultural material is discovered during construction activities, all work should cease immediately until a professional archaeologist can assess the discovery. If your project has a federal nexus (i.e., federal funding, permitting, or oversight) please coordinate with your federal agency representative to ensure that you are in compliance with Section 106 of the NHPA.

If you have any questions about my comments or would like additional information, please feel free to contact our office at your convenience. In order to help us track your project accurately, please be sure to reference the SHPO case number above in all correspondence.

Sincerely,

Dennis Griffin, Ph.D., RPA

State Archaeologist

(503) 986-0674

dennis.griffin@state.or.us