



**PLANNING COMMISSION REGULAR SESSION AGENDA**  
**Monday, January 10, 2022 - 6:00 PM**  
**City Hall, Council Chambers, 169 SW Coast Hwy, Newport, OR 97365**

---

This meeting will be held electronically. The public can livestream this meeting at <https://newportoregon.gov>. The meeting will also be broadcast on Charter Channel 190. Public comment may be made, via e-mail, up to four hours before the meeting start time at [publiccomment@newportoregon.gov](mailto:publiccomment@newportoregon.gov). The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

Anyone wishing to make real time public comment should submit a request to [publiccomment@newportoregon.gov](mailto:publiccomment@newportoregon.gov). at least four hours before the meeting start time, and a Zoom link will be e-mailed.

---

**1. CALL TO ORDER AND ROLL CALL**

*Jim Patrick, Bill Branigan, Lee Hardy, Bob Berman, Jim Hanselman, Gary East, and Braulio Escobar.*

**2. APPROVAL OF MINUTES**

**2.A Approval of the Planning Commission Work Session Meeting Minutes of October 25, 2021.**

[Draft PC Work Session Minutes 10-25-2021](#)

**2.B Approval of the Planning Commission Regular Session Meeting Minutes of October 25, 2021.**

[Draft PC Reg Session Minutes 10-25-2021](#)

**2.C Approval of the Planning Commission Work Session Meeting Minutes of**

November 8, 2021.

[Draft PC Work Session Minutes 11-08-2021](#)

**2.D Approval of the Planning Commission Regular Session Meeting Minutes of December 13, 2021.**

[Draft PC Work Session Minutes 12-13-2021](#)

**3. CITIZENS/PUBLIC COMMENT**

*A Public Comment Roster is available immediately inside the Council Chambers. Anyone who would like to address the Planning Commission on any matter not on the agenda will be given the opportunity after signing the Roster. Each speaker should limit comments to three minutes. The normal disposition of these items will be at the next scheduled Planning Commission meeting.*

**4. ACTION ITEMS**

**4.A Election of the Planning Commission Chair and Vice Chair.**

**5. PUBLIC HEARINGS**

**6. NEW BUSINESS**

**6.A Potential Candidates for HCA/HPS Stakeholder Interviews and Advisory Committee.**

[Memorandum](#)

[Draft Scope of Work](#)

**6.B Updated Planning Commission Work Program.**

[Memorandum](#)

[PC Work Program 1-07-22](#)

**7. UNFINISHED BUSINESS**

**8. DIRECTOR COMMENTS**

**9. ADJOURNMENT**

**Draft MINUTES**  
**City of Newport Planning Commission**  
**Work Session**  
**Newport City Hall Council Chambers by Video Conference**  
**October 25, 2021**  
**6:00 p.m.**

**Planning Commissioners Present by Video Conference:** Bob Berman, Lee Hardy, Braulio Escobar, Jim Hanselman, Gary East, and Bill Branigan.

**Planning Commissioners Absent:** Jim Patrick (*excused*).

**PC Citizens Advisory Committee Members Present by Video Conference:** Dustin Capri, and Greg Sutton.

**City Staff Present by Video Conference:** Community Development Director (CDD), Derrick Tokos; and Executive Assistant, Sherri Marineau.

1. **Call to Order.** Vice Chair Branigan called the Planning Commission work session to order at 6:00 p.m.
2. **Unfinished Business.**
- A. **Continued Review of TSP Tech Memo #12, Transportation Standards.** Tokos reviewed the Traffic Impact Analysis. Berman thought traffic was a big topic and dropping it from the analysis was a good idea.

Tokos noted that the City had authority for the Fee in Lieu and the consultants suggested they kept this. The Public Works Department had limited capacity and their hands were full with non-development related capital projects. They were constantly playing catchup because they never had enough funds to do the project because they were never doing a project when they were collecting money, and they were dealing with inflation due to construction costs. Tokos noted they could leave Fee in Lieu in the language but they would look to do something that was more than 100 percent. Escobar asked if it would motivate a developer to do the improvements immediately if the price were 150 percent of the estimated costs. Tokos explained that currently they made the developer do the improvements. They hadn't instituted the program but this gave them the authority to do so. Berman thought it was counterproductive to leave the 100 percent in there and thought it needed to be significantly higher than that.

Tokos reviewed the Transit Standards. Berman asked if Item B limited the developer by saying the orientation for the bus stop needed to be to the street. Tokos explained the primary entrance closest to the street, where the transit stop was oriented, needed to be to the street. More often they were orienting to the higher volume street so it was more convenient for people coming off the bus. Berman asked if there was any way to have transit stops on both sides of the streets to pair it up so the other side of the street matched up. Tokos thought they could take a look at this. Sutton suggested putting in crosswalks. Branigan asked if crosswalks were up to ODOT. Tokos confirmed they weren't.

Tokos reviewed the Bike Parking requirements next. Berman asked if developments should be changed to five units or more, instead of four units or more. Tokos thought that this needed to be tweaked. Hanselman thought it didn't feel like there was much parking for bikes but suspected that people took their bikes inside their homes to store them. Capri thought these ratios seemed fair. Berman asked if the introductory paragraph for this section would be updated from four to five units. Tokos would change this.

Tokos reviewed the Vehicular Access and Circulation standards, and the Approach and Driveway Development standards. Branigan asked if there were standards on who could have a gravel driveway. Tokos explained that when they had five or more parking spaces it needed to be paved. He thought that if they were allowing parking to be gravel they should also allow the driveway to gravel. Tokos explained this was for new development and

was not the same as when people wanted traffic calming applied to an existing road. That would have handled separately.

Tokos reviewed the Access Spacing Requirements next. He noted that he wanted to be cautious about setting high spacing standards on US 101 and US 20, and then forcing deviations through a Type II land use process. If this was the case, the city would be seeing a lot more of these decision on the staffing level. Berman asked if ODOT had any universal standards. Tokos thought the consultants were pulling in the ODOT standards, but this could be modified as part of a TSP process. He would suggest that they consider going with tighter spacing requirements and find a way to forego this so they didn't create more Type II procedures they didn't want. Berman asked what the ranges for the arterials meant. Tokos reported the consultants needed to specify this. He would work with them to get better language in this section.

Tokos reviewed the Block Length standards and Parking Lot standards next. He pointed out the diagram that showed people how to design angled, 30 degree, and 90 degree parking spaces. Hanselman asked if zero degrees was parallel parking. Tokos confirmed it was. Branigan asked if there were adjustments made for compact cars versus large trucks. Tokos explained they would propose changes to allow 40 percent of the spaces to be compact, which was 7.5 feet by 15 feet, and was much tighter. Berman asked if they needed to consider parking lots for RVs. Tokos pointed out that RVs took up a lot of space and they would almost have to key that off of specific uses that would be high RV use attracters. They tried to accommodate RVs with public parking as much as they could. Berman asked if Item H for parking lot locations applied to drive up, drive ins, or drive throughs, or if it applied to everyone. Tokos confirmed it was everyone. Hardy thought it didn't make sense to not allow parking between the main entrance and the street when most of the retail stores in town currently had that type of parking. If they parked in back of the store and the parking wasn't visible from the street, it opened doors to park less. Tokos explained this was more of an urban design. It was typically something they saw in the parking code and put into an area specific code such as Nye Beach. Nye Beach had similar language that said that it had to be within five feet of the property line. If someone was looking to create a pedestrian oriented and walkable type of community, you wouldn't want a sea of parking between the sidewalk and the side of the building. Tokos noted this wasn't the same for every place in the city. Hardy thought it was safer to walk through a parking lot than a five foot wide sidewalk where the traffic pattern was unpredictable. Tokos noted that by parking behind the buildings the street scape became more inviting for people to want to walk there. He noted he would add to this section to say that it should be reserved for the different design districts. Capri thought it was a good urban design but thought it was hard to visualize it on US 101 because nothing had it. Tokos would ask the consultants to pull this. They could always add this to a design district.

Tokos reviewed the Exceptions for Landscaping Requirements for New Development. Berman asked what the rationale was behind Item D2. He didn't think limiting landscaping to 300 square feet was very big. Tokos explained this was an existing standard and it was used to scatter landscape sections throughout the area instead of just in one spot. Berman asked if they needed to be more specific for applicable nursery standards for Item D6. Tokos would look to see if they could get some additional details here but couldn't think of where they had constructed tree wells before. Berman thought this could be a part of the Downtown redevelopment. Hardy didn't think the parking standards were very practical. They concentrated on making things look cool without necessarily addressing efficiency and safety. Tokos explained they were looking to get some parameters on landscaping. They had a lot of old legacy parking lots where nothing had ever been done with landscaping and they were looking to add standards to break this up a bit. Berman asked if there would be any input by the city to conform with existing parking lots. Tokos reported if they were doing work on a parking lot, or constructing a new one, they would. They worked to do this with the parking lot next to City Hall. Hardy thought some of the patterns were silly in the long run. They needed to consider root patterns for the plantings being put in. These would increase the maintenance for the asphalt because of the root growth and upheaval, and the introduction of ground water under the asphalt into the roadways. These were practical considerations that would cost more money down the road. Hanselman asked if there was a reason to look at the landscaping parking lot interfaces to consider how the landscaping could conceal a bad person wishing to do something bad to another person in a parking lot. Tokos wasn't sure how this could be written into the code. Hanselman thought it was something worth thinking about. Escobar thought they could limit hedges to two to three feet. Tokos noted what they were talking about was a few different things. In respect to vehicle lights, the hedges needed to block headlights for parking cars, and headlights shining when vehicles were passing by. Hardy thought this

was silly because oncoming traffic was subject to traffic lights on the highways. Tokos would talk to the consultants about this and have them strike some of the language about wheel stops.

Tokos reviewed the Pedestrian Access and Circulation next. Hanselman asked what a soft surface was. Tokos explained it was gravel, bark or spongy walkways. Berman noted that Item 2C needed to have the wording fixed because they wouldn't "connect" with the Americans With Disabilities Act requirements. Tokos would fix this. Berman asked for clarification on what would need to be raised six inches in Item 3. Tokos explained it demarked the walkway and provided some separation. This type of curbing for stormwater management and was typically required. Berman thought they needed to designate what type of vehicles they were trying to create tighter spacing for, and thought adequate minimum spacing was rather vague. Tokos agreed and would work on the language. Berman noted Item 5 should be consistent with the wording on Item 6. He asked if requiring a walkway to be six feet wide was too much. Tokos explained this number kept going up. It wasn't excessive when talking about wheelchairs and the ability to pass them on sidewalks. Berman asked why at the end of Item 6 it said less than four feet. He asked if it should be six feet or above. Tokos explained this allowed for other types of walkways and he would ask the consultants to clean up the distinctions. Berman asked for an example of an access way as opposed to a walkway. Tokos explained it was akin to providing a walkway between two lots such as the cul-de-sac development by Sam Case Elementary on Chambers Court. This was a pedestrian path that was an access way between two lots to allow access to a park. These walkways were getting a little bit wider because they found that when they narrowed pedestrian access between residential lots, the access didn't get used a lot because they didn't feel they were safe. The city didn't do a lot of these. Berman thought the footnote under the shared use paths was unreasonable due to some of the terrain constraints to be able to come up with a full 16 feet. This would increase cost and he asked if there could be any terrain exceptions. Tokos reported there could be.

Tokos reviewed the Carpool/Vanpool Parking section. Berman thought the parking lot standards should be reworded because there was no reason to use 10 percent. The words "or a minimum of 2 spaces" should be struck out.

Tokos reviewed the Transportation Mitigation Procedures next. Berman thought that the conditions of approval were poorly written and needed to be rewritten. Tokos would talk to the consultants about cleaning this up. He would also talk to them about getting additional details on traffic calming when it was requested by citizens as opposed to an ask of the developer.

Tokos would be providing a few more detailed comments on some of the standards. He would then get a more complete packet to the project committee, and it would come back for the Commission to review in a couple of months.

### **3. Unfinished Business.**

**A. Transportation System Plan Tech Memo #11, Alternate Mobility Targets.** Tokos reviewed the introduction, alternate mobility standards, and the mobility targets. He then reviewed the intersection operations on US 101 and US 20. Tokos noted that the consultants suggested adding standards for cueing on side streets. He wanted them to explain the interplay of the level of service standards they would have the city impose on the side streets, and their volume to capacity limit they had for the vehicles allowed in the highway. Berman asked if they had distinguished between left and right turns. Tokos noted they hadn't. This was just the queue. He noted he flagged some numbers because he had the advantage of a traffic study by a different firm that happened in this particular area that suggested these numbers are wrong. He would ask the consultants to look at this.

Berman pointed out that one of the top projects for urban renewal was going to be the lighthouse to lighthouse trail, and wanted to make sure it was at least evaluated and in the list. Tokos explained this would be on the list and they just submitted a grant for Federal Lands Access dollars in partnership with BLM. If they got the funding it would extend the trail from Oceanview all the way to the Lighthouse.

- B. **Establishment of a Parking Advisory Committee and Parking Management Strategies for the Bayfront, Nye Beach, and City Center Districts.** No discussion was heard.
- C. **Goal Setting Report.** No discussion was heard.
- D. **Planning Commission Representative on the Vision 2040 Committee.** No discussion was heard.
- 4. **Adjourn.** The meeting adjourned at 7:03 p.m.

Respectfully submitted,

---

Sherri Marineau,  
Executive Assistant

**Draft MINUTES**  
**City of Newport Planning Commission**  
**Regular Session**  
**Newport City Hall Council Chambers**  
**October 25, 2021**

**Planning Commissioners Present by Video Conference:** Bob Berman, Lee Hardy, Braulio Escobar, Jim Hanselman, Gary East, and Bill Branigan.

**Planning Commissioners Absent:** Jim Patrick (*excused*).

**City Staff Present:** Community Development Director (CDD), Derrick Tokos; Fire Chief, Rob Murphy; and Executive Assistant, Sherri Marineau.

1. **Call to Order & Roll Call.** Vice Chair Branigan called the meeting to order in the City Hall Council Chambers at 7:03 p.m. On roll call, Commissioners Branigan, Berman, Hanselman, Hardy, Escobar, and East were present.

2. **Approval of Minutes.**

A. **Approval of the Planning Commission Work Session Meeting Minutes of October 25, 2021.**

**MOTION** was made by Commissioner Berman, seconded by Commissioner Escobar to approve the Planning Commission Work Session Meeting Minutes of October 25, 2021 with minor corrections. The motion carried unanimously in a voice vote.

B. **Approval of the Planning Commission Regular Session Meeting Minutes of October 25, 2021.**

**MOTION** was made by Commissioner Berman, seconded by Commissioner Escobar to approve the Planning Commission Regular Session Meeting Minutes of October 25, 2021 with minor corrections. The motion carried unanimously in a voice vote.

3. **Citizen/Public Comment.** None were heard.

4. **Public Hearings.** At 7:05 p.m. Vice Chair Branigan opened the public hearing portion of the meeting.

Vice Chair Branigan read the statement of rights and relevance. He asked the Commissioners for declarations of conflicts of interest, ex parte contacts, bias, or site visits. Branigan reported a site visit in the past. Branigan 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. 1-MISC-21 (Continued).**

Tokos reported that he shared with the Commission an additional email he had received from Nicole Loxley that indicated she was withdrawing her objection.

Branigan closed the hearing at 7:08 p.m.

**MOTION** was made by Commissioner Berman, seconded by Commissioner East to approve a one year extension for File 1-MISC-21. The motion carried unanimously in a voice vote.

5. **Action Items.**

**MOTION** was made by Commissioner Berman, seconded by Commissioner Escobar to approve File 1-MISC-21 Final Order and Findings as written. The motion carried unanimously in a voice vote.

6. **New Business.** None were heard.

7. **Unfinished Business.** None were heard.

8. **Director Comments.** Tokos confirmed there was a current recruitment for the Parking Advisory Committee and asked the Commission to encourage people to apply. Branigan was interested in being the Commission representative.

Tokos noted that the goal setting wasn't discussed in the work session meeting and would be worked into the next upcoming meetings.

9. **Adjournment.** Having no further business, the meeting adjourned at 7:16 p.m.

Respectfully submitted,

---

Sherri Marineau  
Executive Assistant

**Draft MINUTES**  
**City of Newport Planning Commission**  
**Work Session**  
**Newport City Hall Council Chambers by Video Conference**  
**November 8, 2021**  
**6:00 p.m.**

**Planning Commissioners Present by Video Conference:** Bob Berman, Lee Hardy, Braulio Escobar (left at 7:00p.m.), Jim Hanselman, Jim Patrick, and Bill Branigan.

**Planning Commissioners Absent:** Gary East.

**PC Citizens Advisory Committee Members Present by Video Conference:** Dustin Capri and Greg Sutton.

**City Staff Present by Video Conference:** Community Development Director (CDD), Derrick Tokos; and City Recorder/Special Project Director Peggy Hawker.

1. **Call to Order.** Chair Patrick called the Planning Commission work session to order at 6:03 p.m.

2. **New Business.**

A. **A. Fiscal Year 2022 / 2023 Goals Discussion.** Tokos introduced the agenda item, shared the list of Community Development goals for the 2021 / 2022 Fiscal Year included in the packet, and spoke about the current state of those goals.

Responding to a question from Berman about Community Development Goal 51, Tokos explained what “establish a set of land use regulations” means, including streetscape changes and changes to the transportation system.

Responding to additional questions from Berman about Community Development Goal 53 Objective 4, Tokos said that the objective specifically relates to parking at the Bayfront, but staff can look at other changes to parking in the code if parking is serving as an impediment to development and re-development. Tokos said the Bayfront has a special parking area overlay which would allow for changes to apply specifically to that area.

Responding to a question from Escobar, Tokos said there is no current consideration for the city to modify the short-term rental ordinance, but rather for the Short-Term Rental Ordinance Implementation Work Group to determine if the ordinance meets the needs of Newport.

Berman said there will likely be residents looking to phase short-term rentals outside of the overlay zone.

Responding to a question from Escobar, Tokos confirmed that the new federal infrastructure bill might be a source of funding to help plug gap in funding for a new Big Creek dam.

Responding to a question from Berman about erosion control, Tokos said the Commission may want to include erosion control as one of its 2022-2023 objectives. Tokos then shared the Planning Commission 2021-2022 Goals Document included in the packet.

Responding to questions from Berman, Tokos spoke about the process of conducting island annexations and the course of action for property owners who did not want to be annexed. Tokos said that annexed properties that do not conform to city code would be annexed into the city as non-conforming.

Responding to a question from Escobar, Tokos said he is unsure which hotels are currently hosting homeless individuals and spoke about non-profit funding and the need for additional shelter.

Berman suggested the Commission add the creation of erosion control standards as a Commission goal.

Hanselman said he would like to include the Dark Sky Initiative as an objective for the 2022-2023 fiscal year and explained that the Dark Sky Initiative is an initiative that seeks to reduce light pollution by directing all light downwards.

Capri said he is supportive of the Dark Sky Initiative, but cautioned the Commission to do its research when implementing the initiative since there are items that are marketed as dark sky compliant without any real testing.

Tokos said the Council has a goal of implementing the Dark Sky Initiative and said that a Planning Commission goal could be framed as supporting the Council's goal. Tokos noted that the Council is first addressing streetlights, in partnership with Central Lincoln People's Utility District, before requiring dark sky compliance of private development.

Capri said he believes the city should increase bicycle storage standards and require covered storage of bicycles. Berman said he supports Capri, especially because of the work in the Transportation System Plan related to multimodal pathways.

Responding to a question from Branigan, Capri said the bicycle storage standards could theoretically apply to scooters as well. Tokos said it might be worthwhile to frame the changes not just as conditional bike standards, but also as accommodating vendors with e-scooters and e-bikes.

Responding to a question from Hanselman, Capri said that the standards would focus on commercial development and that his opinion is that every multi-family development should have a lockable room where bikes can be stored. Capri said that he might be interested in requirements that buildings be ready to add in bike racks, rather than immediately requiring them.

Hanselman and Capri spoke about electric vehicle (EV) chargers, incentives, and the role of government in installing EV chargers. Tokos noted three locations that the city is helping install EV chargers using urban renewal dollars.

Tokos said he will bring an updated list of the Commission's 2022-2023 goals and objectives to the Planning Commission at their next meeting. Tokos asked Commissioners to send him notes if they had additional suggestions for goals or objectives.

Tokos reviewed the fee in lieu option and noted the city hadn't done this before. The Commission needed a discussion on if they wanted to do this. Berman asked why someone would want to do this. Tokos explained it involved engineering, design, and time to build a capital expense. Berman asked how they knew how much to charge them. Tokos thought they could do it formulaic and use this as a rule of thumb. He reminded that this was how they did LIDs. Berman didn't think it was a good idea.

### **3. Unfinished Business.**

- A. A. Final Draft and Outreach Results for South Beach – US 101 Refinement Plan.** Tokos introduced the agenda item. Berman said he would email Tokos his typo corrections and minor questions about the item. Berman said he wanted the council to be aware that one of the financial options available to the urban renewal agency would release dollars for other taxing districts two years earlier than the other financial option..
- B. Updated Planning Commission Work Program.** Tokos introduced the agenda item and said the animal shelter conditional use shelter will be coming before the Commission in either December or January.

C. **Vision 2040 Advisory Committee Representative.** Hanselman volunteered to replace Gary East as the Planning Commission's voting member on the Vision 2040 Advisory Committee. Hanselman said he would not be able to make it to the next Advisory Committee meeting which is not at its regularly scheduled time..

4. **Adjourn.** The meeting adjourned at 7:09 p.m.

Respectfully submitted,

---

Gabriel Shepherd,  
Recorder

**Draft MINUTES**  
**City of Newport Planning Commission**  
**Work Session**  
**Newport City Hall Council Chambers by Video Conference**  
**December 13, 2021**  
**6:00 p.m.**

**Planning Commissioners Present by Video Conference:** Jim Patrick, Bob Berman, Jim Hanselman, Gary East, and Bill Branigan.

**Planning Commissioners Absent:** Lee Hardy, and Braulio Escobar (*all excused*).

**PC Citizens Advisory Committee Members Present by Video Conference:** Dustin Capri, and Greg Sutton.

**City Staff Present by Video Conference:** 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 6:00 p.m.

2. **Unfinished Business.**

A. **Finalizing Fiscal Year 2022/2023 Goals.** Tokos reviewed the draft goals for the Commission for fiscal year 2022/2023. Hanselman requested that the hard copies of meeting materials for Commission agenda be at least a 12 point size font. The Commission was in general consensus with the goals presented. Berman pointed out that the normalizing of city limits had gone away from the goals. He thought the city limits to the north and the east had problems, and asked if these could be a two to five year goal to get rational city limits instead of historic. Berman explained the north had a big stretch on US 101 that wasn't included in the city limits. He noted that if it was too late to include it with this year's goals he would bring it up next year. The Commission was in general agreement to add to the current year. Patrick also thought the US 20 city limits should be added as well. Tokos would add it to the list.

B. **Review Revised Draft of Tech Memo #12, Transportation Standards.** Tokos reviewed the revisions to the document starting with the traffic impact analysis first. Berman thought this should say 50 or more peak hour trips instead of 500 or more, for consistency.

Patrick asked if the Wilder subdivision had to go through a traffic impact analysis because it was a phased development. Tokos explained Wilder was different because they annexed in roughly 68 acres. The annexation and initial planned development work required a traffic impact analysis. The concept was if you were doing multiple phases the city would hook you for things that happened in the last three years. Capri asked if it applied to just one entity, not multiple owners or developers. Tokos reported they would take a look at if they needed to tweak the ownership piece so people couldn't game it by being different entities. Branigan asked how they chose three years. Tokos explained the consultants picked up the language from another jurisdiction's plan. It should be for a reasonably short of time because in five to 10 years there could be enough changes to traffic to impact a development. Berman asked what the definition of "adjacent" was when talking about the development impacts. Tokos thought this needed to be made more clear. Capri thought there were standards for satellite

parking that they could use which was the same distance. Tokos agreed they could potentially use it. Patrick thought the language needed to be tightened up.

Tokos reviewed the level of service standards that were added to the document. Patrick noted that he didn't know what the acronyms were and felt they needed to be defined. Tokos would work to add definitions for the proposed mobility standards.

Berman questioned what the “other percentage to account for inflation” was for the Fee in Lieu, Option B. He asked if the other percentage could end up being greater than 125 or if there was a possibility that the City Council would lower it to 110. Tokos confirmed it could go either way, but it would have to be set by the City Council and was up to them to determine the appropriate amount. Berman asked if there would be a resolution that would set the percentage. Tokos explained the code would set the percentage because they were referencing 125 percent in the document specifically. The other amount would be set by Council. The City didn't currently have a fee in lieu program but this gave the City the authority to do it. This allowed a developer to pay a fee in lieu of doing a required improvement. Tokos explained the City didn't currently have the capacity to manage the program for developers and they would have to set up parameters for the fee in lieu program.

Tokos pointed out that the bicycle parking standards were included in the document. The consultants had adjusted this piece but they didn't include the covered bike parking that Capri was interested in. Patrick asked what bike parking was. Tokos explained it was usually a rack and it needed to be defined. A discussion ensued regarding the table for the parking spaces and bike spaces that would be required for developments, and what was appropriate for each type of development. Berman pointed out that the table didn't need the number of parking spaces in separate rows for 1 to 4, and 5 to 25 because both rows are required to have the same number of spaces. It should be cleaned up and have one row to day 1 to 25.

Branigan asked what the bike space dimensions were. Tokos explained in the existing code was 2.5 by 6 feet concrete pad with a rack. Branigan asked if the bike space had to be in the parking lot or placed elsewhere in the development. Tokos reported they could put it in different areas such as putting it approximate to the entry for a multi-family complex. When reviewing plans, Tokos directed developers to put the spaces in a more visible or desirable area, instead of next to a trash receptacles.

Tokos reviewed vehicular access and circulation. Berman noted that Option A should say, “safe vehicle access to and egress from properties” instead. Patrick noted that the document said developers would have to stick to ODOT standards, but ODOT didn't allow access on US 101. Tokos reminded that they couldn't put anything in the code that gave them authority over the State codes. He confirmed that the City had certain standards they had to go with. This would apply to when someone came in with other standards. Hanselman asked what “channelization” was. Tokos explained this typically meant you were prohibited to turn left and was a control to prevent turns. Berman asked how Option 9 was enforced for things such as people turning left when it was only a right turn only. Tokos explained this was enforceable, and if someone got into an accident a police officer could enforce by giving them a ticket for turning the wrong way.

Berman noted that the document referenced concrete and asphalt surfaces, and asked if they were making any effort to encouraging impermeable equivalent surfaces. Tokos pointed out they weren't doing this for travel services. The reasons they weren't had to do with the geology for the area, maintenance issues of pervious pavements, condition issues that lead to surfaces not functioning over time as they were supposed to, and the surfaces not wearing as well with heavy truck traffic. They could work this into the language for parking areas where there wasn't too much daily use. Berman

wanted to see some words added about this in the document. He also noted that the foot notes on Table 14.61 started at 1 and then skipped to 3. The numbering for 3 needs to be changed to 2. Tokos noted that he has asked the consultants to include the blue print guidelines to show the specific distance, not just a range.

Tokos reviewed the street, block length, and accessway standards. Patrick thought that mid-block pedestrian bicycle connections of 300 feet were too close together. He asked if this was just for arterials. Tokos explained this would be for a new subdivision, not an existing development pattern. The 300 feet could be adjusted. Patrick thought this was too close. Tokos would ask the consultants to take a look at this to see if there were other options.

Berman asked how the 40 percent for compact spaces on Reference 8 was determined. Tokos explained it would be defaulted to rounding down to the last whole figure. Berman asked if this was referenced in the document. Tokos didn't know if it was but they could clarify this. Capri thought they would typically round up. Tokos explained for purposes of the required parking minimums it would round up, but for compact spaces it would go down, otherwise you would exceed the 40 percent of number of compact spaces. Berman thought this needed to be explained better.

Berman asked if they ever addressed the large number of pickup trucks in town that took up too much room in parking spaces, and if there was any thought to adjust the parking space size standards. Tokos cautioned against any deviations they authorized. Patrick noted a 8-foot parking space was hard for a large truck to get into. Tokos asked if the Commission wanted to change the minimum to 9-feet by 18-feet. A discussion ensued regarding thoughts on the correct minimum size for parking spaces. Tokos asked how the Commission felt about the parallel parking. Patrick wasn't sure without drawing it out to see how it looked. The Commission expressed concerns about how large pickups took up a lot of room in parking spaces.

Tokos reviewed the updates to the landscaping standards. Berman noted that the "applicable nursery standards" weren't defined in the document and needed to be added. Branigan asked if they could push the parking lot standards over to the Parking Advisory Committee to get their recommendation on what it should be. Tokos noted there were other things that were first on the Committee's agenda but he could ask them to look at them. Branigan wanted it added to their agenda so they could review it at some point. Berman was concerned about the parking space sizes. A discussion ensued regarding parking space standards. Tokos reported they would look at changing the width. Patrick wanted the length looked at as well.

Tokos asked for comments on pedestrian access and circulation. Berman requested that impermeable surfaces be looked at in this section.

Tokos reviewed the carpool/vanpool section next. Berman noted that Reference 12(B)(2) should have the "a" after "when" deleted. Tokos pointed out there were two "B" references and one should be removed. Berman noted that on Reference 12(C)(1)(b) the wetlands gave a citation but the landslides did not. He asked if this was the DOGAMI landslide maps. Tokos explained this was the official maps they used for geohazards, and they could add this for reference purposes.

Tokos reviewed the traffic calming section and noted they would be putting a separate procedure together for this and it would be included in the Municipal Code. It would be set up as a procedure that outlined how citizen requests for traffic calming would be handled. They would try to set it up so that the Council would be the decider for these requests.

Tokos covered the consolidation transportation standards definitions. Berman noted that Section 8 of the local street standards didn't have anything as "seen as right." Tokos would make sure the language was cleaned up.

Tokos asked for comments on right-of-way and roadway widths. None were heard. Tokos noted the new provisions for shared use paths were added. He noted he was inclined to shave the width on this to 8 feet. Patrick asked why they required shoulders. Tokos explained they wouldn't want the path to be too tight so people didn't feel comfortable to walk on it, and shoulders provided an area for maintenance. Berman wanted pervious pavements added. He noted that on Page 37 that "Q" was a duplicate of "N". Tokos noted that the Title 13 and 14 were being combined so that the subdivision regulations were housed with the rest of the land use regulations. This would allow them to simplify some of the procedural items.

Berman asked for an updated Commission work program. Tokos reported he would be sending a new work program that would extend out into the new year.

Tokos gave an update on current land use decision coming up. He noted he hadn't reviewed the animal shelter application yet, and the Urban Growth Boundary review would be kicked back to the Commission. Tokos reported he had received a couple of incomplete land use applications that would be reviewed by the Commission at a later date. One application was for a conditional use for a RV park application. This application was incomplete. There was also a subdivision application for the north side of the Yaquina head. They wanted to do a development with about 20 homes on a private street. There were issues with water pressure there that they needed to work on. This application was incomplete and would eventually be reviewed by the Commission.

Berman asked if there was any talk about adding more affordable housing. Tokos explained there wasn't any current plans for affordable housing, but there was interest. Wyndhaven would be moving forward with more market rate housing apartments the coming summer. There was also interest in adding around 10 units around NW 1st Street and Coast Street. This would be ground floor commercial with apartments above. Berman wanted to encourage these developers to include parking. Tokos explained they would look to maximum what they were allowed in terms of parking. This would add around 88 units for market rate. Tokos noted that the Whaler Hotel expansion would be moving forward as well.

3. **Unfinished Business.** No discussion was heard.

4. **Adjourn.** The meeting adjourned at 7:12 p.m.

Respectfully submitted,

---

Sherri Marineau,  
Executive Assistant

# Memorandum

To: Planning Commission

From: Derrick I. Tokos, AICP, Community Development Director 

Date: January 7, 2022

Re: Potential Candidates for HCA/HPS Stakeholder Interviews and Advisory Committee

---

The panel that reviewed responses to our request for proposals is recommending that the City engage the services of ECONorthwest to assist with updating Newport's Housing Needs Analysis (now called a Housing Capacity Analysis) and in preparing a Housing Production Strategy that complies with HB 2003 (2019). A professional services contract is being prepared for presentation to the City Council at its January 18, 2021 meeting. Attached is a draft of the scope of work that will be included with the contract.

Once ECONorthwest is under contract, work will begin on identifying key stakeholders that should be invited to the kick-off meeting (or later interviewed) and the types of expertise that should be represented on the project advisory committee. I'd like to take a few moments at this meeting to brainstorm with you about who the City should be reaching out to, so that we can begin to gauge interest and/or availability. The Council will establish membership on the Advisory Committee by resolution, which is likely to happen at one of their February meetings.

### Attachments

Draft Scope of Work

DATE: December 20, 2021  
TO: Derrick Tokos  
FROM: Beth Goodman and Margaret Raimann  
SUBJECT: Scope of work: Newport HCA and HPS

---

**Commented [BG1]:** Derrick – The text without track changes is out of the RFP. The text in Track Changes are things I suggest adding, from our proposal.

The City of Newport is contracting with ECONorthwest to develop a Housing Capacity Analysis (HCA) and Housing Production Strategy (HPS). This memorandum provides a scope of work for completing this project. It combines the Scope of Work from the Newport Request for Proposal (RFP) for the project with ECONorthwest’s project approach language from our proposal.

## Task 1: Project Kick-Off

Timeline: Jan 2022

The purpose of the project kick-off is for Consultant to become familiar with local conditions and with City’s planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the Project. Consultant will contact the City to arrange a date for a site visit, where they will meet with a roundtable of city policymakers and housing stakeholders to learn about the community’s housing needs and issues; tour the City to familiarize themselves with the type, location, and condition of Newport’s housing stock and areas suitable for future housing; and wrap up the trip by meeting with city staff to confirm project expectations and data needs. Consultant will take information gleaned from this initial meeting to refine the project scope of work and develop a proposed schedule outlining actions required for the completion of all tasks. City will provide Consultant with relevant background documents, housing, and GIS data. This can be done in advance of, or after the kick-off meeting, depending upon Consultants preference.

### Task 1 Consultant Deliverables:

- Site reconnaissance meeting notes summarizing results of the roundtable discussion, field work, and photographs for reference and future work product
- Refined scope of work and project schedule

### Task 1 City Deliverables:

- Background documents, including informational materials and relevant sections of the City’s Comprehensive Plan, Zoning Ordinance, Municipal Code, SDC Methodology, previous Housing Needs Assessments, and budget related to housing and the City’s housing incentive programs
- Geospatial data layers in shapefile or equivalent format including, tax lots, comprehensive plan designations, UGB, city limits, zoning, aerial imagery, building footprints, utilities, streets, terrain, hazard areas, wetlands, shoreland resources, natural areas, short-term rental data/overlay, design districts, and prior buildable land data

- Attend and facilitate site visit with consultants
- Coordinate policymaker/stakeholder roundtable session

## Task 2: Education, Outreach, and Engagement

Timeline: Feb 2022 – Mar 2023

Consultant will develop informational materials in English and Spanish to help educate the community about the goals and objectives of the project, including a description of the basic elements of a Housing Capacity Analysis (HCA) and Housing Production Strategy (HPS) and how this planning effort and resulting product could help improve the availability of needed housing within the community.

Additionally, Consultants will develop a Public Engagement Plan identifying strategies that are to be pursued through the course of the project to engage housing consumers, including direct outreach to individuals through interviews, focus groups, or other means; contacting community-based organizations and service providers to connect with those they serve; and hosting events (virtual or in-person).

City will provide Consultant with a list of groups and organizations that need to be engaged through the course of the project, who in turn may reach out to other interested parties. Engagement efforts will prioritize underrepresented communities within the City, including renters, low-income households, Hispanic/Latinx residents, other racial and ethnic minorities and immigrant or refugee communities, veterans, people with disabilities, seniors, agricultural workers, and formerly and currently homeless people. The engagement efforts are to build upon the City's previous housing related outreach and be coordinated with the event(s) required under HB4006 for severely rent burdened communities.

Consultant will conduct Project Advisory Committee (PAC) Meeting No. 1 to provide an overview of the project, solicit feedback on the draft public engagement plan, discuss and confirm desired outcomes, and review the project schedule. City will recruit and appoint the advisory committee members. City will also host a project webpage with Consultant being responsible for producing informational materials in a format suitable for use as website content and handouts. Through the course of the project, Consultant will be expected to prepare outreach materials, identifying appropriate topics, methods of soliciting input and developing survey questions. City staff will support Consultant, reviewing and providing feedback on materials, coordinating meetings and events, and advertising outreach opportunities. City staff will prepare minutes for all PAC meetings, with Consultant being responsible for drafting summaries of surveys, focus group discussions, and other engagement opportunities.

The follow is a preliminary schedule for PAC meeting topics:

- Meeting 1: Project kickoff. Provide an overview of the project and project schedule, discuss desired project outcomes, and ask for feedback about the public engagement plan

**Commented [BG2]:** A question for you Derrick – How much and what type of material do you want produced in Spanish. I've been assuming it was a limited amount of materials. I want to make sure that is your assumption too. We've got a few staff who are bilingual and help with that sort of thing.

**Commented [BG3]:** One thing I want to discuss with you, maybe at the kickoff, is who you want engaged in interviews and the types of questions we want to answer.

I'm sure we'll need to conduct interviews in Task 5. We typically talk to service providers and those involved with housing development, as part of the HPS (and vetting the strategies). You may have other ideas about interviews.

**Commented [BG4]:** One question I have is who you expect to have on the PAC. The way it is structured now, the PAC will be mostly people who understand housing markets and/or housing policies (which is fine and appropriate).

**Commented [BG5]:** Derrick, we don't have to include this but I find it helpful to keep us on the same page about what we're looking to do. This could also go into the Public Engagement Plan.

- Meeting 2: Housing need. Present the preliminary findings of Newport’s housing needs, including reviewing the draft housing needed projection and contextualizing the housing needs memorandum.
- Meeting 3: Buildable lands inventory. Discuss the approaches, key assumptions, and draft results from the buildable lands inventory.
- Meeting 4: Constructability assessment. Discuss revisions to the BLI from meeting 3 (if any) and the draft results of the constructability assessment; possibly discuss policy approaches to address barriers to development of needed housing, given the preliminary results from the HCA.
- Meeting 5: Residential land needs. Present revisions to the forecast of housing need (meeting 2), buildable lands inventory (meeting 3), and discuss whether Newport has enough residential land to accommodate the forecast of housing both overall within the UGB and given the results of the constructability assessment; continue discussion of policy approaches to address barriers to development of needed housing, given the assessment of land sufficiency from the HCA
- Meeting 6: Housing measures. Discuss the options for changes to the City’s comprehensive plan policies and land use regulations based on the results of the HCA; discuss PAC questions and comments about the draft HCA report
- Meeting 7: Identify additional potential strategies. Identifying additional strategies, beyond those discussed in meeting 6.
- Meeting 8: Refine and narrow strategies. Provide additional information about key strategies and work with the PAC to narrow the strategies to those with the most promise for addressing Newport’s unmet housing needs; solicit advice on relative priority of the strategies.
- Meeting 9: Finalize strategies. Discuss the final list of strategies and discuss the timing of implementation of each strategy; discuss PAC questions and comments about the draft HPS report

#### Task 2 Consultant Deliverables:

- Education/outreach materials for use in handouts, flyers, and as website content in English and Spanish
- Public engagement plan (with refined project schedule incorporating outreach opportunities)
- Content for outreach sessions, including outlines of suggested survey or focus group questions and subject matter for meetings
- PAC meeting 1

#### Task 2 City Deliverables:

- List of existing groups and organizations for engagement
- Advisory committee appointments and roster
- Preparation of project webpage

- Meeting advertisements, notices, agendas, and minutes

### Task 3: Housing Needs Projection

Timeline: Feb 2022 – May 2022

Consultant will prepare a draft housing needs projection consistent with OAR Chapter 660, divisions ~~7 or 8, as applicable~~. The housing needs projection will be used to determine the City's residential land need in Task 6 and is a baseline set of data that the Consultant will build upon to contextualize current and future housing needs for the Housing Production Strategy (HPS), considering population and market trends. Analysis of contextualized housing needs will include:

- Socio-economic and demographic trends of a jurisdiction's population, disaggregated by race to the extent possible with available data;
- Market conditions affecting the provision of needed housing, including demand for seasonal housing;
- Existing and expected barriers to the development of needed housing;
- Housing need for those experiencing homelessness, using the best available data;
- Percentage of Rent Burdened Households;
- Housing by Tenure (owner vs renter);
- Percentage of housing stock that is market rate vs. subsidized; and
- Units that are in the development pipeline by housing type.

A draft of the housing needs projection and a framework outlining the socio-economic and demographic data needed to contextualize housing need will be developed by Consultants. Analysis will be vetted with, and draw upon, information gathered through engagement with housing consumers, including underrepresented communities, before being presented at PAC Meeting No. 2. Comments from the PAC members will be addressed by Consultant, and a draft "Contextualized Housing Needs Memorandum" will be developed as a deliverable (which will later become a section of the HPS).

City will review and provide Consultant feedback on the housing needs projection and the contextualization of housing needs as the work product is being developed, will assist with coordinating and facilitating outreach and engagement, and will provide staff support for PAC Meetings No. 2 and 3, including preparation of meeting notices, agendas, and minutes. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

**Commented [BG6]:** Derrick – We typically put this information all into the HCA and refer to it in the HPS. We can talk about whether that approach works for you. That way the entire fact base is in the HCA.

### Task 3 Consultant Deliverables:

- Presentation materials to explain preliminary analyses and findings of the housing needs projection, including contextualization of housing needs, for review by the PAC, public, and interest groups (PAC Meeting No. 2)
- Draft housing needs projection
- Contextualized housing needs memorandum

### Task 3 City Deliverables:

- Meeting advertisements, notices, agendas, and minutes

### Task 4: Buildable Lands Inventory (BLI)

Timeline: Feb 2022 – Jun 2022

Consultant will prepare a draft inventory of buildable land consistent with OAR Chapter 660, Division 8. This task will result in a comprehensive inventory of buildable lands within the Newport UGB. Consultant will coordinate with City staff to obtain the required data coverages. The supply analysis builds from a parcel-level database to estimates of buildable land by plan designation and zoning.

The following steps are those Consultant will use to develop the buildable lands inventory

- **Step 1: Gather and Assemble Data.** Consultant will develop a data request to the City to obtain the appropriate datasets.
- **Step 2: Classify Land.** The first analytical step in a buildable lands analysis is the classification of each tax lot into a set of mutually exclusive categories. Consultant will develop a set of working definitions that specify the rules with input from City staff.
- **Step 3: Identify Constraints.** A key issue in identifying buildable lands is netting out lands that have physical or policy constraints. Constraints that are typically considered in buildable lands inventories include: tsunami inundation zone; riparian areas; steep slopes; geological hazards; and floodplains and floodways. Not all of these lands are undevelopable. For example, many cities allow development in wetlands. Thus, the inventory should differentiate between absolute constraints (constraints backed by policy that preclude development) and partial constraints (constraints that do not preclude development at lower densities).
- **Step 4: Verification.** After classifying tax lots, Consultant will work closely with City staff to verify the classifications and development constraints. The verification step will use aerial photos. This step will result in modifications to the tabular database and maps to City staff for final review and comment after this step.
- **Step 5: Summarize Results.** The buildable land summary will take the form of maps and tables.

The BLI will be used to determine the City's residential land sufficiency in Task 6. The BLI will be developed based on discussion with the PAC at one or more committee meetings.

**Commented [BG7]:** Derrick – These will ultimately be chapters in the HCA or HPS. I'm thinking of them as memoranda that we include in the packet for PAC 2. Is that consistent with your expectations?

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft BLI product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

#### Task 4 Consultant Deliverables:

- Draft BLI
- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (PAC Meeting No. 3)
- Geospatial data layer containing the results of the BLI analysis

#### Task 4 City Deliverables:

- Meeting notices, agendas, and minutes

### Task 5: Housing Constructability Assessment

Timeline: May 2022 – Aug 2022

Considering the outcomes of Tasks 3 and 4, City will identify areas that are anticipated to be very costly to serve, those that have no particular infrastructure service issues, and those with moderate infrastructure needs. The constructability analysis will focus on areas with moderate infrastructure needs, to help inform policymakers as to how they might best invest the City's limited infrastructure funds to efficiently support areas that are most likely to produce needed housing.

Up to twelve (12) subareas will be defined out of the group of parcels with moderate infrastructure needs. Each subarea will consist of one or more parcels that have similar infrastructure and site development costs to other parcels in the same subarea. Consultant will analyze four (4) to six (6) housing "prototypes" (market-realistic development examples) that reflect housing types and densities that are allowed by zoning and align with market realities in Newport. Examples could include small-lot detached homes, large-lot detached homes, townhouses, and low-rise garden apartments. For each housing prototype, the Consultant will evaluate how much that type of housing development could absorb in combined land and infrastructure costs on a per unit basis, given estimated market pricing and construction costs. Consultant will estimate the total amount that development within a subarea could absorb in land and infrastructure costs based on the estimated zoned capacity for the subarea and the per-unit amount that the relevant housing types can absorb, then compare this to the total infrastructure costs to serve the area that are assumed to be a developer responsibility. Estimates of the zoned capacity of each subarea based on current development regulations and typical right-of-way and stormwater needs, including what type and density of housing is allowed. Where multiple types or differing densities are allowed, City will provide information suggesting an assumed mix based on past trends in the same zone or citywide. Consultant will synthesize the above information into a housing constructability assessment memorandum.

Assumptions and results of the housing constructability assessment will be vetted with the PAC at one or more committee meetings.

Consultant will use pro forma analysis of housing “prototypes” that align with market realities in Newport, such as single-family detached homes, townhouses, and low-rise garden apartments. Consultant will gather information on local housing market conditions and development costs, making sure that the analysis accurately reflects construction cost premiums associated with development in Newport. Consultant will use a pro forma analysis to calculate the “residual land value” – the amount a developer can afford to spend on a piece of buildable land – associated with a range of housing types in Newport’s housing market on a per-acre basis. Consultant will compare the estimated cost of providing infrastructure to various pieces of buildable land to the residual land value. If the cost of providing infrastructure is greater than the residual land value, the development is not viable even if the land were free. If the cost of infrastructure is less than the residual land value, this means there is potential value in selling the land for development.

Consultant will compare the residual land value for different housing types to see which is most financially feasible or has the greatest potential to absorb the cost of infrastructure. Consultant will also compare the residual land value remaining after the cost of infrastructure to recent land sales transactions to see whether it is plausible that the remaining land value would be enough for the property owner to sell the land for development.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the housing constructability assessment. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

#### Task 5 Consultant Deliverables:

- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (PAC Meeting No. 4)
- Draft housing constructability assessment
- Geospatial data layer containing the results of the subarea analysis

#### Task 5 City Deliverable:

- Memo summarizing infrastructure costs required to serve each subarea, and the share of those costs that will be developer responsibility (excluding the amount that will be paid through SDCs).
- Contact information for local residential contractors/builders/developers with experience building in Newport who can provide estimates for local construction and site preparation costs.
- Meeting notices, agendas, and minutes

## Task 6: Residential Land Needs Analysis (RLNA)

Timeline: Jun 2022 – Sept 2022

Based on the outcomes of Tasks 3 and 4, Consultant will prepare a draft RLNA that addresses how much land and what zoning the City needs to accommodate its housing need, comparing the demand and supply provided in the deliverables produced in Tasks 3 and 4. The RLNA will be developed based on discussions with the PAC at one or more committee meetings.

If the analysis shows that the housing needs cannot be accommodated by the City's existing comprehensive plan, the RLNA will be developed concurrently with Task 6 in order to consider accommodating housing needs through changes to the comprehensive plan and land use regulations as required by OAR chapter 660, divisions 8 and 24.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft RLNA product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The PAC may consider more than one deliverable at a meeting.

### Task 6 Consultant Deliverables:

- Draft RLNA
- Presentation materials to introduce preliminary residential land need analyses and findings to the advisory committee, the public, and interest groups (PAC Meeting No. 5)

### Task 6 City Deliverable:

- Meeting notices, agendas, and minutes

## Task 7: Measures to Accommodate Needed Housing

Timeline: July 2022 – Oct 2022

Consultant will identify options for changes to the City's comprehensive plan and land use regulations to address housing and residential land needs determined in previous tasks. This task may be completed concurrently with Task 6, and will identify strategies for how the City might prioritize its infrastructure investments or adjust its requirements to efficiently support areas that are most likely to produce needed housing considering results of Task 5.

City will schedule and provide notice and an agenda for one or two advisory committee meeting to review the housing-accommodation product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting. City will initiate a legislative process to adopt the RLNA before the December 31, 2022 deadline set in HB 2003. This is an interim step, and it is expected that the RLNA will need to be supplemented and/or refined as a result of the work on the Housing Production Strategy (HPS).

### Task 7 Consultant Deliverables:

- Options for changes to City’s comprehensive plan and land use regulations to address housing and residential land needs
- Presentation materials to introduce housing accommodation recommendations to the PAC, the public, and interest groups (PAC Meeting No. 6)
- Final draft of the RLNA (i.e. Housing Capacity Analysis)

### Task 7 City Deliverables:

- Meeting notices, agendas, and minutes

## Task 8: Strategies to Accommodate Future Housing Need (Housing Production Strategy)

Timeline: July 2022 – Dec 2022

Consultant will review and provide input to the City on a City-provided summary of measures already adopted by the City that promote the development of needed housing, and existing practices that affirmatively further fair housing, link housing to transportation, provide access in Opportunity Areas, address equitable distribution of services, and create opportunities for rental housing and homeownership as those terms and requirements are defined in the final rules and state guidance for the HPS. ~~The City will identify and provide all available information about existing relevant measures.~~ The follow are the steps in developing the HPS.

### Identify existing affordable housing policies

The task will begin with a summary of existing affordable housing policies, including those considered but not adopted over the last few years. The City will identify and provide all available information about existing relevant measures.

### Identify potential strategies

The development of strategies begins with identification of goals for affordable housing development, focusing on unmet housing needs in Newport. Within each of these goals, Consultant will work with City staff to identify a range of potential strategies for consideration.

### Refine and narrow strategies

Based on the measures selected through the project, Consultant may conduct additional research on a limited number of the strategies to understand the potential impact of potential strategies to address issues unique to the City. Working with City staff, the advisory committee, and using input from other engagement, Consultant will narrow our starting list of potential strategies to those that both address the City’s affordable housing needs and fit within the community’s situation and goals.

Based on the list of measures identified above, Consultant will evaluate the measures' potential to meet the City's objectives and housing needs. The nature of this evaluation will depend on the number of measures selected for further evaluation, the level of detail needed to support future actions and recommendations, and the available budget.

### Develop the draft HPS

For the strategies that are recommended for inclusion in the City's HPS, Consultant will produce the following for each strategy, based on Consultant's evaluation, input from staff, and feedback gathered through outreach and engagement:

- A description of the strategy;
- Identified housing need being fulfilled (tenure and income) and analysis of the income and demographic populations that will receive benefit and/or burden from the strategy, including low-income communities, communities of color, and other communities that have been discriminated against, according to fair housing laws;
- Approximate magnitude of impact, including (where possible/applicable) an estimate of the number of housing units that may be created, and the time frame over which the strategy is expected to impact needed housing;
- Timeline for adoption and implementation;
- Actions necessary for the local government and other stakeholders to take in order to implement the strategy; and
- Opportunities, constraints, or negative externalities associated with adoption of the strategy.

Consultants analysis will be informed by the recommendations contained in the final draft HCA, and is to be developed in consultation with the PAC before being synthesized into a draft HPS. The draft HPS will summarize existing measures, previously identified strategies, and additional strategies for consideration to address contextualized housing needs; provide additional evaluation and refinement of selected strategies; and summarize up to eight (8) documented discussions with housing producers and/or service providers to seek input on the potential housing strategies.

More than one PAC meeting will be needed to complete this task. One approach would be to introduce the concept of a Housing Production Strategy as part of PAC Meeting No. 6. A more thorough strategy discussion would then occur at PAC Meeting No. 7, and it is at this time that the final draft HCA would be available to the group. It is possible that PAC members will want additional information about certain strategies, which would be presented at PAC Meeting No. 8. This would also be the meeting where a set of preferred strategies are identified for inclusion in the HPS.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft HPS product. Consultant will coordinate with City on meeting arrangements

and facilitate the advisory committee meetings. The PAC may consider more than one deliverable at a meeting.

City will schedule one public workshop or open house to present draft residential land need and housing accommodation data, findings, and recommendations (collectively, the draft HCA) and the key strategies outlined in the draft HPS. This could occur before or after PAC Meeting No. 8. City will solicit input from the public on the draft deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the public meeting(s).

#### Task 8 Consultant Deliverables:

- Presentation materials to introduce strategies recommended for inclusion in the City’s HPS for review by the PAC, the public, and interest groups (PAC Meetings No. 7 and 8)
- Draft Housing Production Strategy
- Public workshop presentation materials outlining key recommendations

#### Task 8 City Deliverable:

- Meeting notices, agendas, and minutes (including summary of workshop attendance and feedback)
- [List of existing housing production measures or strategies](#)

### Task 9: Final HCA and HPS Report

Timeline: Oct 2022 – Feb 2023

Consultant will prepare final drafts of the Housing Capacity Analysis and Housing Production Strategy. The final draft of the HCA will include an executive summary of the Newport’s existing housing stock, projected housing needs, and measures to accommodate those needs in a format suitable for replacing the existing housing element of Newport Comprehensive Plan. This will include an updated set of housing goals, policies, and implementation measures with clear linkages between these measures and the HPS. The RLNA and BLI are to be included as appendices.

The final HPS report is to incorporate the results of the contextualized housing needs memorandum, summaries of existing measures and final proposed strategies from the draft HPS (Task 8); and an explanation of how the City’s existing measures and final proposed strategies help to achieve fair and equitable housing outcomes, affirmatively further fair housing, and overcome discriminatory housing practices and racial segregation. The final HPS report shall conclude with a qualitative assessment of how the strategies collectively address the contextualized housing needs identified in the HCA and HPS; discussion how the proposed actions, taken collectively, will increase housing options for population groups experiencing a current or projected disproportionate housing need; speak to how the City’s existing measures and proposed strategies will affirmatively further fair housing, link housing to transportation, provide access to Opportunity Areas, address needs for people facing homelessness and

**Commented [BG8]:** Derrick – You mention this above. It would be helpful (to me) to have it listed here.

I think that the City answers a survey for DLCD that is intended to produce the initial list of these strategies/measures.

equitable distribution of services, create opportunities for rental housing and homeownership, and mitigate vulnerabilities to displacement and housing instability; outline a rationale for any identified needs not otherwise addressed above; and outline the city's plan for monitoring progress on the housing production strategies.

Following review by staff and revisions as needed, Consultant will produce a public review draft of the Final HCA and HPS for review and comment by the PAC, Planning Commission, City Council, and interested parties. Consultant will summarize PAC comments on the draft (if addressing comments would require major updates) or make minor updates to the draft following the PAC review. Following public review and comment, Consultant will produce a Final copy of the HCA and HPS document.

#### Task 9 Consultant Deliverables:

- Public Review Draft of the HCA and HPS
- Agenda and presentation/meeting materials for PAC Meeting No. 9
- Presentation to Planning Commission
- Presentation to City Council
- Final copy of the HCA and HPS

#### Task 9 City Deliverable:

- Meeting notices, agendas, and minutes

### Task 10: Adoption

Timeline: Mar 2023 (initiate)

City will initiate a formal legislative process to update its Housing Capacity Analysis to pick up concepts developed in Tasks 8 and 9. The Housing Production Strategy may be formally adopted or acknowledged by resolution of the City Council. Consultant will prepare presentation materials addressing the major components of the HCA and HPS for City staff's use during the adoption process. City does not anticipate needing Consultants assistance during the hearing adoption process.

#### Task 10 Consultant Deliverable:

- Presentation materials to explain final draft updates to the hearing bodies

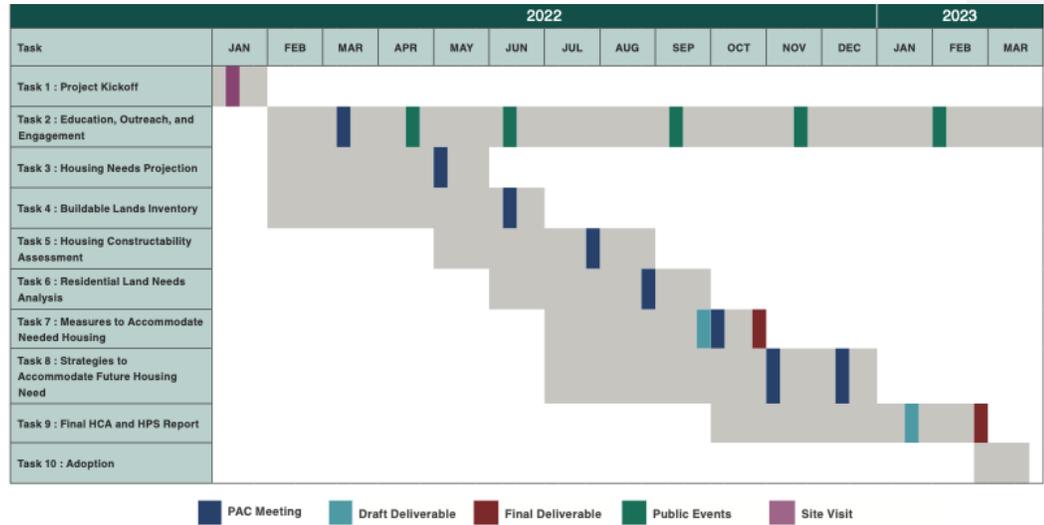
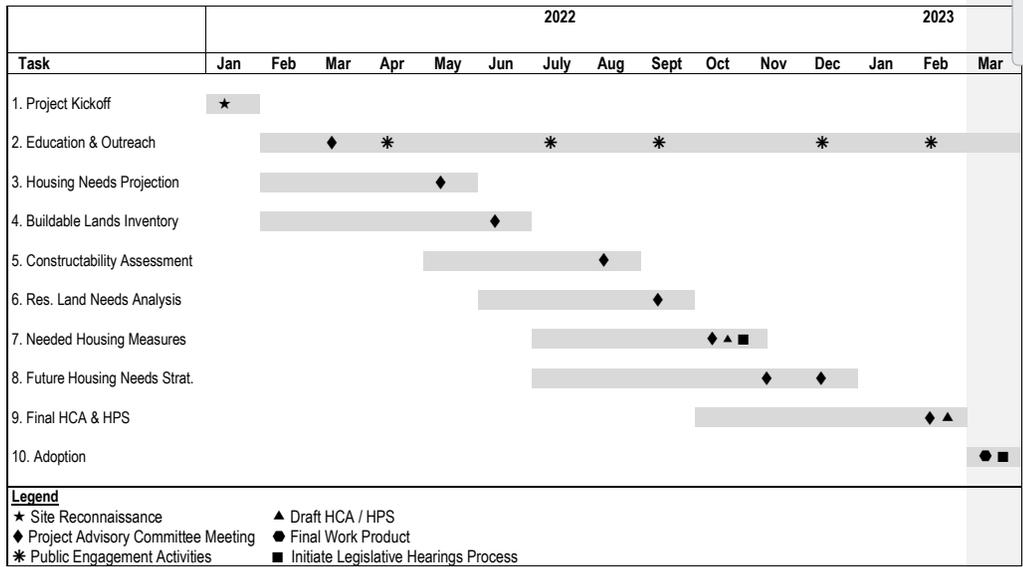
#### Task 10 City Deliverable:

- A set of official minutes from the meeting where the legislative process is initiated

**Commented [BG9]:** Derrick – One item we did not include in the scope of work is the approach we included in the proposal for an equity framework. That might belong in the Public Engagement Plan. Please tell me if you want to include it in the scope. I'd think about putting it under Task 2.

## PGRAPHIC TIMELINE Project Schedule

**Commented [BG10]:** Do you want to include this timeline or the one from our scope of work, which I put below. I'm fine with either.



Project Budget

**Commented [BG11]:** Derrick – Do you want to include our budget here? I'm fine with doing so. But everything else in the scope refers to "Consultant" and the budget is very specific to ECONorthwest.

# Memorandum

To: Planning Commission

From: Derrick I. Tokos, AICP, Community Development Director 

Date: January 7, 2022

Re: Updated Planning Commission Work Program

---

I would like to take a few moments at this regular session to review the draft work program for the balance of the 2021/2022 fiscal year. It is a working document, and this is an appropriate time to discuss whether or not adjustments should be made or items added. The draft work program carries forward committed projects and I have worked in others identified as Council, Commission or Department goals.

Attachments

Draft Work Program

# Tentative Planning Commission Work Program

*(Scheduling and timing of agenda items is subject to change)*



## January 10, 2022 Regular Session

- Elect Chair and Vice Chair
- Identify Potential Candidates for HCA/HPS Stakeholder Interviews and Advisory Committee
- Review and Discuss Tentative Work Program

## January 24, 2022 Work Session

- Review Schedule, Outreach, and Incentives Program for SB Island Annexation Concept
- Final Scope of Work for TGM Grant Funded City center Revitalization Project (Grant Received)

## January 24, 2022 Regular Session

- File No. 7-CUP-21, Lincoln County Animal Shelter at the Municipal Airport (Firm)
- Recommendation to City Council on SB Commercial Corridor Island Annexation Concept

## February 14, 2022 Work Session *(HCA/HPS Kick-off to Occur Early February)*

- Outline of Housekeeping Amendments, Including Revisions to Address 2021 Legislation
- Review Final City Council 22/23 Goals

## February 14, 2022 Regular Session

- File No. 2-MISC-21 for 5<sup>th</sup> Street Lofts Extension of Subdivision and Geologic Permit

## February 28, 2022 Work Session

- Receipt of Consolidated Transportation System Plan Update with PAC Recommendation

## February 28, 2022 Regular Session

- File No. 1-UGB-20 Revised UGB Land Swap for Boston Timber Opportunities (Projected)
- Initiate Public Hearings Process for Transportation System Plan Updates

## March 14, 2022 Work Session

- Initial Review of Housekeeping and 2021 Legislative Amendments
- File No. 1-CP-17, Review Draft TSP Related Ordinance Changes (Could be Joint CC/PC WS)

## March 14, 2022 Regular Session

- Starfish Cove 20-lot Planned Development North Side of Yaquina Head (Projected)

## March 28, 2022 Work Session

- Recommendation for Distribution of Affordable Housing CET Funds (from Work Group)
- Initial Review of Draft SB Commercial/Industrial Code Revisions (from JET Planning Audit)
- Identify Candidates for City Center Revitalization Project Advisory Committee

## March 28, 2022 Regular Session

- Conditional Use Permit for McWatkins Airport Industrial Park (Projected)

# Tentative Planning Commission Work Program

*(Scheduling and timing of agenda items is subject to change)*



## April 11, 2022 Work Session Session

- Review Draft RFP for Repurposing URA 35<sup>th</sup>/US 101 Property in South Beach
- Final Review of Housekeeping and 2021 Legislative Amendments

## April 11, 2022 Regular Session *(First HCA/HPS Public Event in April)*

- Initiate Public Hearings Process for Housekeeping and 2021 Legislative Amendments
- Initial Public Hearing File No. 1-CP-17 Newport TSP Amendments

## April 25, 2022 Work Session

- Review Preliminary Results of Housing Needs Analysis
- Preliminary Recommendation for Parking District Code Changes (from Advisory Committee)

## April 25, 2022 Regular Session

- Second Public Hearing Public Hearing File No. 1-CP-17 Newport TSP Amendments

## May 9, 2022 Work Session *(Placeholder for Kick-off of CC Revitalization Project)*

- Review Final Draft of SB Commercial/Industrial Code Revisions (from JET Planning Audit)

## May 9, 2022 Regular Session

- Initiate Public Hearings Process for SB Commercial/Industrial Code Revisions
- Conduct Public Hearing on SB Commercial Corridor Island Annexation

## May 23, 2022 Work Session

- Review Memo Outlining Policy Basis/Market Analysis for City Center Revitalization Project

## May 23, 2022 Regular Session

- Conduct Public Hearing on Housekeeping and 2021 Legislative Amendments

## June 13, 2022 Work Session

- Review Results of HCA Buildable Lands Inventory
- Placeholder for Potential Revisions to Yaquina Bay Estuary Policies or Codes (DLCD project)

## June 13, 2022 Regular Session

- TBD

## June 27, 2022 CANCELLED

## July 11, 2022 Work Session *(Second HCA/HPS Public Event in July)*

- Review Options for Updating the City's Erosion Control and Stormwater Mgmt Standards

## July 11, 2022 Regular Session

- Initial Public Hearing to Consider SB Commercial/Industrial Code Revisions