

PLANNING COMMISSION MINUTES

May 9, 2013

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

I. CALL MEETING TO ORDER

Chair Stuhr called the meeting to order at 7:00 PM.

II. ROLL CALL

Members Present: Cathy Stuhr, Chair Art Smith, Vice Chair Gary Bliss
 Jason Dale Allyn Edwards

Members Absent: Philip Smith (excused) Antonio Saavedra, Student PC (excused)

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

III. CONSENT CALENDAR

Approval of April 11, 2013 Planning Commission Meeting Minutes.

MOTION: Allyn Edwards/Art Smith to approve the Consent Calendar including the planning commission minutes for April 11, 2013, as amended. Motion carried (5 Yes/0 No/1 Absent [P. Smith]/ 1 Vacant)

IV. PUBLIC COMMENTS

No comments were brought forward.

V. QUASI-JUDICIAL PUBLIC HEARING

APPLICANT: Chehalem Park and Recreation District
REQUEST: Historic review and design review for the redevelopment of the Chehalem Cultural Center forecourt with pavers, planters, landscaping and a canopy; and a variance request to reduce the front setback from 25 feet to zero for a canopy.
LOCATION: 415 E. Sheridan Street
TAX LOT: 3218DD-15700
FILE NO.: HISD-13-001/DR2-13-005/VAR-13-002 **ORDER NO.:** 2013-11
CRITERIA: 15.220.020(D)(2), 15.220.050(B), 15.344.030, 15.215.040

Chair Stuhr opened the Quasi-Judicial Hearing, read ORS 197.763 and called for abstentions, bias, ex-parte contact, or objections to jurisdiction. Vice Chair Art Smith stated he attended a meeting at the cultural center earlier this evening but it did not cover the hearing topic nor did he speak to anyone regarding the hearing.

Mr. Steve Olson, Associate Planner, presented the staff report accompanied by a PowerPoint presentation (see official meeting packet for full report). The State Historic Preservation Office (SHPO) has commented that the SHPO clearance form needs to be submitted to determine if the building is eligible for the National Register of Historic Places. This has not been required in the past, but can be required by SHPO. If the building is eligible then SHPO will review the project. They may or may not require changes. Staff is proposing that if SHPO requires no changes or minor changes then the Planning Director can review them before construction. If SHPO requires significant changes then the proposal needs to return to the planning commission for review.

Chair Stuhr opened the public testimony with proponents.

Mr. Ron Heiden, landscape architect and consultant designing the project, made a minor clarification to the staff report, stating not all trees in the courtyard are conifers. They are proposing three trees in the northeast corner that are very narrow conifers with a larger deciduous tree in the courtyard to provide shade in the summer.

Chair Stuhr asked for more information pertaining to the rain garden. Mr. Heiden explained the applicant has proposed a new stormwater rain garden in the southwest corner of the forecourt. Some of the building's roof drains will flow to the rain garden before entering the city stormwater system.

Chair Stuhr closed public testimony at 7:40 PM.

MOTION: Art Smith/Allyn Edwards to adopt Order 2013-11 with the attached conditions. Motion carried (5 Yes/0 No/ 1 Absent [P. Smith]/1 Vacant).

VI. LEGISLATIVE PUBLIC HEARING

APPLICANT:	Newberg City Council	
REQUEST:	Create a policy regarding motorist information follow-up signs on city streets	
LOCATION:	City wide	
FILE NO.:	G-13-002	RESOLUTION NO.: 2013-298

Chair Stuhr opened the Legislative Public Hearing, called for abstentions, bias, ex-parte contact, or objections to jurisdiction. Hearing none, she asked for the staff report.

Mr. Barton Brierley, Building & Planning Director, presented the staff report accompanied by a PowerPoint presentation. The only signs eligible would be those corresponding to an approved state sign, the destination facility must be in city limits, the city engineer determines the sign location, and the applicant pays the cost of installing and maintaining the sign, plus an annual fee. Staff recommends adoption of resolution 2013-298, recommending that the city council approve the policy regarding motorist information follow-up signs on city streets.

Commissioner Edwards referred to page 87/181, item #7-b regarding sign specifications. He suggested striking the six-inch lettering and recommended the signs have a blue background with white reflective lettering. Vice Chair Art Smith stated if approved, continuity is needed on all signs. Commissioner Bliss stated adequate size of lettering is needed for motorists to see the signs clearly. Chair Stuhr stated there should be a minimum of two lines of text with the sign not exceeding a specific size requirement.

Chair Stuhr noted there were no audience members in attendance for public testimony.

Mr. Barton Brierley said staff will work on proposal clarification and bring it back to the planning commission at their next scheduled meeting.

MOTION: Jason Dale/Art Smith to table resolution 2013-298 until the June 13, 2013, planning commission meeting. Motion carried (5 Yes/0 No/ 1 Absent [P.Smith]/1 Vacant).

VII. ITEMS FROM STAFF

1. Update on Council items

Mr. Brierley reported the city council will consider revisions to the south industrial urban growth boundary at their next meeting on May 20, 2013.

2. Other reports, letters, or correspondence

No items were reported.

3. The next planning commission meeting is scheduled for Thursday, June 13, 2013.

VIII. ITEMS FROM COMMISSIONERS

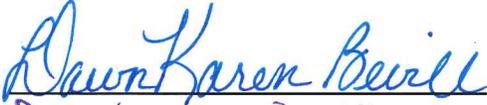
Commissioner Edwards will not be in attendance at the June 13, 2013, planning commission meeting. Commissioner Bliss stated he will be having surgery and may not be in attendance, as well.

IX. ADJOURN

Chair Stuhr adjourned the meeting at 8:25 PM.

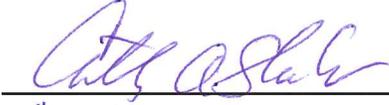
Approved by the Planning Commission on this 13th day of June, 2013.

AYES:


Dawn Karen Bevill

NO:

ABSENT:


Cathy Stuhr
Planning Commission Chair

ABSTAIN: