



PLANNING COMMISSION REGULAR SESSION AGENDA
Tuesday, May 27, 2025 - 7:00 PM
City Hall, Council Chambers, 169 SW Coast Hwy, Newport, OR 97365

All public meetings of the City of Newport will be held in the City Council Chambers of the Newport City Hall, 169 SW Coast Highway, Newport. The meeting location is accessible to persons with disabilities. A request for an interpreter, or for other accommodations, should be made at least 48 hours in advance of the meeting to the City Recorder at 541.574.0613, or cityrecorder@newportoregon.gov.

All meetings are live-streamed at <https://newportoregon.gov>, and broadcast on Charter Channel 190. Anyone wishing to provide written public comment should send the comment to publiccomment@newportoregon.gov. Public comment must be received four hours prior to a scheduled meeting. For example, if a meeting is to be held at 3:00 P.M., the deadline to submit written comment is 11:00 A.M. If a meeting is scheduled to occur before noon, the written comment must be submitted by 5:00 P.M. the previous day. To provide virtual public comment during a city meeting, a request must be made to the meeting staff at least 24 hours prior to the start of the meeting. This provision applies only to public comment and presenters outside the area and/or unable to physically attend an in person meeting.

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.

- 1. Call to Order and Roll Call**
Commission Members: Bill Branigan, Bob Berman, Jim Hanselman, Gary East, Braulio Escobar, John Updike, and Robert Bare.
- 2. Approval of Minutes**
 - 2.A Approval of the Planning Commission Work Session Meeting Minutes of May 12, 2025.**
[Draft PC Work Session Minutes 05-12-2025](#)
[05-12-25 PC Work Session Meeting Video Link](#)
 - 2.B Approval of the Planning Commission Regular Session Meeting Minutes of May 12, 2025.**
[Draft PC Reg Session Minutes 05-12-2025](#)
[05-12-25 PC Regular Session Meeting Video Link](#)

3. Citizens/Public Comment

A Public Comment form 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 submitting a form. 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 File #1-CUP-25: Final Order for Conditional Use of Foursquare Church as Private JR/Senior High School.

[File 1-CUP-25 - Final Order](#)

[File 1-CUP-25 - Findings of Fact](#)

5. Director Comments

6. Adjournment

City of Newport
Draft Planning Commission Work Session Minutes
May 12, 2025

LOCATION: CITY COUNCIL CHAMBERS, NEWPORT CITY HALL, 169 SW COAST HIGHWAY, NEWPORT	
Time Start: 6:00 P.M.	Time End: 6:59 P.M.

ATTENDANCE LOG/ROLLCALL

COMMISSIONER/ ADVISORY MEMBER	STAFF
Chair Bill Branigan (by video)	Derrick Tokos, Community Development Director
Commissioner Bob Berman	Sherri Marineau, Community Development Dept.
Commissioner Jim Hanselman	
Commissioner Gary East	
Commissioner Braulio Escobar	PUBLIC
Commissioner John Updike (by video)	
Commissioner Robert Bare	
Citizen Advisory Member Dustin Capri (absent, excused)	

AGENDA ITEM	ACTIONS
WORK SESSION MEETING	
CALL TO ORDER AND ROLL CALL a. Roll Call	None.
CITY CENTER REVITALIZATION PLAN UPDATES.	<p>Mr. Tokos gave an update on the City Center Revitalization Plan process.</p> <p>The Commission discussed the online survey and open house results; the summary of Event #2; feedback from the public engagement; project goals; location of the Farmers Market with the couplet design; a breakdown of comments for English and Spanish speakers; boundaries of the City Center Revitalization Plan (CCRP); design standards for the CCRP; form based code standards; public realm standards; how the CCRP aligns with the ODOT Urban Blueprint recommendations; street cross sections; alleyway examples; base zone development standards; proposed general design standards; illustrations on visual frontage types; and land use and base zone references.</p>
PLANNING COMMISSION WORK PROGRAM UPDATE.	None.

Submitted by: _____
Sherri Marineau, Executive Assistant

05-12-2025 - Planning Commission Work Session Meeting Video Link:

https://thecityofnewport.granicus.com/player/clip/1441?view_id=2&redirect=true

**City of Newport
Draft Planning Commission Regular Session Minutes
May 12, 2025**

LOCATION: CITY COUNCIL CHAMBERS, NEWPORT CITY HALL 169 SW COAST HIGHWAY NEWPORT	
Time Start: 7:00 P.M.	Time End: 7:58 P.M.

ATTENDANCE LOG/ROLLCALL

COMMISSIONER/ ADVISORY MEMBER	STAFF
Chair Bill Branigan (by video)	Derrick Tokos, Community Development Director
Commissioner Bob Berman	Sherri Marineau, Community Development Dept.
Commissioner Jim Hanselman	
Commissioner Gary East	PUBLIC
Commissioner Braulio Escobar	
Commissioner John Updike (by video)	
Commissioner Robert Bare	

AGENDA ITEM	ACTIONS
REGULAR MEETING	
CALL TO ORDER AND ROLL CALL	
a. Roll Call	None.
APPROVAL OF THE MINUTES	
a. Meeting minutes of Work Session Meeting on April 28, 2025.	Motion by Bare, seconded by East, to approve the work session meeting minutes of April 28, 2025 as written. MOTION carried unanimously with Branigan, Berman, Hanselman, Escobar, East, Updike, and Bare all voting in favor.
b. Meeting minutes of Regular Session Meeting on April 28, 2025.	Motion by Bare, seconded by East, to approve the regular session meeting minutes of April 28, 2025 as written. MOTION carried unanimously with Branigan, Berman, Hanselman, Escobar, East, Updike, and Bare all voting in favor.
CITIZEN/PUBLIC COMMENT	None.
PUBLIC HEARINGS	
File No. 1-CUP-25: Conditional Use of the Foursquare Church as a Private Junior & Senior High School.	
a. PUBLIC HEARING OPEN	7:14 p.m.

<p>b. STAFF REPORT - DERRICK TOKOS</p>	<p>Mr. Tokos reviewed the staff report.</p> <p>The Commission asked questions concerning the marijuana dispensary business located near the site; safety requirements by the Building Official; traffic concerns through the property; and if a gate would be added at the 14th Street exit.</p>
<p>c. PUBLIC COMMENT</p>	<p>Applicants, Katie Townsend with the South Christian School, and Luke Frechette with the South Beach Church shared their thoughts on the application. They explained how they had a meeting with neighbors to let them know the school wanted to be a good neighbor. Townsend outlined how they were working to meet the conditions included in the staff report.</p> <p>The Commission asked questions concerning teacher's credentials; concerns about the public utilizing the parking lot to cut across to the adjacent street; the schools plans to temporarily operate at the site for one to two years; bus transportation; signs for the school zone; noise levels generated by the school; and how the school wouldn't be offering food service for their students.</p>
<p>d. PUBLIC HEARING CLOSED</p>	<p>7:46 p.m.</p>
<p>e. COMMISSION DECISION</p>	<p>East thought it was a good idea and would bring improvements to the location. Hanselman thought it was a fine concept. He had concerns that the school might affect the dispensary's license, but was willing to support the school.</p> <p>Escobar was uncomfortable with the thought that this decision might affect the dispensary's license, but he wasn't opposed to the request. Bare appreciated what they were trying to do and thought they met the criteria.</p> <p>Berman thought they met the criteria. He had concerns about the traffic and gate, but was in favor of approving. East wanted to see the school provide a traffic diagram to the parents.</p> <p>Branigan had no issues and didn't think the traffic issues were a concern. He thought they met the criteria and mentioned how South Beach Church had been a good community member. Updike echoed the concerns about the traffic and liked the idea of providing a traffic diagram to parents.</p> <p>Motion was made by Branigan, seconded by Bare, to approve File 1-CUP-25 with conditions. MOTION carried unanimously with Branigan, Berman, Hanselman, Escobar, East, Updike, and Bare all voting in favor.</p>

DIRECTORS COMMENTS

Tokos reported that the second hearing for SB974 would be held on May 19th. Testimony from Mayor Kaplan and Councilor Hickman would be included at the hearing.

Submitted by: _____

Sherri Marineau, Executive Assistant

DRAFT

05-12-2025 - Planning Commission Regular Session Meeting Video Link:

https://thecityofnewport.granicus.com/player/clip/1439?view_id=2&redirect=true

**BEFORE THE PLANNING COMMISSION
OF THE CITY OF NEWPORT,
COUNTY OF LINCOLN, STATE OF OREGON**

IN THE MATTER OF PLANNING COMMISSION)	
FILE #1-CUP-25, A CONDITIONAL USE PERMIT)	FINAL
APPLICATION FOR SOUTH BEACH CHRISTIAN)	ORDER
SCHOOL (KATIE TOWNSEND, APPLICANT))	
(KATRINA THOMAS, SOUTH BEACH CHURCH,)	
REPRESENTATIVE) (INTERNATIONAL CHURCH)	
OF FOURSQUARE GOSPEL, OWNER))	

ORDER APPROVING A CONDITIONAL USE PERMIT, to operate a Junior & Senior High School with up to 99 students in an existing 11,232 sq. ft. church building. The subject property is located at 215 NW 15th Street, Newport, OR 97365. (Tax Lots 300, 400, 401 & 500 of Lincoln County Assessor's Map 11-11-05-BD). It is 1.71 acres in size.

WHEREAS:

- 1.) The Planning Commission has duly accepted the application filed consistent with the Newport Municipal Code; and
- 2.) The Planning Commission duly held public hearings on the request, with such hearings occurring on May 12, 2025; and
- 3.) At the public hearings on said application, the Planning Commission received testimony and evidence; and
- 4.) At the conclusion of said public hearings, after consideration and discussion, upon a motion duly seconded, the Planning Commission **APPROVED** the request.

THEREFORE, LET IT BE RESOLVED by the City of Newport Planning Commission that the attached findings of fact and conclusions (Exhibit "A") support the approval of the requested conditional use permit with the following condition(s):

1. Approval of this land use permit is based on the submitted written narrative and plans listed as attachments to the staff report. No use shall occur under this permit other than that which is specified within these documents. It shall be the responsibility of the applicant/property owner to comply with these documents and the limitations of approval described herein.
2. The applicant shall comply with all applicable building codes, fire codes, and other public health and safety regulations to ensure that the use will not be detrimental to the safety and health of persons in the neighborhood. The applicant is responsible for obtaining the necessary approvals and permits pertaining to the proposed use.

3. School use of the facility shall be limited to dates and times when off-street parking is not required to accommodate the needs of the principal use of the property as a religious institution/place of worship (NMC Section 14.14.080).
4. A sign permit shall be obtained establishing that the signs for the church and school, collectively, comply with the requirements of Chapter 10.10 of the Newport Municipal Code.

BASED UPON THE ABOVE, the Planning Commission determines that this request for a Conditional Use Permit is in conformance with the provisions of the Comprehensive Plan and the Zoning Ordinance of the City of Newport, and the request is therefore granted.

Accepted and approved this 27th day of May, 2025.

Bill Branigan, Chair
Newport Planning Commission

Attest:

Derrick I. Tokos, AICP
Community Development Director

EXHIBIT "A"

Case File No. 1-CUP-25

FINDINGS OF FACT

1. On April 17, 2025, Katie Townsend, South Beach Christian School (Katrina Thomas, South Beach Church, representative) (International Church of Foursquare Gospel, owner) applied for a Conditional Use Permit to operate a Junior & Senior High School with up to 99 students in an existing 11,232 sq. ft. church building.
2. The subject property is located at 215 NW 15th St, Newport, OR 97365. (Tax Lots 300, 400, 401 & 500 of Lincoln County Assessor's Map 11-11-05-BD). It is 1.71 acres in size.
3. Staff reports the following facts in connection with the application:
 - a. Plan Designation: Commercial and Low Density Residential.
 - b. Zone Designation: C-3/"Heavy Commercial" and R-2/"Medium Density Single Family Residential."
 - c. Surrounding Land Uses: Retail commercial uses to the east between the subject site and US 101; discount bakery, restaurant and warehouse uses to the south; single family residential to the west; and a retail marijuana dispensary, vacant auto dealership, and single family residential to the north.
 - d. Topography and Vegetation: The site is gradually sloped with paved parking and landscaping.
 - e. Existing Structures: Church and two small utility buildings.
 - f. Utilities: All city services are available to the site.
 - g. Development Constraints: None.
 - h. Past Land Use Actions: *File No. 4-CUP-88* – Approved the construction of a 65-ft x 75 ft gymnasium next to the church (not built).
4. Upon acceptance of the application, the Community Development (Planning) Department mailed notice of the proposed action on April 17, 2025, to affected property owners required to receive such notice, and to various city departments, agencies, and public utilities (NMC 14.52.060(C)). The notice referenced the criteria by which the application was to be assessed. The notice was also published in the Lincoln County Leader on April 30, 2025 as required by NMC 14.52.060(F).
5. A public hearing was held on May 12, 2025. A statement of rights and relevance and applicable criteria was read by the Chair, and the Planning Commission members disclosed any ex-parte contact, conflicts of interest, and/or bias related to the application. No objections were made to any of the Planning Commissioners hearing the matter. The Commission received the staff report and the applicant, Katie Townsend, presented the application and fielded questions from Commission

members. Luke Frechette testified on behalf of the South Beach Church. No public testimony was received from opponents to the project. The applicant was afforded an opportunity for rebuttal, which they waived, and the hearing was closed.

6. The minutes of the May 12, 2025 hearing are hereby incorporated by reference into the findings. The Planning Staff Report with Attachments, and materials submitted by supporters and opponents, are incorporated by reference into the findings. The Planning Staff Report Attachments and public testimony are identified as follows:

- Attachment "A" – Application Form
- Attachment "B" – Assessor Property Record Card
- Attachment "C" – Applicant Cover Letter
- Attachment "D" – Applicant's Business Plan
- Attachment "E" – Applicant's Findings
- Attachment "F" – Church Floor Plan
- Attachment "G" – Applicant Building Elevation Photos
- Attachment "H" – Applicant Sign Concepts
- Attachment "I" – Aerial – Utility Map
- Attachment "J" – Public Notice

7. Explanation of the Request: The South Beach Christian School is seeking approval to operate a Junior & Senior High School program at the existing Newport Foursquare Church, beginning in the fall of 2025. The school intends to enroll up to, but not to exceed, 99 students.

The subject property is predominantly in a C-3/"Heavy Commercial" zone district. Only the northwesterly portion of the site, identified as Tax Lot 500, is situated in an R-2/"Medium Density Single-Family" zone district and it is developed with paved parking. The church and utility buildings are on Tax Lots 300 and 400. These properties also possess paved parking, as does Tax Lot 401 to the south. All three of these tax lots are within the C-3 zone district.

In their business plan (Attachment "D"), the applicant notes that South Beach Christian School is a private, non-profit Christian school that runs from September through June of every year. The daily hours of operation are from 8:00 AM until 3:15 PM, with office hours beginning at 7:45 AM and ending at 4:00 PM. School is held from Monday through Thursday with Fridays being reserved for teacher preparation and student enrichment. It is the school's intent to enroll anywhere from 60-99 students in grades 7-12 at this location. Staffing at this school campus will include the school principal, a site coordinator, a custodian, and approximately seven full time and part-time teachers. The school also has a security team that will work toward creating a safe school campus and neighborhood.

The school intends to utilize the existing facilities, parking lot, and driveways that are currently in place. Outside on the south side of the building, students will use this grass area for recess, lunch and physical education at designated times. The school holds chapel in the sanctuary once per week on Monday mornings with a mix of staff & student-led worship. Music associated with the school and worship will be contained within the building.

8. Conditional Use Permit Required: Per Newport Municipal Code (NMC) Section 14.03.070(17)(a), elementary and secondary schools are conditional uses in the C-3 zone district. Since the property is over 1.0 acre in size, this conditional use permit application must be presented to the Planning Commission for review and approval following a public hearing (NMC 14.34.030(A)(2)).

9. Applicable Criteria: The applicable criteria for the conditional use request are found in NMC Section 14.34.050:

- a. The public facilities can adequately accommodate the proposed use.
- b. The request complies with the requirements of the underlying zone or overlay zone.
- c. The proposed use does not have an adverse impact greater than existing uses on nearby properties; or impacts can be ameliorated through imposition of conditions of approval.
- d. A proposed building or building modification is consistent with the overall development character of the neighborhood with regard to building size and height, considering both existing buildings and potential buildings allowable as uses permitted outright.

CONCLUSIONS

Regarding the applicable criteria for the conditional use request, the following conclusions can be made:

A. Criterion #1. *The public facilities can adequately accommodate the proposed use.*

1. In their narrative (Attachment "E"), the applicant states that they have met with Building Official, Joseph Lease, on site to discuss the feasibility of the South Beach Christian School utilizing the subject facility for their junior & senior high programs for the academic year beginning in the fall of 2025. The church building is designed for assembly occupancy, which under the building code can accommodate a church or school. Mr. Lease identified safety related improvements that the applicant will need to implement to comply with the building code, and the applicant is prepared to make those changes.
2. The building, constructed in 1977, consists of a sanctuary and various rooms on the upper floor, and offices and various rooms on the lower floor (Attachment "F"). This includes classroom space. The applicant notes that the existing 110 paved parking stalls and 13 handicap parking stalls are adequate to meet the school's needs.
3. Public facilities are defined in the Zoning Ordinance as sanitary sewer, water, streets and electricity. NW 15th Street serves as the principal point of access to the site, and the street is fully improved. NW 14th Street which is stubbed to the south side of the church is available as a secondary access. It is also fully improved. Water, sewer, and storm drainage services have been extended into the property from these two streets and through utility easements that cross neighboring properties. These facilities are sufficient to meet the needs of the church when it is being used at capacity, which would typically be when worship services are offered. Schools commonly co-locate with churches to take advantage of the days and times that the facility is not being actively used for religious events, and the public facilities in place should be sufficient to meet the schools needs during such times.
4. Given the above, the Planning Commission finds that the public facilities can adequately accommodate the use.

B. Criterion #2. *The request complies with the requirements of the underlying zone or overlay zone.*

1. Compliance with the underlying zone or overlay zone includes other elements of the Zoning Ordinance applicable to the proposed use. Since this is an existing developed site, as opposed to new construction, common standards such as satisfying height limitations (NMC Chapter 14.10), setback requirements (NMC Chapter 14.11), and landscaping standards (NMC Chapter 14.19) will not be applicable. Parking and loading requirements in (NMC Chapter 14.14) would come into play if the school generated a need for additional parking; however, that will not be the case given that they are utilizing the site at times when it is not being used for church purposes, or use of the church by others is limited. At peak use which typically occurs when worship services are held, is roughly 150 trips. Vehicle trips associated with a junior or senior high school is just less than half that at 72 trips per day. Accordingly, the existing paved parking areas should be more than adequate to meet the demand. No other standards appear to be applicable, given that the applicant is not proposing to make changes to the property.

2. Based upon the above, the Planning Commission finds that this application complies with the requirements of the underlying zone or overlay zone.

3. Given the above, the Planning Commission finds that this criterion has been satisfied.

C. Criterion #3. *The proposed use does not have an adverse impact greater than existing uses on nearby properties; or impacts can be ameliorated through imposition of conditions of approval.*

1. The applicant asserts that establishing a school at this location will positively impact the nearby properties by increasing security through an exterior-mounted camera system designed to both protect the facility's occupants as well as the surrounding area. They also note that the presence of the school during the week will also discourage illegal activity that has been known to take place in this location.

2. If this conditional use permit application is approved, South Beach Christian School is committed to maintaining the landscape, and will encourage students to participate in community service projects in the area. The applicant further notes that during peak vehicle traffic times (8:00 - 8:30AM and 3:00 - 3:30PM), the traffic will flow quickly & efficiently through the property's one-way parking lot beginning at NW 15th Street and exiting at NW 14th Street.

3. The church properties are sandwiched between commercial uses to the east that orient toward US 101, and residential uses to the west that face Nye Street. The church building occupies a relatively small portion of the site, with most of the area being dedicated to paved parking. The residential properties have rear yard fences which wall off visibility of the site from the west. The discount bakery borders the site to the south, and the only public right-of-way where the church can be seen is a 100-foot strip of land along NW 15th Street and the fenced terminal end of NW 14th Street at 40-feet in width. The applicant makes a good point, that active use of the property as a school, during periods when the church is not active, will put eyes on the property, deterring individuals from behaving inappropriately.

4. Considering the subject site's location, the school would be tucked away and there would be very little interaction between school teachers and students and neighboring properties. For a number of years, a marijuana dispensary operated at 157 NW 15th Street immediately north of the subject property. The license for the dispensary expired on 6/30/2024 and a new operator has

submitted a business license to the City to operate at that location. That license is under review by the City and will be acted upon before a decision on this conditional use permit is final. The State of Oregon prohibits new recreational facilities from locating within 1,000 feet of a school, and it is unclear at this time what action they will take with regards to the new dispensary operator. Since there is not a licensed dispensary operating at this time, it is not an “existing use on a nearby property” per this criterion that would be impacted one way or the other by the proposed school.

5. Given the above, the Planning Commission finds that the proposed use, as conditioned, does not have an adverse impact greater than existing uses on nearby properties.

D. *Criterion #4. A proposed building or building modification is consistent with the overall development character of the neighborhood with regard to building size and height, considering both existing buildings and potential buildings allowable as uses permitted outright.*

1. The applicant notes that they are utilizing an existing building that should already be consistent with the overall development character of the area with regard to the building size and height. The only change that they are proposing relates to signage, where they are looking to place a South Beach Christian School sign on an existing freestanding sign frame facing NW 15th Street. An additional sign is on the east elevation of the church building that is visible from NW 14th Street (Attachment "H").

2. The proposed signs may be compliant; however, the applicant will need to provide the dimensions so that can be confirmed. It is also unclear from the application whether the signs will be placed on a temporary basis or if more permanent signs will be installed. Under the City’s sign code, freestanding signs on commercial properties are permitted to have 1 sq. ft. of signage for every lineal foot of street frontage. Wall signs are permitted to have 2 sq. ft. of sign area for every lineal foot of street frontage (NMC Section 10.10.085)). The property has 50 sq. feet of frontage along NW 15 Street where the freestanding sign is located. The wall sign faces NW 14th Street where the property possesses 40 lineal feet of frontage. In addition, religious institutions are allowed to have a sign that does not exceed 48 square feet in area, including each face of a multiple faces sign. No single sign face can exceed 24 square feet (NMC Section 10.10.060(B)). Educational institutions are also allowed a reader board not to exceed 32 square feet in area (NMC Section 10.10.060(C)). In the aggregate, these sign allowances are considerable and it is likely that the proposed signage will conform to these requirements. City review and approval of a sign permit is an appropriate mechanism for confirming compliance.

3. Given the above, the Planning Commission finds that the use will be consistent with the overall development character of the neighborhood regarding building size and height.

OVERALL CONCLUSION

Based on the application material, the Planning Staff Report, and other evidence and testimony in the record, the Planning Commission concludes that the above findings of fact and conclusions demonstrate compliance with the criteria for a conditional use permit found in Section 14.34.050 of the Newport Municipal Code (NMC); and, therefore, the requested conditional use permit is hereby approved with the imposition of the following conditions of approval:

1. Approval of this land use permit is based on the submitted written narrative and plans listed as attachments to the staff report. No use shall occur under this permit other than that which is

specified within these documents. It shall be the responsibility of the applicant/property owner to comply with these documents and the limitations of approval described herein.

2. The applicant shall comply with all applicable building codes, fire codes, and other public health and safety regulations to ensure that the use will not be detrimental to the safety and health of persons in the neighborhood. The applicant is responsible for obtaining the necessary approvals and permits pertaining to the proposed use.

3. School use of the facility shall be limited to dates and times when off-street parking is not required to accommodate the needs of the principal use of the property as a religious institution/place of worship (NMC Section 14.14.080).

4. A sign permit shall be obtained establishing that the signs for the church and school, collectively, comply with the requirements of Chapter 10.10 of the Newport Municipal Code.