

**JOINT PLANNING COMMISSION/ TRAFFIC
SAFETY COMMISSION AGENDA**

April 11, 2013

7 p.m. Regular Meeting

Newberg Public Safety Building

401 E. Third Street

- I. CALL MEETING TO ORDER**
- II. ROLL CALL - PLANNING COMMISSION & TRAFFIC SAFETY COMMISSION**
- III. CONSENT CALENDAR** (items are considered routine and are not discussed unless requested by the commissioners)
 - 1. Approval of March 14, 2013 Planning Commission Meeting Minutes
- IV. PUBLIC COMMENTS** (5 minute maximum per person)
 - 1. For items not listed on the agenda
- V. WORKSHOP: JOINT PLANNING COMMISSION/TRAFFIC SAFETY COMMISSION DISCUSSION REGARDING:**
 - 1. Traffic Calming
 - 2. Complete Streets
 - 3. Stop Signs – where and why?
 - 4. Coordinating development review processes
- VII. ITEMS FROM STAFF**
 - 1. Update on Council items
 - 2. Other reports, letters, or correspondence
 - 3. Next Planning Commission Meeting: May 9, 2013
- VIII. ITEMS FROM COMMISSIONERS**
- IX. 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 TTY services please dial 711.

PLANNING COMMISSION MINUTES

March 14, 2013

7:00 p.m. Regular Meeting

Newberg Public Safety Building

401 E. Third Street

TO BE APPROVED AT THE APRIL 11, 2013 PLANNING COMMISSION MEETING

I. CALL MEETING TO ORDER

Chair Cathy Stuhr opened the meeting at 7:00 PM

II. ROLL CALL

Members Present: Cathy Stuhr, Chair Art Smith, Vice Chair
Jason Dale Allyn Edwards Philip Smith
Antonio Saavedra, Student PC

Members Absent: Gary Bliss (excused) 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 February 13, 2013, Planning Commission Meeting Minutes.

MOTION: Art Smith/Philip Smith to approve the Consent Calendar including the planning commission minutes as amended for February 13, 2013. Motion carried (5 Yes/0 No).

IV. PUBLIC COMMENTS

No items were brought forward.

V. LEGISLATIVE PUBLIC HEARINGS

- REQUEST:** Amend the Newberg Development Code to replace the zoning use lists with comprehensive zoning use table
FILE NO.: DCA-12-002 **RESOLUTION NO.:** 2013-003

Chair Cathy Stuhr opened the Legislative Public Hearing and asked for the staff report.

Mr. Barton Brierley, Building & Planning Director, presented the staff report accompanied by a PowerPoint presentation reviewing the amendments to the Newberg Development Code (see official meeting packet for full report).

Chair Stuhr referred to the meeting packet, page 34, Section 15.303.325, and stated the titles do not match and the sizes need to be distinguished.

Vice Chair Art Smith suggested listing the codes across the bottom of the page, making it more user friendly.

Commissioner Edwards suggested shading every other line due to the lack of color in the graph.

Chair Stuhr opened the public testimony starting with proponents.

TIME – 7:35 PM

Alex Sokol Blosser, Sokol Blosser Winery, is pleased to see the upcoming changes in the code. He encouraged the city to approve wineries as a permitted use as the wine industry is growing rapidly and the code change will allow more flexibility.

Chair Stuhr closed public testimony at 7:39PM.

Commissioner Edwards asked if there will be a new zoning map to accompany the new zoning table. Mr. Brierley replied an interactive zoning map is on the website and a code is located on the map, but they are not currently able to link the code to the zoning map. Mr. Brierley will research it further.

Chair Stuhr referred to kennels on page 17 and stated her concern as the definition being taken out has a restriction on the number of animals. By code, a neighbor could have 10 dogs as personal pets under the new definition. She researched the definition of kennels for the cities of West Linn, McMinnville, and Beaverton and suggested redefining kennels in the code with restrictions on the total number of dogs.

Chair Stuhr referred to the horticulture definition on page 16 and asked are items allowed for sale in residential zones if raised for commercial purposes. Commissioner Edwards suggested it should be non-residential for resale purposes. Commissioner Philip Smith suggested allowing the raising of crops for commercial purposes but selling off-site. Mr. Brierley will re-define it in the draft and bring it back for the commission to review.

Chair Stuhr suggested consistency regarding an “x” and an empty cell in the table. Mr. Brierley explained an empty cell means it is not permitted. An “x” was only placed under livestock and poultry farming making it clear it is not allowed in any zone.

Steve Olson, Associate Planner, suggested that the sales limit (on site sales limited to 10% of total sales) for on site sales at light industrial uses be deleted, since it would be difficult to enforce and the code already limits the floor area of the retail accessory use. Commissioner Philip Smith and Chair Stuhr agreed that this made sense.

Barton Brierley's closing comments stated that he would revise the draft to incorporate the suggested changes. We will review the final draft at a future Planning Commission meeting, which would probably be in two months.

VII. ITEMS FROM STAFF:

TIME – 8:00 PM

1. Update on Council items.

Mr. Brierley reported the South Industrial Urban Growth Boundary Amendment is still moving forward. The City Council voted again with a vote of six-to-one in favor.

2. Other reports, letters, or correspondence.

Mr. Brierley stated the commissioners should be receiving the State Ethics Board form that will need to be filled out by the planning commission members and mailed back promptly.

3. The next Planning Commission Meeting is scheduled for Thursday, April 11, 2013. This will be a joint meeting with the Traffic Safety Commission to discuss complete streets, guidelines for traffic calming devices, four-way stops, and coordination of development review between the two commissions.

VIII. ITEMS FROM COMMISSIONERS

Commissioner Philip Smith asked for an update regarding filling the vacant position on the planning commission. Mr. Brierley said it will be advertised and hopefully filled by May, 2013.

Antonio Saavedra, student planning commissioner, spoke to his government teacher in regard to encouraging students to attend city meetings. He has also been posting the dates and times of the meetings on his Facebook page as well. Chair Stuhr suggested coordinating with the teacher and having students attend a meeting where there will be much public testimony.

Commissioner Edwards stated there will be an additional land-use training session on April 20, 2013, in Salem, Oregon.

IX. ADJOURN

Chair Stuhr adjourned the meeting at 8:10 PM

Approved by the Planning Commission on this 11th day of April, 2013.

AYES:

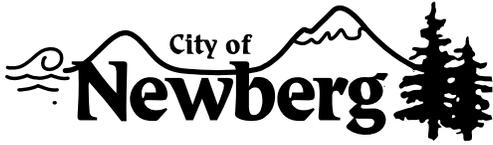
NO:

ABSENT:

ABSTAIN:

Planning Recording Secretary

Planning Commission Chair



MEMORANDUM

Date: April 3, 2013

To: Newberg Planning Commission, Newberg Traffic Safety Commission

From: Barton Brierley, AICP
Planning and Building Director

RE: Coordinating development review between the Planning Commission and Traffic Safety Commission

At your joint meeting on April 11, 2013, we will begin discussing ways to coordinate development review between the Planning Commission and the Traffic Safety Commission. I would like to provide some background on the development review process to facilitate this discussion.

City review processes

The process a development goes through depends on the type of development proposed. The table below shows the review process for most developments.

<i>Type of Development</i>	<i>Review Process</i>
Single family home, duplex, minor commercial or industrial addition or remodel	Type I (Staff review)
Major remodel/addition of multi-family, commercial or industrial	Type II (Staff review with public notice)
New multi-family, commercial, or industrial development	Type II (Staff review with public notice)
Partition (Dividing land into 2-3 parcels)	Type II (Staff review with public notice)
Subdivision (Dividing land into 4 or more lots)	Most are Type II, some are Type III (Planning Commission) if a stream corridor is involved
Planned Unit Development (A special type of flexible development, often involving residential development with a special pattern)	Type III (Planning Commission)
Conditional Use Permit (Approval for certain	Type III (Planning Commission)

types of land uses)	
Zone Change/Plan Change	Type III (Planning Commission + City Council)

The nature of Planning Commission decision making

When the Planning Commission is charged with making a decision on a development, it has several obligations.

1. **Decision must be based on standards and criteria.** When the Planning Commission makes a decision on a development application, it must make that decision based on the standards and criteria that are in place. Some types of applications and criteria are more discretionary than others. For example, there are minimum sizes for lots in a subdivision, and the Planning Commission cannot require larger lots. On the other hand, one of the criteria for a conditional use permit, such as an application to put a nursing home in a residential zone, is that the project has “minimal impact on the livability of the surrounding neighborhood.” In that case the Planning Commission has broad discretion to determine whether the project has a “minimal impact,” and may impose conditions to insure that it has minimal impact.
2. **Conditions.** The Planning Commission frequently approves an application with conditions. Those conditions must meet several tests, including:
 - a. The condition must be related to the standards and criteria.
 - b. The condition must be “roughly proportional” to the impact of the development. For example, you could not require a new restaurant to build the bypass to mitigate their traffic impacts.
 - c. The condition cannot defer making a discretionary decision to a later stage, unless that discretionary decision also affords opportunity to comment.
3. **Timing.** According to state law, once a development application is complete, we have 120-days to render a decision on that application, including resolving all appeals. While this may seem like plenty of time, in fact if an application is controversial and is appealed to the City Council, we often run very close to that limit. This usually means the planning commission must make a decision on an application in no more than two meetings.

Because of these rules it makes it tricky to involve more than one review body in the decision making process, usually because the process would take too long to complete.

Types of issues where TSC input would be useful

The Planning Commission appreciates the Traffic Safety Commission’s expertise, and there are a number of issues were their input would be useful, such as:

1. Should stop signs be placed at a particular intersection?
2. Should a particular section of street be marked no parking?
3. Should some type of traffic calming device be placed on the street?

Potential ways of coordinating review

There are several options for coordinating these types of review. Here are some possibilities:

1. A particular application or a question about an application could be referred to the Traffic Safety Commission for an advisory recommendation without it being a formal decision.
2. The Planning Commission could make a decision referring a particular design to the Traffic Safety Commission. In these cases, the Planning Commission would have to find that it is “feasible” to meet the criteria. For example, the Planning Commission could make a finding that neighborhood impacts could be minimized if areas are designated “no parking” as determined by the Traffic Safety Commission. The TSC could then hear the matter a later time and determine exactly which areas should be no parking.
3. Certain types of issues could automatically be referred to the TSC for comment.



Neighborhood Traffic Calming Plan

Engineering Services Department & Newberg-Dundee Police Department

1. INTRODUCTION AND PURPOSE

The purpose of this Neighborhood Traffic Calming Plan (NTCP) is to establish a set of consistent standards offering the City of Newberg's approach to potential traffic calming requests by the public, City staff, Newberg Traffic Safety Commission, and others.

Local residential streets in the City are designed and constructed to serve neighborhood traffic. As collector or arterial streets experience congestion, local residential streets report an increase in cut through traffic. This increase can be attributed to population growth in the City which averages around three percent each year over the last decade. Other growth related traffic issues are higher traffic volumes that reduce roadway capacity and excessive speed beyond the posted limits. These traffic problems have been brought to the attention of Newberg Traffic Safety Commission for consideration in accordance with the Municipal Code §2.15.070 through §2.15.220.

The City of Newberg recognizes the benefits of reasonable traffic calming measures (TCM) that may restore livability and enhance traffic and pedestrian safety. TCM, on the other hand, may adversely affect emergency response time for fire and rescue if they are not properly applied. This NTCP is created to provide a unified response in addressing speed, volume, and cut through traffic problems that are often expressed by local residents. Upon adoption by Newberg Traffic Safety Commission and the Newberg City Council, NTCP will provide guidance to the public and staff on traffic calming implementation.

2. EVALUATION PROCESS

Although requests for TCM are often initiated by local residents, the City can also request it proactively. Careful consideration must be given to the applicability, location and design of TCM based upon a set of established traffic engineering principles.

The *Manual on Uniform Traffic Control Devices* (MUTCD), 2009 Edition, offers authoritative principles on certain TCM. *U.S. Traffic Calming Manual*, published by APA Planners Press and American Society of Civil Engineers, 2009, provides practical guidance only on when and how to implement TCM and not all listed TCM are acceptable to the City of Newberg. See Section 5 for acceptable TCM on city streets.

2.1 Involving the Community

Getting community support and adequate funding is crucial for the success of TCM. Input from all stakeholders including decision makers is essential in building support for a sustainable TCM. Newberg-Dundee Police Department and Newberg Public Works Department offer staff support in the TCM process. Approval from Newberg Fire Department is also required.

2.2 Understanding the Problems

Listening to citizens' complaints is essential for each traffic issue. By listening, root problems or causes may be isolated from perceptions.

2.3 Visiting Problem Areas and Collecting Data

Visits to problematic areas may identify certain site issues such as lack of visibility due to vegetative growth that may be easily corrected. Often, traffic data such as speed and volume has to be collected and crash information from Newberg-Dundee Police Department records evaluated for a traffic study. Details of crash information are now available through the City's Geographic Information System.

2.4 Developing and Analyzing Options

Data that is collected for a TCM consideration would typically be reviewed by City staff within 30 days of its collection. Recommendations that meet Federal Highway Administration Rules as set forth in the current MUTCD edition and the Oregon Supplement to MUTCD may follow.

Newberg Fire Department has identified the following routes as primary to their fire and paramedic responses:

Main Street, College Street, Meridian Street, Villa Road, Springbrook Road, Blaine Street, River Street, Wyooski Road, Haworth Avenue, Mountainview Drive, Vittoria Way, Brutscher Street, Hayes Street/Providence Drive, and Fernwood Road.

Consequently, traffic calming on these routes requires special review and must demonstrate no loss in emergency response time. Horizontal deflection devices such as roundabouts may be the only calming measure approvable in these circumstances. Joint approvals from Police, Fire and Public Works Departments will be required prior to implementation of any TCM projects.

City streets of *local* or *minor collector* classifications with a posted speed limit of 25 MPH or less per current edition of *Newberg Transportation System Plan* (other than the above emergency routes) may receive full consideration for TCM.

The Average Daily Traffic (ADT) is defined as the total traffic volume on a street during a given time period (in whole days), greater than 1 day and less than 1 year, divided by the number of days in that time period. The 85th percentile speed is the speed under which 85 percent of traffic is traveling in a free flowing condition. This should be a good indicator for the posted speed. TCM solutions are best used when the 85th percentile speed is more than 5 mph higher than the posted speed limit and the ADT exceeds 1,000 vehicles. Speeds are best controlled by law enforcement actions when these criteria are not met.

A post-implementation evaluation will be performed by City staff following each TCM project. This should identify all impacts to the citywide transportation system. Although TCM may address a speeding or volume issue on a single street or at a single intersection, only an analysis will determine if the real issue has been fully mitigated and not simply shifted to the neighboring streets. TCM must not be installed if they generate other traffic hazards.

3. FUNDING

Normally community neighborhoods will fund 100% of TCM projects. The City may participate in funding when TCM for certain streets is deemed critical from the City’s perspective. Funding options must be reviewed and determined before planning for design and construction occurs. Cost of the design, construction permits, etc. of any TCM projects must be developed and sources of funding determined prior to implementation.

3.1 Determining Eligibility for Funding

Each street or intersection will be given a score to determine eligibility for City funding according to the point system in the following table. Proposed TCM project would be eligible for partial City funding when street scoring reaches at least 50 points, with full City funding at 100 points.

Street Scoring for Subsidy		
Category	Points	Basis for Point Assignment
85 th Percentile Speed	Max 40	10 points for every mph greater than 5 mph over the posted speed limit.
Average Daily Traffic Volume	Max 20	2 points for every 100 vehicles.
Sidewalks	Max 20	10 points for missing sidewalk on one side; 20 points for no sidewalks at all.
Pedestrian Generators	Max 20	10 points for each school, church, library, community center, park or playground.
Total Scoring	Max 100	

3.2 Setting Funding Level

The City intends to subsidize TCM projects based on budget allowance for design and construction according to the following levels of participation:

Points	Subsidy Level
49 or less	None
50	50% of total cost up to a maximum of \$5,000
60	60% of total cost up to a maximum of \$6,000
70	70% of total cost up to a maximum of \$7,000
80	80% of total cost up to a maximum of \$8,000
90	90% of total cost up to a maximum of \$9,000
100	100% of total cost up to a maximum of \$10,000

The City’s contribution is limited and will be based on budgetary constraints and available funding for requests that meet NTCP criteria.

3.3 Exploring Funding Options

The City may explore grant opportunities or in-kind donations for implementing TCM on city streets. When neighborhood funding is able to support 100% of the construction cost, the City will offer a TCM construction plan at no cost to the neighbors, provided at least 60% of households in the calming area support the cause.

The neighbors can also petition for the formation of a local improvement district per Newberg Municipal Code Chapter 3.15.

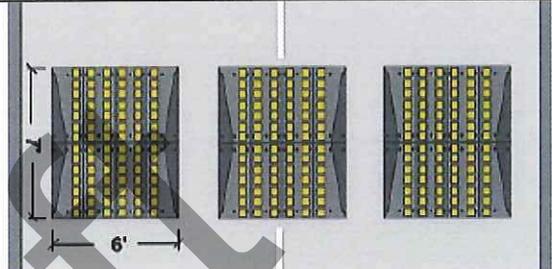
4. DESIGN AND CONSTRUCTION

Construction plans require review by all affected City Departments prior to construction and must comply with Federal and State regulations and requirements. The City will install TCM per the approved plan.

5. TRAFFIC CALMING MEASURES

This section identifies TCM that are in use by the City of Newberg. Some are listed for information and not allowed for use at this time.

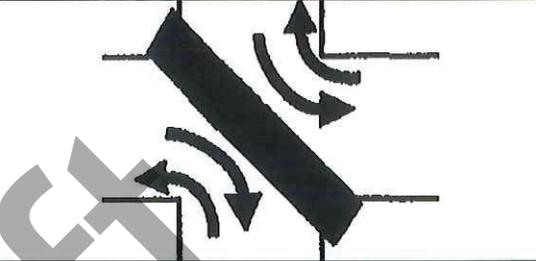
Understanding “Comments” on Traffic Calming Devices	
Allowed † ¹	The described device is permitted. Use when designed in accordance with generally accepted engineering principles and practices.
Cautioned † ²	The described device may be allowed under certain conditions. Use when approved and designed in accordance with generally accepted engineering principles and practices.
Restricted † ³	The described device is restricted due to <i>side effect</i> and is therefore not likely approved for use.
Not Allowed † ⁴	The described device is not permitted.
Not Recommended † ⁵	The described device reduces flexibility in traffic flow and is therefore discouraged for use.

Traffic Calming Measures		
Devices	Comments	Photos and/or Descriptions
Vertical Deflection Techniques	Speed Hump	Cautioned † ² 
	Speed Table	Cautioned † ² "A long raised speed hump with a flat section in the middle and ramps on both approaches"
	Speed Cushion	Allowed † ¹  Designed as several small speed humps installed across the width of the street with spaces between them for the wider axle of emergency vehicles such as fire engines and ambulances to straddle them without slowing down or increasing the response time
	Raised Crosswalk	Cautioned † ² (at bus shelters or on critical pedestrian routes but not always – Must be engineered to the posted speed) 
	Textured Crosswalk	Cautioned † ² (on critical pedestrian routes but not always) 
	Rumble Strips	Restricted † ³ (due to noise creation) "Raised parallel strips of material placed on pavement that transmits an audible rumbling through the wheels when travel on"
	Raised Intersection	Restricted † ³ "A flat raised area covering an entire intersection, with ramps on all approaches"

Traffic Calming Measures			
Devices	Comments	Photos and/or Descriptions	
Horizontal Deflection Techniques	Curb Extension	Allowed †1	
	Crosswalk Bulb Out	Allowed †1	
	Traffic Circle (controlled by stop signs)	Allowed †1 (but must accommodate fire/ garbage trucks and school buses)	"A raised island, placed in an intersection, around which traffic circulates"
	Roundabout (with yield control)	Allowed †1	
	Raised Median Island	Cautioned †2	
	Chicane	Not recommended †5	
	Choker	Not recommended †5	"A curb extension on both sides of the street"

Traffic Calming Measures		
Devices	Comments	Photos and/or Descriptions
Horizontal Deflection Techniques	On-street Parking Allowed † ¹ (per code)	

Traffic Calming Measures		
Devices	Comments	Photos and/or Descriptions
Obstruction Techniques	Right-in/Right-out Restricted † ³ (use only when warranted)	
	Raised Median Through Intersection Allowed † ¹ (but must accommodate fire/garbage trucks and school buses)	
	Intersection Channelization Cautioned † ²	

Traffic Calming Measures		
Devices	Comments	Photos and/or Descriptions
Obstruction Techniques	Bike Lane Channelization	Cautioned †2 
	Diverter	Not recommended †5 
	Full Closure	Not recommended †5 

Traffic Calming Measures		
Devices	Comments	Photos and/or Descriptions
Signage (for traffic calming purposes)	Traffic Calming Neighborhood	Cautioned †2 
	Playground (not truly a traffic calming signage)	Allowed †1 (per code) but not typically effective 

Traffic Calming Measures		
Devices	Comments	Photos and/or Descriptions
Signage (for traffic calming purposes)	Local Traffic Only (cannot be enforced on public streets)	Cautioned † ² 
	One Way Street	Not recommended † ⁵ 
	Speed Limit	Allowed † ¹ (per code) 
	Right Turn Only	Restricted † ³ (no left turn) 
	Yield	Allowed † ¹ (per code) 
	Stop	Not recommended † ⁵ (for traffic calming as problems shift to other areas) 

Traffic Calming Measures		
Devices	Comments	Photos and/or Descriptions
Other Techniques	Speed Radar	Cautioned † ² http://www.trafficlogix.com 
	Crossing Flags	Not allowed † ⁴ http://pedflags.com/ http://www.seattle.gov 

6. REFERENCES

For additional information on traffic calming, see the following websites:

- <http://www.trafficcalming.org>, Traffic Calming by Fehr & Peers Transportation Consultants.
- <http://www.ite.org>, Institute of Transportation Engineers.
- http://safety.fhwa.dot.gov/speedmgt/traffic_calm.cfm, U.S. Department of Transportation, Federal Highway Administration.