

PLANNING COMMISSION MINUTES

August 9, 2012

7:00 p.m. Regular Meeting

Newberg Public Safety Building

401 E. Third Street

I. CALL MEETING TO ORDER:

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

II. ROLL CALL:

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

Absent: Mayor Bob Andrews, Ex-Officio

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

III. CONSENT CALENDAR:

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

MOTION #1: Stuhr/Edwards approve the minutes from the Planning Commission Meeting of July 12, July 19, 2012. Motion carried (7 Yes/0 No/0 Absent).

IV. COMMUNICATIONS FROM THE FLOOR:

No items were brought forward.

V. 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 at the point of deliberation as it is a continuation from the July 12, 2012, Planning Commission meeting. Public testimony is closed.

Steve Olson presented the final staff recommendation accompanied by a PowerPoint presentation (see official meeting packet for full report). Potential additional conditions of approval include: the off-street parking lot only to be used for parking purposes, unless otherwise allowed under the parking management plan in the adopted Intergovernmental Agreement (IGA); the 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; and 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. Some of the issues raised during testimony were related to the Cultural District IGA and could be addressed by sending a memo to City Council regarding the IGA. Staff recommends adopting Planning Commission Order 2012-04, which approves the requested Historic Review/Design Review application HISD-12-002/DR2-12-010 for a Concept Master Site Development Plan and Phase 2 of the Chehalem Cultural Center (CCC) as conditioned, and partially approving Variance application VAR-12-001 as conditioned. Staff also recommended that the Planning Commission move to approve the draft memo to the City Council regarding the IGA.

Commissioner Stuhr asked for clarification regarding parking ramifications if the Master Plan is approved. Mr. Olson stated the Phase 3 parking variance would have to be approved before the full build-out could occur without additional parking. Commissioner Stuhr asked what the impact on the applicant would be if the Master Plan is not approved. Mr. Olson explained the Phase 2 Historic Review/Design Review can still be approved as well as the Variance for Phase 2 and the project can proceed without the Master Plan approval. Commissioner Stuhr asked if the proposed on-street parking is counted. Mr. Olson stated the code does not count on-street parking toward the required amount of parking, but under a variance application the on-street parking can be taken into account as part of the analysis. Barton Brierley, Planning and Building Director, stated the code specifically allows parking requirements to be reduced if the site has uses that do not substantially overlap in time. It is unlikely the CCC will operate a full capacity at any one time.

MOTION #2: Philip Smith/Art Smith moved to approve staff recommendation with the additional conditions of approval. The off-street parking lot is only to be used for parking purposes, unless otherwise authorized by the parking management plan in the IGA; 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 and Building Director; 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. Furthermore, in addition to approving the staff recommendation, the Planning Commission will also send a memo to the City Council with recommendations that the IGA should include provisions for monitoring its effectiveness, enforcing compliance, and evaluation/updating on a regular basis. It should include a way to receive and address complaints. The neighborhood advisory group should be consulted as part of the evaluation process, 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, and the parking management plan should consider a number of ways to address parking.

Commissioner Edwards suggested the CCC keep a log-in sheet to track how many parking spaces are being used, which will serve as a tool to show the peak hours and overlapping uses for the IGA.

Commissioner Wall agreed with the motion with exception to the variance application. He cannot see how the Planning Commission can ignore the testimony that was given at the last meeting regarding parking. He was hoping to see progress over the last 30 days from the CCC to address the parking issues brought forward. Also, the IGA and a citizen's committee is not the same thing. Commissioner Wall asked the 22 spaces not be given a variance.

Chair Barnes stated allowing nearby property owners to reserve parking spaces in front of their properties during events is an option. Also, just on the perimeter of the CCC there are 47 parking spaces, which mean they are not short 22 spaces.

Commissioner Bliss said he is also concerned regarding the variance for 22 parking spaces; however, there is parking on the frontage of the CCC and more parking will be available when the road improvements are completed on Sheridan Street.

Commissioner Edwards observed after reading Mary Martin Miller's comments regarding parking, that the gravel area had 20 spaces available at the last Tunes on Tuesday. George Fox events and the Old Fashioned Festival have had no parking problems. The IGA will produce good ideas and the city of Newberg will adapt.

Commissioner Philip Smith stated the staff has done the math to show the code requires 99 off-street parking spaces for Phase 2, anything less requires a variance. It is legitimate to think that some parking on the CCC side of the street can be counted as part of the parking for neighbors. There are far more than 22 spaces there. The motion he made stated they are not approving Phase 3 and it will not be approved if large events are not managed well.

Commissioner Kale Rogers stated the question is where the CCC would put the 22 spaces on the lot. The CCC is a non-profit organization and may not be able to bear the expense of additional parking.

Commissioner Art Smith stated there are ample opportunities for places to park as parking facilities are a reasonable distance from the CCC. He would be more concerned however with Phase 3.

Commissioner Stuhr stated the Planning Commission has seen many parking problems throughout the City. Phase 2 can be a test case to collect data and receive public participation. Commissioner Stuhr offered a friendly amendment to the motion: "should have provisions for monitoring its effectiveness" is changed to "must have provisions for monitoring its effectiveness." The amendment was accepted by Philip Smith as a friendly amendment.

Commissioner Wall stated the Planning Commission is ignoring the many suggestions made by Mr. Robert Soppe.

Commissioner Philip Smith referred to pages 58-59 of the meeting packet and said his motion directly adopts the central suggestions made by Mr. Soppe.

VOTE ON MOTION #2: approving staff's recommendation with the additional conditions of approval. The off-street parking lot is only to be used for parking purposes, unless otherwise authorized by the parking management plan in the IGA; 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 and Building Director; 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. Furthermore, in addition to approving the staff recommendation, the Planning Commission will also send a memo to the City Council with recommendations that the IGA must 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. The neighborhood advisory group should be consulted as part of the evaluation process, 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, and the parking management plan should consider a number of ways to address parking. Motion carried (6 Yes/1 No [Wall]/0 Absent).

VI. ITEMS FROM STAFF:

Update on Council items

The City Council deliberated on the South Industrial UGB amendment. The vote was 3 Yes/2 No/2 Absent. The City Council Charter states a majority of four votes are needed, therefore, it did not pass. The City Council has the opportunity to reconsider it on August 20, 2012.

Planning Commission Training will be held in Salem on Thursday, September 27, 2012, from 1:00-5:00 p.m. and in Eugene on Saturday, September 15, 2012. Mr. Brierley will send details to the commissioners who are interested in attending.

In regard to the Chehalem Cultural Center, the Neighborhood Advisory Group met to begin the parking management plan process last evening.

The next Planning Commission Meeting is scheduled for Thursday, September 13, 2012.

VII. ITEMS FROM COMMISSIONERS:

Chair Barnes presented Kale Rogers with two books that have ties to the Boston, Massachusetts area where he will be attending college, along with a letter of appreciation for his two-year service as Student Planning Commissioner. Commissioner Kale Rogers stated he has enjoyed the process and is very grateful for the experience of serving as Student Planning Commissioner.

VIII. ADJOURN:

Chair Barnes adjourned the meeting at 9:15 p.m.

Approved by the Planning Commission on this 13th day of September, 2012.

AYES: 5

NO: 2 *Stuhr Wall*

ABSENT: 2

ABSTAIN: 2

Karen Bevil

Planning Recording Secretary

Thomas O'Brien

Planning Commission Chair