

MINUTES
City of Newport Planning Commission
Regular Session
Newport Recreation Center, Room 117
Monday, December 11, 2017

Planning Commissioners Present: Lee Hardy, Bob Berman, Mike Franklin, Rod Croteau, and Jim Hanselman.

Planning Commissioners Absent: Jim Patrick and Bill Branigan (excused).

City Staff Present: Community Development Director (CDD) Derrick Tokos, and Executive Assistant Sherri Marineau.

1. **Call to Order & Roll Call.** Commissioner Croteau called the meeting to order in the Newport Recreation Center at 7:00 p.m. On roll call, Commissioners Hardy, Berman, Croteau, Hanselman, and Franklin were present.

2. **Approval of Minutes.**

A. Approval of the Planning Commission work and regular session meeting minutes of November 27, 2017.

Croteau and Berman noted minor corrections to the minutes.

MOTION was made by Commissioner Franklin, seconded by Commissioner Berman to approve the Planning Commission meeting minutes with minor corrections. The motion carried unanimously in a voice vote.

3. **Citizen/Public Comment.** No public comments.

4. **Action Items.**

A. **Appointment of a Representative to the Newport Vision 2040 Advisory Committee.** Tokos explained that there would be 16 members on the AC that would meet on a quarterly basis. Croteau volunteered to be the representative.

MOTION was made by Commissioner Berman, seconded by Commissioner Hardy to appoint Rod Croteau as the Planning Commission representative to the Newport Vision 2040 Advisory Committee. The motion carried unanimously in a voice vote.

MOTION was made by Commissioner Croteau, seconded by Commissioner Hanselman to appoint Mike Franklin as the Planning Commission alternate representative to the Newport Vision 2040 Advisory Committee. The motion carried unanimously in a voice vote.

5. **Public Notices.** At 7:02 p.m. Commissioner Croteau opened the public hearing portion of the meeting by reading the statement of rights and relevance. He asked the Commissioners for declarations of conflicts of interest, ex parte contacts, bias, or site visits. None were heard. Croteau called for objections to any member of the Planning Commission or the Commission as a whole hearing this matter; and none were heard.

A. **File No. 7-MISC-17.** Tokos gave the staff report for File No. 1-MISC-17. He introduced Peter Roina, Newport Postmaster, to the PC. Roina said that in the early 90's they started to put all letters in order for mail carriers before they went out to deliver. He said the goal was to hit 95 percent and this had not happened yet. Roina noted that letters were harder for their machines to read than numbers were. He described how they liked to have numbers designated for different floors. He explained the way the odd and even addresses flip flop in the North and South directions, and said it made mail deliveries difficult.

Berman asked if there was any effort to notify the residents of old addresses to have them change their addresses. Roina said no as it would hurt the system more than help because of all the changes and forwarding of mail. Berman

asked what would happen when dealing with a new development. Tokos said they would look at the prevailing pattern in the area and keep it consistent. Roina said that Highway 20 was where the addresses flip flopped. Tokos said that everything was digitally mapped and it was clear what the patterns were.

Hanselman asked if the Post Office would be changing the address numbers that were already given. Roina said they wouldn't unless residents and the City said it was a problem. Franklin asked if this would be an issue for what was coming down the pipe for auxiliary housing. Tokos said it would help prospectively. Hardy asked if the Postal Service scanner was outdated. Roina said the system for the carriers was up to date. Hardy asked what the problem was with the scanner. Roina said when the Intel barcode at the bottom of the mailer was first passed through, the machines would spray on a barcode based off of what address it read. This was where the errors tended to come from. The machines were from the early nineties and the Post Office was not in a position to buy new machines.

OPPONENTS: None present.

Hearing closed at 7:19pm

Hanselman said he saw the glitches but was good with it. Franklin saw no issues but saw a problem with fixing everything all at once. He suggested reaching out to residents. Roina asked how long it would take the City to change addresses if they contacted residents to change to numerical. Berman read the Municipal Code that said the Community Development Department could do the change. Tokos said doing it retroactively for all would be a problem but could be adjusted more easily on an ad hoc basis. Hanselman was concerned that a resident trying to change their address with all their contacts wasn't as easy as it seemed. Roina said mailings would be delivered for a year at both addresses to make these updates. Tokos told Roina to send a list of addresses with issues to the City to address and engage owners. Hardy had no issues.

MOTION was made by Commissioner Franklin, seconded by Commissioner Branigan to approve File No. 7-MISC-17. The motion carried unanimously in a voice vote.

6. New Business.

A. Planning Commission Goal Setting Discussion. Tokos reviewed the goal setting document he handed out to the PC. He reviewed the Storm Drainage and Wastewater Summary Goals for Fiscal Year (FY) 2017/2018, FY 18/19 and beyond, and the Vision 2040 Strategies. He reviewed how the strategies on the Vision 2040 applied to the PC goals. Croteau asked if there were any Hospital goals under the health aspects. Tokos said they would be working with the hospital on this over the next couple of years. He said one goal would be to insure resources to facilitate and insure the project was done in a timely manner. He said the service side was outside of what could be done. A discussion ensued regarding attracting medical professionals to rural areas.

Tokos reviewed the Airport Master Plan goals with the PC. He said they should be completed by the end of the year. He said the seismic studies would be done by the end of the FY. Tokos then reviewed the Park System Master Plan goals.

The Transportation System Goals were covered next. Tokos noted that the FY 18/19 and beyond were not updated on the copy presented to the PC at the current meeting. He said that the alternate bridge would be a part of the TSP.

Tokos reviewed the System Development Charges and Affordable Housing package. He noted that it was completed. Berman asked what the status of vertical housing was. Tokos said they were waiting to hear from Oregon Housing Community Services on how it should be implemented on a local level. Urban Renewal and Vacation Rental Goals were covered next. Tokos noted that there would be a quarterly City Council meeting to discuss progress on goals.

Tokos asked the PC if they wanted to see other things added to the goals. Franklin asked about adding the Parking Study. The PC agreed it should be included. Franklin said he wanted the City to consider other things besides metering. He suggested an increase of off-street parking fees. Croteau asked Franklin to clarify what his issue was with metering. Franklin said his concern was with the meters. Croteau suggested presenting it to the public as paid parking not meter parking. Tokos said metering was part of the proposal and there would be a pallet of fee types. Croteau suggested giving the rationale for metering to the public. Tokos said he would add it to the goals.

7. Unfinished Business.

A. **Advertisement for the Planning Commission's Vacation Rental AD-Hoc Advisory Committee.** Tokos reported that the advertising for the VRD AC had gone out. He asked the PC on their thoughts on when to hold the interviews. Croteau said to wait and see what the response was, then schedule them during an evening meeting. Berman asked if the PC Work Session meeting could be scheduled on a different date. The PC was open to doing a special meeting for interviews. Croteau wished the PC would have seen the advertisement letter before it went out.

Tokos asked for suggestions on a PC representative to the AC. Berman thought Croteau would be a good choice. Hanselman was open to volunteering.

MOTION was made by Commissioner Franklin, seconded by Commissioner Berman to appoint Jim Hanselman as the Planning Commission representative on the Vacation Rental Ad-Hoc Committee. The motion carried unanimously in a voice vote.

Tokos noted that Hardy suggested getting someone with a legal background or with an insurance liability issues on the AC. Franklin asked for recommendations for people who could fill that role. Tokos suggested Jeff Waarvick. Hardy suggested Adam Springer and Jeff Goodwin. Tokos suggested Richard Diaz. He said the AC would want someone who had familiarity with land use concepts. Berman suggested Brian Haggarty.

Croteau said it would be useful to have a PC alternative for the AC. Hanselman suggested that Croteau be the alternate. Croteau said he was comfortable doing it unless another PC member wanted to do it. Berman suggested Branigan. Franklin said he had no time in his schedule to do it. The PC was comfortable with Bill Branigan being the Vacation Rental Ad-Hoc Committee alternate. Tokos reminded the PC that the VRD code process wouldn't have a consensus and would have majority views. Croteau stressed that the AC would need to have clarity on transparency.

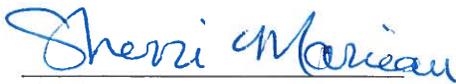
Croteau gave a briefing on the CC vote on the VRD moratorium held on December 4th. He noted that Goebel had statistics from the CDD saying 24 of the VRDs were owned by Newport residents. Tokos explained that Goebel counted the numbers on his own. Franklin asked about the permit status on the Olive Street new residential permits. Tokos said the permits had not been pulled and the owner would have to do a design review if they went forward.

The PC agreed that they preferred evening meetings for interviews. Tokos would do a Doodle Poll to give the PC choices on dates.

8. **Director Comments.** No Director's comments.

9. **Adjournment.** Having no further business, the meeting adjourned at 8:22 p.m.

Respectfully submitted,



Sherri Marineau
Executive Assistant