



Planning Commission Meeting

July 10, 2025

CALL MEETING TO ORDER

In the absence of a chair and vice chair, Fé Bates, staff, noted that someone needed to be designated as Chair Pro Tem to open the meeting. Commissioner Kriss Wright offered to serve as Pro Tem Chair, and Commissioner Jose Villalpando supported this suggestion.

Pro Teme Chair Kriss Wright called meeting to order at 7:22 p.m.

ROLL CALL

Commissioners Present: Jason Dale
Mathew Mansfield
Randy Rickert
Jose Villalpando
Kriss Wright

Commissioners Absent: Elise Steffen (Student)
Linda Newton-Curtis(Chair)

City Council Representative: Absent

Staff Present: Community Development Director: Scot Siegel
Associate Planner: Leanne Wagener
Associate Planner: Jeremiah Cromie
City Engineer: Brett Musick
Administrative Assistant: Fé Bates

ELECTION OF NEW VICE-CHAIR

Commissioner Wright noted that according to the rules of election for chair and vice chair, commissioners typically need to serve one year minimum before taking such positions. Commissioner Villalpando was identified as having seniority among eligible commissioners.

Commissioner Wright nominated Commissioner Jose Villalpando as Vice Chair. Commissioner Mansfield seconded the motion.

The motion passed unanimously.

PUBLIC COMMENTS

There were no public comments.

CONSENT CALENDAR

6/12/2025 Planning Commission Meeting Minutes

Pro Tem Chair Wright asked if there were any comments on the Planning Commission meeting minutes from June 12, 2025. There were none.

*Commissioner Wright moved to adopt the Planning Commission meeting minutes of June 12, 2025.
Commissioner Dale seconded the motion.*

The motion passed unanimously with all present members voting "Aye".

Quasi-Judicial Public Hearings

CONDITIONAL USE PERMIT - PLNG-25-5 FOR A SHORT TERM VACATION RENTAL AT 613 W. FIRST ST, YAMHILL COUNTY TAX LOT R3219BA 01900

Associate Planner Leanne Wagener presented the staff report for a conditional use permit application to operate a vacation rental home at 613 West First Street. The property is zoned R2 (medium density residential) and requires conditional use approval for a vacation rental. Staff reviewed applicable criteria in Newberg Municipal Code sections 15.225.060 and 15.445.

The applicant, Jerry Bartels, explained that he and his wife purchased the home five years ago to have a place to stay when visiting their daughter and grandchildren in Newberg. They have improved the property significantly and wish to rent it as an Airbnb when not using it themselves to help cover taxes, utilities, and maintenance costs. Mr. Bartels confirmed they have contracted with Vacasa to manage the property locally.

Commissioner Mansfield inquired about property management when the owners are away. Mr. Bartels confirmed they have contracted with Vacasa, a nationwide rental management company that handles other properties in the Newberg area and will provide cleaning and management services.

There were no public comments on the application.

The Planning Commission deliberated and found the application met all applicable criteria with the proposed conditions.

Commissioner Wright moved to adopt Planning Commission Order 2025-07 with conditions approving conditional use permit PLNG-25-5 for a vacation rental home at 613 West First Street, Yamhill County tax lot R3219BA 01900. Commissioner Mansfield seconded

The motion passed unanimously with all present members voting in favor.

LEGISLATIVE PUBLIC HEARINGS

Review and provide feedback on the scope of the amendments to Newberg Municipal Code, Title 15 Development Code, and one provision of Title 12 Streets and Sidewalks

Community Development Director Scot Siegel presented an overview of proposed code amendments as part of the annual code maintenance program. He explained this was a work session to introduce concepts before returning with draft language in August and a public hearing in September. The proposed amendments addressed concepts needing correction, clarification, or updates to comply with state law.

The Commission provided feedback supporting the general scope of the amendments and requested additional research on several items before the August work session.

ITEMS FROM STAFF

None

ITEMS FROM COMMISSIONERS

None

ADJOURNMENT

Pro Tem Chair Wright adjourned the meeting at: 9:30 p.m.

Attest:

Heidi Newton-Cutts



Fé Bates, Office Assistant