

MINUTES
City of Newport Planning Commission
Work Session
Newport City Hall Conference Room A
November 28, 2016
6:00 p.m.

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

Planning Commissioners Absent: Mike Franklin

PC Citizens Advisory Committee Members Absent: Karmen Vanderbeck, Dustin Capri and Bob Heida.

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

1. **Call to Order.** Chair Patrick called the Planning Commission work session to order at 6:02 p.m.

2. **Unfinished Business.**

A. **Debrief of LOC Planning Commission Training by Chair Patrick.** Chair Patrick opens with debrief of LOC Planning Commission Training. A main topic was how to engage the community with all different sized Planning Commissions. Patrick liked an idea from the training to send Planning Commission members out to different activities and meetings to get feedback from the community. The training also gave participants ideas on how to get feedback from community members you don't usually get feedback from. Trainers said that agendas should be available 7 days before meeting. Tokos clarified that staff reports need to be available 7 days before public hearing items and we are doing this. For City Council hearings, it is 20 days. Notices in the newspaper should be published 5-10 days before hearings. Patrick like the training and said it was more interesting than others he has attended.

The Commission discusses the quarterly summary for the Planning Commission and what they are doing. There is a suggestion to add an insert with water bills. Tokos cautions to be mindful of other inserts that are due to be included with bills in the near future.

The Commission discusses public outreach and how labor intensive it is. There is a suggestion to have a joint meeting with the City Council and the Port of Newport on what they want to do. Tokos will organize a meeting with the City Council after the goal settings are done at the beginning of the year. There is a question on what Parks and Rec are doing. There was a tree plan that was approved but was never developed. Rachel Cotton is working on this now. Newport was designated a Tree City but planting hasn't come to fruition yet.

Chair Patrick continues with debrief and comments that vacation rentals came up a lot at training. Other jurisdictions are doing things different than Newport.

3. **New Business.**

A. **Planning Commission Work Program Review and Goal Discussion.** Tokos opens and reviews packet materials. There is a question if Newport does mechanical permits and the answer is yes. Clarification is asked about the \$12,000 collected for permit fees. It is the permit value and dollars collected for permit fees. Building programs are fee dependent for maintenance of building codes and are dedicated funds. We want reserves to carry over. Funds also pay for contract inspections and plan reviews. A small portion goes toward Tokos' salary. A portion goes to Marineau's salary for the permit technician portion of her job. If the Wilder development happens we could meet construction value. Fund reserves are around \$400,000. We could operate closer to 12-18 months with these funds.

Hospital land use items are coming up in January. Single family is around \$35,000 for the year. This is on par with last year and better than recession years. The vacation rental endorsements will be used to track which are seasonal in nature. We can compare to vacation rental licenses to count how many are vacation homes vs vacation rentals. A number of them are both. Pavement at Agate Beach will need to be redone due to poor quality workmanship and preparation. It is an ODOT managed project and has no impact on the City.

There are questions about the 70th Street manufactured homes. 5 of the 7 homes were purchased. One didn't want to sell. The last is waiting on an insurance settlement and we will deal with acquisition after completed. The City only salvaged 2 homes. We may have to destroy them as nonprofits haven't wanted to touch them. There is a suggestion to have the City utilize them for homeless.

The Commission notes a typo on the report. Change NE 62nd to SE 62nd.

Goals for 2016-17 are reviewed. Three plans are ready for Planning Commission review. There is a question if the City is the best owners for the surplus fishing property and if they can maintain it. If sold, the City would add intentions that would ensure it does not become competition and turned into condos or restaurants. Proceeds from the sale could be used for the acquisition of parking lot and the fire station balloon payment. Lease money is around \$90,000 a year and probably will not be made up. It's not a particular problem when considering fluctuation in room tax and adding metering; which is a likely solution. We have property taxes now but won't have a long term maintenance.

There is a question on Phase III progress. The City Council would like us to do corridor planning on how we would like it to look like. We probably want to do some rezoning as it doesn't fit with the direction the area is going. LiDar data was provided by the State for the entire county. It is likely to be updated in a few years.

As part of the 2-5 year goals, we need to tie off the parking system and change codes. Parking study will mean meter purchasing and the capital items that go with it. We need to give thought to South Beach's future plans before we determine annexation. Some residents are being taxed by Seal Rock and we have no way to withdraw them. There is no time limit on this. The risk is that Seal Rock may continue to pass bonds and will mean it will raise the amounts. If there is an annexation, Seal Rock will be looking at the City to cover their proportional share on outstanding bonds. The City Council may look at other properties they may want to do away with at a later time. The Commission suggests the City set up a property program to acquire properties. The City Attorney is working on a Receiver Program for this.

There will be additional work on flood plains and we would like to keep them as manageable as possible. There is a program for that and a rating system. It comes with obligations on the City's side. Agate Beach urban renewal will happen in the next 2-5 years and will be more of a facilities plan. There is an actual project placeholder list. There are more detailed project categories that will replace the placeholder categories once plan is finished. There is a question as to if the Planning Commission is the advisory committee for the URA plan. Tokos will confirm this. The intent was for the Planning Commission to serve with additional representatives from affected areas. LID is done and in place. Golf Course Drive will be the first through the LID Code. Tokos reviews the Pacific Seafood pages in the packet. This would be an excellent project for Connect Oregon if it happens. We don't see the City contributing much money for this.

The Commission asks where the 2017-18 goals are. The long term goals have been presented first to see what the Commission wants. Tokos asks the Commission to give ideas on issues they would like to include. They request a high priority be placed on the pump stations getting fixed. Loans have been secured to pay for the work. Construction is proceeding sequentially and will eventually get done. A rate study is being done to understand borrowing capacity. We will be looking at this and what it means for these projects. The Planning Commission could pass it along to the City Council to be brought into a policy discussion and get adopted. The Commission agrees they would like it included on the next memo.

Lack of a plan for storm water is the greatest risk to the Newport oceanfront. The Commission agrees it should be a higher priority. Language can be drafted in terms of making it facility plans. If septic systems are allowed in the City, it will hurt the City in terms of billing and number of connections. There was a time when septic systems were supposed to be tied into city services and residents may have had discounts to do these connections. There were times we can get DEQ grants and loans to make it easier for people to do it. Whether or not they are connected to City sewer, it is a part of the rate structure. The Commission is concerned things have been put on the back burner for this.

The visioning process is going to be pushed into the summer. The Commission would like the City Council to be clear that plans should be done. Tokos will put some language together and express tastefully the need to push things to be completed. Hwy 20 is another item to address. The Planning Commission discusses where the city limits are on Hwy 20. It could be a part of the north side urban growth renewal. The Urban Growth Boundary is discussed as far as who determines the boundary and how it is administered. Normalization of city limits should be considered and brought to the City Council. If an area is surrounded, we can annex it. The state is starting to push back on annexation. Voter approved annexation is hard. It is an anti-growth sentiment. Tokos plans to get a memo to the Planning Commission to look at so they can take action at December meeting.

4. **Adjournment.** Having no further discussion, the meeting adjourned at 7:37 p.m.

Respectfully submitted,



Sherri Marineau,
Executive Assistant