

MINUTES
City of Newport Planning Commission
Work Session
Newport City Hall Conference Room A
November 27, 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: Karmen Vanderbeck.

PC Citizens Advisory Committee Members Absent: Dustin Capri (*excused*).

City Staff Present: Community Development Director (CDD) Derrick Tokos; Engineering Tech, Melissa Roman; 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. **Debrief on City Council Action on Vacation Rental/B&B Issue and Next Steps.** Berman gave an overview of the City Council meeting presentation of the PC recommendation letter. He noted that the CC recommended it go back to the PC to start the update process; recommended an ad hoc committee be appointed by the PC; moved for the PC to develop a process by initiating the legislative process; and turned down a moratorium. Tokos explained how the CC voted on the moratorium. He said that Councilman Allen requested the moratorium be addressed again at the next CC meeting due to the confusion on the motions. Branigan said that Allen said some vacation rentals (VRDs) were land use versus business. Tokos said that everything was in the land use code now. He said that Goebel wanted the VRD process completed in 120 days. Tokos explained the steps to do the update would take eight to nine months to complete. He explained that the CC gave suggestions for the PC on VRD updates.

Tokos reviewed the memo presented to the CC at the November 20th meeting that covered the schedule for completing the VRD update. He noted that interviews would have to be done to determine an advisory committee. Tokos said that Police Chief Malloy said he would volunteer to be on the AC as a representative of the Police Department. Hardy said input was needed from the administration concerning funding for enforcement. Berman said that in 2012 the AC only had two representatives from neighborhoods with grievances and wanted the next AC to have more of a balance of stakeholders. He also suggested the advertising include the time commitment required to be on the AC. Tokos noted that there would be a chance to do some joint meetings with the CC and PC. The PC thought the process was reasonable.

Patrick was worried that enough people would be found for the AC before the year was up. Tokos explained that advertising would happen in December with interviews in January. Hardy noted her concerns that building codes couldn't be enforced after the fact. She suggested looking at owner/management enforcement instead of visitor enforcement.

Tokos asked the PC to give their input on the categories of people who should be included in the AC. He said that the Fire Department should be represented as well. Patrick requested Building Official, Joseph Lease, speak to the PC at one of their meetings. Berman thought the Community Service Officer should speak to the PC as well when they were hired. Croteau thought the spectrum on the last AC was sufficient. Branigan suggested including some CC members. Tokos suggested someone from the Chamber of Commerce. Hanselman was concerned that they would be more pro-tourism. Patrick said it wouldn't be hard to find representatives on the rental side but needed someone from the opposite side. He suggested there be a PC representative included. Tokos suggested sending out a letter to everyone who submitted a letter concerning the VRD update. The PC agreed. Croteau wanted to make sure that the AC members had something to gain in Newport and were local. Tokos suggested Norm Ferber. Vanderbeck asked if the goal was to not have any of the members of the last AC included. Tokos said no, they could be included. He said Cindy Reid said she who be willing to do it again. Tokos suggested Cathey Briggs. Branigan suggested Janet Webster. Patrick suggested having four members who were positive about VRDs, four members who were negative, a PC representative, the Police Department, and the Fire Department.

Franklin asked if the ad hoc meetings were open to the PC. Yes, as long as there wasn't a quorum present. Croteau said he could be a neutral AC member. Branigan thought that John Clark could give both perspectives. Tokos said he preferred there only be 11 AC members. Vanderbeck was concerned the City wouldn't be able to be neutral. Tokos said they would be careful not to say they were on a side and they would have different perspectives. Patrick suggested advertising and trying to recruit people for the AC. Berman suggested having a property management company representative on the AC such as Vacasa, Airbnb, or VRBO. Hardy suggested an insurance business representative on the AC to represent the legal liabilities of the property owner. Vanderbeck suggested a Nye Beach area representative on the AC. Franklin suggested someone from the R-1 zone, a PC member, the PD, the FD, three owners, and three VRD managers on the AC. Patrick thought the Chamber should be used as a liaison. Franklin suggested a school representative. Tokos disagreed and said they were not a part of the VRD issue.

- B. **Updated Tentative Planning Commission Work Program.** Tokos reviewed the updated Planning Commission Work Program. He pointed out that the PC would be revisiting the Nye Beach overlay in March so it didn't get convoluted with the VRD issue. Croteau asked what the next step was with the VRD issue. Tokos said there would be an advertisement for AC members, interviews in early January, and then meet in later January. Berman noted that March 12th was too early for the proposed amendments for the VRD ordinance. Tokos would change this.

- C. **Airport Master Plan Draft Amendments to Public Facilities Element of the Comprehensive Plan.** Tokos reviewed his memo describing the history and goals for the Airport Master Plan draft amendments. He noted that it needed to be incorporated into the Comprehensive Plan. Tokos reviewed the plan and the scope of the project. He introduced Public Works Engineering Tech, Melissa Roman, to the PC. She explained what was found in the analysis. She said that it was determined that prop planes would be phased out and there would be more business jets utilizing the airport. Roman explained that the faster planes would mean different safety zones for the runways. The Airport would plan for a C-2 classification environment and then be prepared for it when it happened. They would construct to the B classification and just plan for class C-2.

Branigan asked if the runways would be longer. Roman said only the safety zones would be larger. Hardy asked if the City had to purchase properties because of this. Tokos explained that abdication easements had been made to get air rights at certain elevations. Roman pointed out the protection zones on the map. She said the City was buying those properties and that 98th Street would have to move 10 feet to get out of the runway protection zone.

Branigan asked if there were any noise abatement issues. Roman had not heard about any. Tokos said that there were noise provisions in the code. Roman said that owners were concerned about the noise from business jets. She reiterated that the City would only be doing zoning, not construction. Berman said it was not feasible to get the commercial air service in Goal #6. Tokos said there was a general understanding that the Airport was not ready for commercial service but would like it when it was available. Roman said that the industry was always changing. She said they were focusing more on hubs and the commercial airlines don't like to have small commuters out. If they did get a commercial service, it would be on a smaller scale.

Berman asked how the focus on achieving financial stability was being managed presently. Tokos explained that they were saying they wanted to explore further regional funding. Franklin asked how in the red was the Airport's budget was. Roman said that the Airport and FBO were part of this consideration. She said the Airport took in about \$100,000 a year. It was hard to tell what the figures were because of maintenance costs and the how complicated the FBO was. Branigan asked if the Airport collected landing fees. No. Branigan asked if the Coast Guard paid fees. Roman said the Airport sold them fuel when their fuel tanks were down. Franklin asked what the benefit would be for the County to take over some of the operational costs and become a member. Tokos said that the businesses that were served through the airport were not specific to Newport proper. He said the Port would be interested at some point but they didn't have a fully developed conversation as of then. Croteau asked what FedEx was paying for at the Airport. Roman said they rent the building and buy fuel from the FBO. She said that Life Flight also rented office space and paid for fuel. Croteau asked how many planes could fit in the hangars. Roman said they were all full and there was a desire for more hangars.

Hanselman noted that Goal #2 said there was interest in doing seismic stability for the Airport by there was no cost or timeline listed. He felt it should be the first thing they did. Roman said that they were currently at the end of this study. Tokos noted that the FFA funding for seismic was underway.

4. **Director's Comments.** No Director comments.
5. **Adjournment.** Having no further discussion, the meeting adjourned at 7:00 p.m.

Respectfully submitted,



Sherri Marineau,
Executive Assistant