



Planning Commission Meeting Minutes

HYBRID MEETING

6:30

Public Safety Building

401 E Third St, Newberg OR.97132

AUGUST 13,2026

1. CALL MEETING TO ORDER

The Planning Commission Meeting of August 13, 2026 was called to order at 6:30 PM at the Public Safety Building, 401 E Third St, Newberg, Oregon.

2. ROLL CALL

Commissioners Present:

Kriss Wright (Chair)
Jose Villalpando (Vice Chair)- via Zoom
Jason Dale
Mathew Mansfield
Randy Rickert-via Zoom
Tanya Bitz
Abby Seits (Student Commissioner)

Commissioners Absent:

Linda Newton-Curtis

City Council Representative:

Jeri Turgesen

Staff Present:

Associate Planner: Jeremiah Cromie
Administrative Assistant/Secretary: Fé Bates

3. PUBLIC COMMENTS

No public comments were received in person or via Zoom.

4. CONSENT CALENDAR

5/14/2026 Planning Commission Meeting Minutes

Motion to approve the Planning Commission Meeting Minutes of May 14, 2026 was made by Planning Commissioner Jason Dale and seconded by Planning Commissioner Matthew Mansfield. The motion was carried by unanimous voice vote.

Ayes:

Commissioner Rickert, Commissioner Dale, Commissioner Wright, Commissioner Mansfield, Commissioner Villalpando, Commissioner Bitz, Commissioner Seits.

Nays:

None.

Absent:

Linda Newton-Curtis

5. NEW BUSINESS

2026 Code Maintenance Concept; DCA26-0001 SR Code Maintenance PCWS1 8-13-26.pdf

Associate Planner Jeremiah Cromie presented the 2026 Code Maintenance concept package, noting that this was a work session to review proposed concepts, with draft code language to follow at the September meeting, and a Public Hearing scheduled for October, with a target adoption by City Council before year-end. The following concepts were reviewed:

FAA Approach Safety Zone Update:

A straightforward definition update changing the approach safety zone distance from 3,000 to 5,000 feet to align with current FAA requirements. No discussion.

Type 1 Design Review for Single Family Through Quadplexes:

A correction of an oversight from the prior year's code maintenance, confirming that single family through quadplex applications proceed directly to building permit. Cottage clusters will continue to require a Type 1 design review. No discussion.

Tribal Notifications:

In response to a new state requirement taking effect January 1, 2027, the city will add tribal notification to referral procedures for land use cases involving ground disturbance. Staff clarified that the requirement applies to applications requiring public notice, not ministerial building permits, and that tribal responses identifying cultural artifacts would be exempt from public records requests. Chair Wright inquired about the scope of the requirement, and Associate Planner Cromie confirmed it is tied to formal land use decisions with public notice, not routine building permits.

Appeal Procedures:

State expedited housing legislation now limits the right of appeal to the applicant only for residential projects of 20 or fewer units. A matrix in Attachment 1 outlines what can be appealed and by whom. Staff also proposed codifying the practice of having city staff, rather than applicants or appellants, mail appeal notices, noting this is a rare and low-cost occurrence.

Noticing Updates:

House Bill 4037, effective July 1, 2026, limits mailed notice radius to 100 feet for projects of 20 or fewer residential units, down from the city's current 500-foot standard. Staff proposed referencing the house bill directly in code pending anticipated further legislative changes. Additionally, staff proposed requiring all mailed notices to be sent via USPS First Class mail in plain envelopes displaying only the sender's name and address, recipient information, and postage — with no promotional markings. Commissioner Rickert suggested including a land use case file number on the envelope to reduce the likelihood of recipients discarding notices as junk mail. Staff indicated support for that approach and committed to exploring it further.

Nonconforming Signs:

The proposed amendment would allow property owners to change out sign panels (change of copy) without being required to bring the entire sign into conformance, provided the sign's dimensions and materials are not altered. Staff noted a current case prompting this clarification.

Variance Expiration Timeline:

Variances approved in conjunction with other land use applications would be aligned to expire with the longest applicable approval timeline, consistent with the two-year standard adopted in the 2024 code maintenance package. No discussion.

Single Room Occupancies (SROs):

In compliance with state legislation (HB 2138 and HB 3395) effective January 1, 2027, the city must allow SROs — described as dormitory-style housing with individual lockable sleeping quarters, private or shared bathrooms, and a shared kitchen — wherever single family housing is permitted for units of up to three, and wherever multifamily is permitted for four or more units. Parking requirements mirror single family standards (two off-street spaces) for four-to-six-unit SROs, and multifamily standards (0.75 spaces per bedroom) for seven or more units. Applications for four(4)-to-six(6) units would proceed directly to building permit; seven(7) or more would require a Type 1 design review. Commissioner Mansfield asked whether design review could be required for four-to-six-unit SROs; staff indicated this is likely precluded by state law but committed to confirming.

Design Review Exemptions:

Minor alterations to meet building code, or changes of use that do not trigger additional parking or landscaping requirements, would be exempt from site design review and proceed directly to building permit. Commissioners Rickert and Mansfield raised concern about the subjectivity of the term "substantially alter." Commissioner Dale suggested the code include examples of what constitutes a substantial modification and explicit disqualifiers. Staff agreed to bring illustrative examples for the September meeting and to explore whether a quantifiable threshold could be included.

Design Review Criteria — Infrastructure Standards:

The amendment would codify the existing staff practice of evaluating sufficient infrastructure against the city's public works standards (NMC 15.505), providing a clear code reference rather than the current vague language. No substantive discussion.

Parking Landscape Buffer — Code Reference and Code Adjustment:

Two related amendments address the 20-foot landscaping buffer requirement between streets and industrial areas. The first corrects a missing cross-reference to landscape standards in the parking section. The second creates a code adjustment process allowing a reduction of the buffer, provided at least 50 percent of the street frontage retains the full 20-foot landscape buffer and a minimum 10-foot buffer is maintained elsewhere. Attachment 2 illustrated the concept. Commissioner Mansfield asked for confirmation if the reduction could apply to either side of a parking area.

Middle Housing Land Division Updates:

Code references to lot size standards that conflict with state preemption for middle housing land divisions would be corrected. The applicable state statute (ORS 92.031) would be incorporated by reference. The original parent lot must still meet minimum lot size requirements. No discussion.

Final Plat Submission Timeline:

Applications for final plat approval would not be deemed complete until substantial completion of required public improvements — defined in code as including water supply, fire hydrants, sewage disposal, storm water drainage, curbs, street signs, and emergency vehicle access roads. Submission of final plat materials would be updated from paper to electronic format. Commissioner Rickert asked if "substantial completion" is clearly defined in existing code, Associate Planner Cromie confirmed that it was. Commissioner Rickert expressed support for the amendment as written.

Manufactured Housing Updates:

Pursuant to HB 2347, the city's existing code standards that are more restrictive than those applied to single family homes — including roof pitch requirements — would be removed. Manufactured dwellings may be used as components of middle housing types. The minimum acreage for a manufactured home park would be reduced from five acres to one acre, consistent with state law. No discussion.

Religious Institution/Industrial Zone Footnote:

A footnote requiring that religious institutions in industrial zones maintain easy convertibility to industrial use, including fixed seating, would be removed. Staff noted the provision may conflict with the Religious Land Use and Institutionalized Persons Act (RLUIPA) and is considered overly restrictive. No discussion.

Minimum Density Standards — Large Existing Lots:

A clarification would allow the owner of an existing large lot of record (over 15,000 square feet) to construct at least one single family home without triggering minimum density requirements. Any development beyond a single dwelling would remain subject to minimum density standards. No discussion.

Cottage Cluster Community Buildings:

The amendment would clarify that community buildings in cottage clusters are not regulated as accessory structures (which are limited to 400 square feet). If a community building were used as a dwelling unit, the 900-square-foot cottage footprint standard would apply. No discussion.

Major Freestanding Signs — Number and Height:

All zones would be permitted one freestanding sign plus one additional sign per 600 feet of street frontage, consistent with the existing allowance for residential, institutional, and community facility zones. Staff noted that fewer than five properties in the city would be affected. The maximum sign size of 100 square feet per sign would remain unchanged. Additionally, the amendment would codify the existing practice of measuring sign height to include all structural supports and framing, clarified in Attachment 3. Commissioner Mansfield asked whether the city's downtown street banners would be affected; staff confirmed they would not, as those banners are located in ODOT right-of-way under a separate permit.

Off-Street Parking Location Allowances:

Currently, parking in the required front yard is only permitted when an improved parking space exists beyond the front yard (typically a garage). When homeowners convert their garages, the front yard parking becomes nonconforming. The proposed amendment would allow a service drive (driveway) in the required front yard to count as the required parking space, provided it does not exceed 50 percent of the front yard area, maintains a minimum 20-foot depth, and is at least 9 feet wide with hard surfacing. The amendment would apply to single family through multifamily uses. Chair Wright asked several clarifying questions regarding driveway surfacing standards, tandem parking, and applicability to existing versus new construction, all of which staff addressed. Commissioner Mansfield inquired about tire-strip-style driveways; staff confirmed those would not constitute compliant parking spaces under the 9-by-18-foot hard surface requirement.

Joint Use Parking Facilities:

The amendment would add flexibility to parking agreements by no longer requiring all shared parking arrangements to be recorded as perpetual covenants with the county. Staff confirmed that agreements would still require review by the city attorney and that the director would retain discretion to require recording for new development. Chair Wright inquired about provisions for term agreements, maintenance responsibilities, and compatible operating hours; staff confirmed that existing code addresses operating hour conflicts and proximity requirements, and that the forthcoming draft language would include director-level assurance provisions.

ADU Primary Unit Measurement:

The amendment would clarify that the 50-percent size limit for accessory dwelling units is calculated using gross floor area as recorded by the county assessor, excluding garages. Where assessor data is inaccurate or incomplete, applicants may submit floor plans prepared by a qualified professional for director review. Chair Wright asked about the treatment of finished basements and attic spaces; staff indicated those situations would be addressed through the floor plan submission option.

Shared Water Service Prohibition for Divided Parcels:

Consistent with the existing prohibition on shared sewer lines for separately owned parcels, the amendment would add a parallel prohibition on shared water meters when land is divided. Shared services would remain permissible for co-owned properties with multiple units on a single lot. Chair Wright asked about master meter developments and irrigation meters; staff committed to following up on the irrigation meter question.

Existing Private Streets for New Development:

Following issues encountered during the Orchard Drive development review, this amendment would establish minimum standards for new development accessing existing private streets where none currently exist. The minimum pavement width would be the greater of what is already present or 20 feet, and fire district access requirements (up to 26 feet) would also apply. Standards would apply to private streets predating March 1999. Staff noted that Senior Engineer Brett Musick would be present at the September meeting to provide further

detail. Chair Wright inquired about pavement, sidewalk, drainage, and proportionality requirements; staff acknowledged that Nolan/Dolan proportionality considerations apply and that further discussion is anticipated.

No vote was taken; this item was presented for information and commission feedback only.

6. CONTINUED BUSINESS

Review of Revised Planning Commission Participation Guidelines

Planning Commission Secretary Fé Bates presented the revised Planning Commission Participation Guidelines, noting that items adopted by City Council on October 20, 2025, are italicized, while existing Planning Commission-specific provisions are in regular font.

Chair Wright raised several questions regarding the document. Regarding Rule 1.5 (Repeal of Rules), staff clarified that City Council-adopted provisions cannot be modified by the Commission, but that staff would endeavor to notify the Commission in advance of any proposed council amendments to the guidelines. Chair Wright expressed that the Commission had been caught off guard when the Council Guidelines were initially adopted and welcomed the commitment to advance notice. Regarding Rule 2.1(c), staff confirmed that the provision stating "these rules shall govern" in the event of a conflict with Robert's Rules of Order means the Commission's adopted guidelines take precedence. Regarding Section 6.7 (Regular Meeting Agenda order), staff clarified that the listed agenda items represent all potential categories and that the actual meeting agenda is adjusted to include only those items applicable to a given meeting. A resolution formally adopting the revised guidelines will be presented at the September meeting. Commissioners were encouraged to submit any remaining feedback to staff before that meeting.

7. ITEMS FROM STAFF

Anticipated Schedule of Planning Commission Activities

Associate Planner Cromie noted that the September 10, 2026 meeting will include the draft code language for the 2026 Code Maintenance package and the resolution for the Planning Commission Participation Guidelines, followed by a public hearing in October.

Staff Updates for Planning Commission

Associate Planner Cromie advised Commissioners that the Land Conservation and Development Commission (LCDC) is holding a hearing session on land use policies and economic development on August 27, 2026, from 11:00 AM to 1:00 PM at the Public Safety Building, with RSVPs due the following day. Staff also reported that the City received two applications under the Senate Bill 1537 one-time urban growth boundary amendment solicitation, which closed July 31, 2026. Applications are currently being vetted with the state for eligibility and are expected to go before City Council at its second meeting in September, with potential future Planning Commission involvement. Staff additionally noted that Council is scheduled to receive an update on the vacation rental program at the same September meeting, approximately one year following adoption of the vacation rental amendments.

8. ITEMS FROM COMMISSIONERS

No items were raised by commissioners.

9. ADJOURNMENT

Chair Wright adjourned The August 13, 2026. Planning Commission Meeting: 8:00pm

These minutes are submitted as a true and accurate record of the proceedings.

Attested by:



Kris Wright, Planning Commission Chair, City of Newberg



Fe Bates, Planning Commission Secretary, City of Newberg