

**MINUTES**  
**City of Newport Planning Commission**  
**Work Session**  
**Newport City Hall Conference Room A**  
**November 13, 2017**  
**6:00 p.m.**

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

**PC Citizens Advisory Committee Members Present:** Dustin Capri, and Karmen Vanderbeck.

**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. **New Business.**
  - A. **Draft Scope of Work for Park System Master Plan.** Cotton reviewed the Park System Master Plan with the PC. She noted that it was a general plan. She asked the PC for their feedback. Branigan asked what the bike pump track was. Cotton explained it was a dirt track for people to learn bike skills, and noted that there had been a struggle to find a spot for it.

Berman thought that the funding language needed to be changed. Cotton said she would make the changes. Patrick asked if beaches were part of the park system. Cotton said yes and noted that Tasks 2.1 and 2.2 mentioned beaches. Tokos said that not all beaches were State parks. Patrick thought beaches should be more prominent. Cotton explained that they were in the inventory of trails.

Branigan suggested adding scuba diving entrances. Tokos said recreational access to the bay was a better thing to add. Cotton would add a bullet point for it. Capri asked if the Parks and Recreation helped put the plan together. Cotton said they took a look at it. Berman asked if Task 2.1 included trails on private forest lands. Cotton didn't think it did. Berman thought it should be included. Hanselman noted that the Newport Bike Shop had trail maps at one time but they weren't available anymore. Cotton noted that private owners didn't want them promoted as options for people to go. Berman clarified that the trails he was talking about were public. He thought "private recreation areas and trails available to public" should be included. Cotton would add this.

Franklin asked what the consultant's costs would be. Tokos said there was over \$87,000 budgeted. Janet Webster cautioned the City about doing budget increases. Tokos said it was an opportunity to leverage the State Parks and Rec funds. Cotton noted that the Park System Master Plan hadn't been updated since 1993 and was needed.

- B. **Discussion and Potential Revisions to the VRD/B&B Recommendation Letter.** Croteau reviewed the changes to the letter that he thought necessary. He said to take out the last sentence on paragraph two. He felt the improved communications and freeing up staff statements couldn't be based on real records. The PC was in agreement. Croteau didn't think the standards were "entirely effective" and thought the words should be removed. Tokos wanted it noted that some standards had been improved and Croteau agreed. Tokos said that the next paragraph went into the points Croteau was concerned about.

Croteau noted changes to the first and second paragraphs on page two. He noted that on the last paragraph on page two he felt that the number of vacations rentals in Newport was relatively low, except for Nye Beach. Tokos thought that it was a message that was easy to convey. Croteau asked for the number to be taken out of the letter. The PC agreed.

Berman noted that he didn't see a recommendation to the City Council in the letter. Patrick explained that the CC asked for a report, not a recommendation. Tokos said that the letter was clear that additional work needed was being conveyed. Berman asked that there be an addition to the letter that stated that the PC felt the CC should review the existing ordinance. Franklin wanted an addition that stated the Airbnb agreement needed to be reviewed. Tokos said this was included in the enforcement. He said enforcement was on the State's radar and would possibly be the place to sort out the Airbnb issue.

Hanselman noted what the CC's request was and what the desired outcomes were. He said the last review of the ordinance, fees were discussed and were wanted. Hanselman thought that fees for implementing the program should be added to the letter to the CC. Croteau noted that page two, paragraph one of the recommendation letter talked about adequate resources. He thought a review of the fee system should be included. Patrick thought it should say funding, not fees, to keep it general.

Tokos asked the PC if they were ok with the letter with the amendments. Berman was still worried that there wasn't a recommendation in the letter. Patrick reiterated that the letter was what the CC asked for. The PC agreed that they were satisfied with the recommendation letter.

- C. **Parking Study Recommendations.** Tokos reviewed where the Parking Study Advisory Committee was at with the study. He noted that input from the PC was needed to see what areas they thought still needed to be looked at. Tokos said that the consultants were working on wrapping up the study. The AC would take the recommendation and share it with stakeholders in the areas. Tokos thought the process would take another couple of months.

Berman asked Tokos to explain how the elimination of off-street parking on new development would be handled. Tokos explained it would be managed by a metering/permit program. He said that restaurants could develop because of the relief of parking. Capri noted that he reached out to his clients to see if they had heard about the meter rollout plan, and only one had heard about it. He was concerned that no one had heard about the plan and asked how the study could be finalized before anyone had looked at it. Tokos said it was a living document and they weren't saying it needed to be done in a certain order. Capri was concerned that the whole study was just about metering. Tokos explained that it was permitting and signage as well. Carpi thought that before the study was done, the community needed to give input. Tokos said that field work said that meters were justifiable and showed how to do them. Capri was concerned they weren't looking at it from other aspects. Tokos said the AC was looking at it and public outreach would be done. He said that meters weren't the only option that would be put on the table. Capri wanted other alternatives to meters in the report. Croteau said that the document would have many iterations as it went along. Webster noted that the report presented was the second iteration. She said the AC started the study in March 2016 without an update and thought something should be shared out. Tokos thought that was fair.

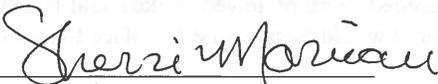
Community member, Don Matthews, addressed the PC and said that there were things that were not included in the study that he wanted the AC to get a handle on, which pertained to parking on the Bayfront. Capri asked were his employees parked. Matthews said anywhere they could. Croteau asked if there was a way to make more room for nets. Matthews said there were racks. Tokos said the study pulled out racks from the document and looked at Port Dock 5 for parking. Matthews thought there were different things that could be done to address the parking issues in the area. Webster noted the AC looked at the Lancaster Study for the data and noted that Nye Beach had different issues. Stan Pickens addressed the PC and said that he had been a part of the parking AC for years. He thought it was a complex issue and didn't think meters would meet the authenticity of the Bayfront. He thought parking needed to be dealt with and there needed to be input by more people.

Croteau requested more emphasis on remote parking and transit. Robert Hayes addressed the PC and said that this was why the Canyon Way parking was created. Matthews said that parking enforcement on the Bayfront was nonexistent. Hayes noted that parking tickets were \$40 and thought that tickets caused people not to want to come back to Newport. Matthews said there needed to be guidelines.

Greg Morrow addressed the PC and noted that he owned a private parking lot in Newport. He said that people don't read signs and had to remove cars from his lot often. Morrow thought that meter parking could cause problems. He noted that he wouldn't put meters and charge for parking for his lot. Hayes asked if meters were for revenue or to move people. Tokos said both. He said the AC also discussed shuttles for employees. Hayes gave an example of how employees parked by Doodlebugs.

4. **Director's Comments.** No Director comments.
5. **Adjournment.** Having no further discussion, the meeting adjourned at 7:12 p.m.

Respectfully submitted,



Sherri Marineau,  
Executive Assistant