

**MINUTES**  
**City of Newport Planning Commission**  
**Work Session**  
**Newport City Hall Conference Room A**  
**August 26, 2019**  
**6:00 p.m.**

**Planning Commissioners Present:** Jim Patrick, Lee Hardy, Bob Berman, Jim Hanselman, and Mike Franklin.

**Planning Commissioners by Phone:** Bill Branigan

**PC Citizens Advisory Committee Members Present:** Dustin Capri

**Public Members Present:** Madeline Shannon, and Mona Linstromberg.

**City Staff Present:** Community Development Director (CDD) Derrick Tokos; Associate Planner, Rachel Cotton; and Executive Assistant, Sherri Marineau.

1. **Call to Order.** Chair Patrick called the Planning Commission work session to order at 6:00 p.m.
2. **Unfinished Business.**
  - A. **Continued Review of the Framework for a New Tsunami Hazard Overlay Zone.** Cotton reviewed the changes that had happened from the previous Planning Commission meeting discussion. She asked for the Commission's thoughts on the Hazard Acknowledgement and Disclosure Statement and if it should be included. Hanselman questioned what the benefit to the City would be. Cotton explained it was an educational tool. Hanselman thought there were better ways to educate without having to sign a document. Hardy thought the disclosure was important and should be acknowledged. Hanselman thought it should be acknowledged by all residents. After a discussion, Cotton noted that apart from Hanselman, the Commission was in general agreement to include the statement.

Cotton reviewed the tsunami evacuation facilities improvement plan. Berman thought the plan should be incorporated into the Transportation System Plan (TSP) and Park System Master Plan (PSMP). Cotton explained that the PSMP was essentially done and TSP was already scoped and didn't necessary include evacuation. Tokos noted that there were a few projects in TSP the City needed to make sure was vetted enough in order to engage new development projects to incorporate trails or signage for evacuations. Berman was concerned that a large portion of the pages would be duplicates on each of the plans. Tokos explained they would create something like a technical memo that was 6-8 pages that explained what the projects were and the rationale. Cotton asked if the Commission thought it was useful to establish technical projects connected to "Beat the Wave". The Commission was in general agreement that it should.

Cotton reviewed the DLCD Model Code changes. She explained that she added back in the Evacuation Policy Concepts Section #3. Capri asked what the lighting conditions were. Cotton explained this section was about how the signs would be lit at night and noted she could share the standards on this with the Commission. Capri thought this was vague in the code. Cotton would clarify this.

Cotton explained that the language for the rationale for the policies related to reducing development risk in high tsunami risk areas. This was meant to cover both XXL and M general policies. Cotton reported that the Newport High School had a capacity of 662 students. Berman asked why in Section 8.viii. "incapacitated" needed to be included. He felt the distinction wasn't necessary. Hanselman thought medical didn't cover senior living and assisted living facilities. He thought the term "daycare" should be mentioned in this list. Tokos said the reason it wasn't included was that "daycare" picked up smaller facilities while the term "child care" was broader. Hanselman thought it should be included. Berman reminded that there were elderly daycare facilities and felt it should be included. Capri suggested adding a line item for any facility with incapacitated persons. Tokos suggested it say assisted living or nursing homes. Berman thought the number for medical facilities should be changed from 50 down to 20, or taken out. The Commission was in general

agreement to take out the number for medical facilities. Tokos suggested looking into residential facilities and how they tie back to State licensing for group homes to see how to weave them into the code. Cotton noted there seemed to be a consensus to include these in the XXL. Franklin asked if temporary structures should be included in the special occupancy structures. Cotton explained that if they were included in this section it would limit event locations for things such as the Seafood and Wine Festival.

Cotton reviewed the evacuation route improvement requirements next. Berman asked if there were any other categories other than low density residential. Cotton said there wasn't. Branigan asked what the definition of "substantial improvement" was. Cotton explained it was anything 50 percent or more of the real market value. Cotton asked the Commission if they wanted to include Section 6.a.iii. A discussion ensued regarding what the posting requirements should be. Tokos thought it should be geared to a well thought out plan centered around lodging. Capri was concerned that the code referenced the TSP and TEFIP when they weren't in place yet. Cotton said until they were in place, the City wouldn't have to do the requirements, and placed importance on figuring out how extensive the TEFIP needed to be. Cotton said they could leave the section out and wait until the TEFIP was adopted. Tokos suggested adding a statement that these provisions did not apply to special events. Cotton noted the items that were taken out for the evacuation route improvements in Section 6.c. Capri thought wayfinding was important. Berman thought there needed to be consistency. Cotton explained that the design standards would address this.

Cotton covered the vertical evacuation structures next. Patrick noted that the numbers in this section jumped from 7 to 9 and 8 had been left out. Cotton would fix the numbering. Tokos reviewed the next steps. He thought there would be another work session meeting with the Commission and suggested Meg Reed with the DLCDC be present to answer questions.

### 3. New Business.

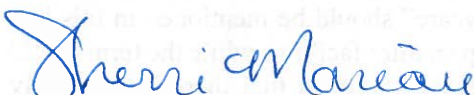
- A. Update on the Short-Term Rental Ordinance Implementation. Tokos reviewed the update on the short-term rental (STR) implementation. He noted that the work group had already met on August 20th. The materials given to the Commission were the same that was shared with the work group. LodgingRevs had been hired to manage a 24/7 hotline for complaints. Staff training would be held on Aug 29th for the hotline. There would be a community roll out once the staff training was done. The City would order signs with the hotline information for all the rentals to post. Tokos noted that there was a cushion in the LodgingRevs contract that would help pay for the signs.

Tokos reported there had been an initial advertising sweep for unlicensed STRs and the Community Service Officer (CSO) would be working on notifying them. Berman asked that the CSO be educated on the occupancy limits rules. Tokos covered the number of STR licenses that had renewed, the incomplete renewals, and the units that didn't renew. The STRs that didn't renew would have to submit new applications. Because they were nonconforming they had a right to submit a new license application.

Tokos noted that the STR waitlist wouldn't be touched until after November 1st when the deadline for the applications in process was over. The STR Work Group would meet in late October/early November again. There would be a focus on the centralized complaint system at this meeting. Hanselman asked if the applications that were incomplete were because the applicants didn't supply the materials requested from the letter. Tokos reported it was. He reminded that the ordinance stated that applicants would have 30 days from August 15th to provide the additional information for their incomplete applications.

Adjourned at 6:59 p.m.

Respectfully submitted,



Sherri Marineau,  
Executive Assistant