



Planning Commission Meeting Minutes

HYBRID MEETING

6:30

Public Safety Building

401 E Third St, Newberg OR.97132

SEPTEMBER 10,2026

1. CALL MEETING TO ORDER

The Planning Commission Meeting of September 10, 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)
Mathew Mansfield
Randy Rickert-*via Zoom*
Tanya Bitz- *via Zoom*
Abby Seits (Student Commissioner)

Commissioners Absent:

Linda Newton-Curtis
Jason Dale
Jose Villalpando (Vice Chair)

City Council Representative:

Jeri Torgesen

Staff Present:

Community Development Director: Scot Siegel
Associate Planner: Jeremiah Cromie
Senior Engineer: Brett Musick
Administrative Assistant/Secretary: Fé Bates

3. PUBLIC COMMENTS

No public comments were received in person or via Zoom.

4. CONSENT CALENDAR

8/13/2026 Planning Commission Meeting Minutes

Planning Commission Secretary Fé noted a correction to the August 13, 2026 minutes, which had incorrectly listed a staff member as present when he was not. The minutes were presented for approval as corrected.

Motion to approve the Planning Commission Meeting Minutes of August 13, 2026 was made by Planning Commissioner Mathew Mansfield and seconded by Planning Commissioner Rand Rickert. The motion was carried by unanimous voice vote.

Ayes:

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

Nays:

None.

Absent:

Commissioner Newton-Curtis, Commissioner Dale, Commissioner Villalpando

5. CONTINUED BUSINESS

Approval and Adoption of Revised Planning Commission Guidelines

The revised Planning Commission Guidelines, including Exhibit "A," were presented for adoption.

Motion to approve and adopt the revised Planning Commission Guidelines for 2026 and beyond, including Exhibit "A," was made by Commissioner Matthew Mansfield and seconded by Commissioner Randy Rickert. The motion carried by voice vote:

Ayes:

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

Nays:

None.

Absent:

Commissioner Newton-Curtis, Commissioner Dale, Commissioner Villalpando

2026 Code Maintenance Concept; DCA26-0001 SR Code Maintenance Language Review

Chair Wright opened the work session for DCA26-0001. Community Development Director Scot Siegel introduced Associate Planner Jeremiah Cromie, who participated remotely due to illness, along with Senior Engineer Brett Musick, who was present in the room.

Associate Planner Cromie guided the Commission through the draft code amendments, highlighting the following items:

Tribal Notifications: Language was updated to require tribal notification only when a land use application involves ground disturbance requiring public notice. The city is awaiting an updated list from the Land Conservation Indian Services.

Appeal Procedures: State law now significantly limits appeal procedures for projects under 20 units, restricting notification to a 100-foot radius and limiting appeal rights primarily to the applicant. The amendments also clarify that staff will be responsible for sending appeal notices, consistent with past practice.

Mailing Notice Requirements: In response to prior Commission feedback, amendments add the land use case file number to mailed notices and confirm that notices must be sent via USPS first class mail.

Single Room Occupancy (SRO): State law requires SRO standards to be adopted by January 1, 2027. The amendments establish that SRO developments of 4 to 6 units are processed under Type 1 procedures (building permit), while developments of more than 6 units require Type 2 site design review, consistent with how conventional multifamily development is treated. Parking is set at a 0.67-space-per-unit ratio for developments over 6 units, per state requirement. Director Siegel confirmed that SROs in zones where multifamily required a conditional use permit would not allow SROs exceeding 6 units. Chair Wright inquired about the airport approach zone measurement methodology; Director Siegel and Associate Planner Cromie confirmed the applicable measurement standard is defined in code section 15.05.0.030.

Design Review Exemptions: To reduce unnecessary process burdens, amendments provide that a change of use not requiring additional parking or substantial alteration to a building or site may be exempt from formal design review,

subject to director's discretion. Commissioner Mansfield expressed support for streamlining the process to reduce burden on both the city and applicants.

Parking Lot Landscaping Buffer Adjustment: A code adjustment process was introduced allowing commercial and industrial properties to encroach into the required front yard landscaping buffer for parking, provided that at least 50 percent of the required frontage buffer remains landscaped. All vision clearance and sight distance standards must still be met.

Minimum Development Site Density: Amendments clarify that the minimum density standard applies only when a development site of more than 15,000 square feet is to be subdivided, partitioned, or developed with more than one dwelling unit. A single family home on a legal lot of record in a higher-density zone is not required to subdivide or build at higher density. Director Scot Siegel characterized this as a minor but legally significant policy issue arising from a real-life annexation inquiry.

Off-Street Parking in Required Front Yard: The amendments allow required off-street parking to be located within the required residential front yard using the service drive (driveway), provided it is at least 20 feet deep, 9 feet wide, and does not exceed 50 percent of the required front yard area. This is intended to facilitate accessory dwelling unit (ADU) conversions and assist older properties with constrained parking configurations. Commissioner Rickert asked whether this standard would also apply to new construction; Associate Planner Cromie confirmed it would apply to all development, though Director Siegel noted new construction would need to set the building back at least 20 feet to utilize this provision.

Joint Use Parking Facilities: Existing code required a recorded covenant for shared parking arrangements. The amendment allows shared parking between property owners to be formalized through a private agreement filed with the Community Development Department, rather than requiring a recorded deed restriction. Director Siegel noted this approach is more business-friendly and consistent with how other code compliance obligations are handled, placing the risk of agreement dissolution on the participating property owners.

ADU Size Calculation: Amendments establish that ADU size relative to the primary dwelling will be calculated using Yamhill County Assessor data, with an alternative option of submitted floor plans. Senior Engineer Musick also noted the alternative of treating ADU development as a duplex, which removes the size limitation but eliminates the ability to use either unit as a short-term rental.

Existing Private Streets: Senior Engineer Musick presented an amendment addressing situations where the paved width of a private street easement does not meet the standard 20-foot minimum required for fire access. The amendment requires new development to match existing conditions where applicable and provides a code basis for addressing such nonconforming situations going forward.

Water Meter Sharing: Senior Engineer Musick presented amendments clarifying that each water meter is intended to serve a single lot or dwelling unit under single ownership, in order to prevent complications arising when shared-meter properties change ownership. Commissioner Rickert raised concerns about nonpayment and service interruption risks to uninvolved parties; Senior Engineer Musick acknowledged these risks and confirmed the amendment is intended to prevent such situations from arising in new development.

Airport Industrial District – Caretaker/Security Officer Residence: Amendments update the code to allow one caretaker or security officer residence per hangar unit, rather than per parcel, to accommodate condominiumized hangar ownership structures such as those at the Sportsman's Airpark. Director Siegel noted that these units are not classified as conventional dwellings and are not eligible for short-term rental use. It was noted that Commissioner Jason Dale, who was absent, would likely have recused himself from this item. Associate Planner Cromie noted that most of the Sportsman's Airpark is not currently within city limits.

No formal action was taken. The formal public hearing on DCA26-0001 is tentatively scheduled for the October 8, 2026 Planning Commission meeting.

7. ITEMS FROM STAFF

Anticipated Schedule of Planning Commission Activities

Director Siegel confirmed that the formal hearing on the 2026 Code Maintenance Amendments (DCA26-0001) is scheduled for the next regular meeting.

Staff Updates for Planning Commission

Planning Commission Secretary Fé advised Commissioners whose terms expire in December 2026 to reapply if they wish to continue serving and encouraged any commissioner uncertain of their term status to contact her directly. Chair Wright acknowledged that three seats would be up for reappointment.

8. ITEMS FROM COMMISSIONERS

No items were raised by commissioners.

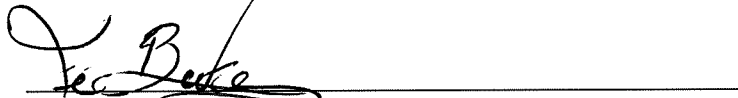
9. ADJOURNMENT

Chair Wright adjourned The September 10, 2026 Planning Commission Meeting: 7:23pm

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

Attested by:


Kris Wright, Planning Commission Chair, City of Newberg


Fé Bates, Planning Commission Secretary, City of Newberg