



## **PLANNING COMMISSION WORK SESSION AGENDA**

**Monday, October 11, 2021 - 6:00 PM**

**City Hall, Council Chambers, 169 SW Coast Hwy, Newport, OR 97365**

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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.

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### **1. CALL TO ORDER**

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

### **2. NEW BUSINESS**

#### **2.A Transportation System Plan Tech Memo #12, Transportation Standards.**

**Memorandum**

**Draft Memorandum by Angelo Planning Group, dated September 8, 2021 (received October 5, 2021)**

#### **2.B Draft RFP for Newport Housing Capacity Analysis and Production Strategy Project.**

**Memorandum**

**DLCD Housing Needs Analysis Grant Award Letter**


DLCD Housing Production Strategy Grant Award Letter  
Draft Request for Proposals

**3. UNFINISHED BUSINESS**

**3.A Updated Planning Commission Work Program.**  
[PC Work Program 10-8-21](#)

**4. ADJOURNMENT**

# Memorandum

To: Planning Commission/Commission Advisory Committee  
From: Derrick I. Tokos, AICP, Community Development Director   
Date: October 8, 2021  
Re: Transportation System Plan Tech Memo #12, Transportation Standards

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Enclosed is an initial draft of amendments to the City's transportation standards that the consulting team is recommending the City adopt to implement the updated Transportation System Plan. Please take a moment to review the changes and come prepared to share your thoughts as to whether they are headed in the right direction or need further refinement.

There are a number of questions from the consultants as well. We received the draft earlier this week, and my plan is to walk through the document, section by section, stopping at points where they are looking for feedback.

See you on Monday!

Attachments

Draft Memorandum by Angelo Planning Group, dated September 8, 2021 (received October 5, 2021)

OCT 05 2021

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## DRAFT MEMORANDUM

DATE: September 8, 2021

TO: Newport TSP Project Management Team

FROM: Andrew Parish, Shayna Rehberg, and Darci Rudzinski, APG

SUBJECT: Newport Transportation System Plan Update  
Development Code Amendments

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### Introduction

The City of Newport is undertaking an update of the City of Newport Transportation System Plan (TSP) consistent with the requirements of Statewide Planning Goal 12 - Transportation. This memorandum identifies needed amendments to the City’s Municipal Code, Title 13 Land Division and Title 14 Zoning Code (collectively known as the “Development Code”) to be consistent with the updated TSP. This material is an outgrowth of:

- TM #3 – Regulatory Review and Transportation Planning Rule (TPR)
- Code Concepts – Transportation Mitigation and Implementation
- Additional discussion with city staff and the consultant team

Table 1 identifies the proposed amendments and includes a reference number for the associated text that follows the table, with code additions and deletions shown in underline-strikeout text.

Table 1. Municipal Code Recommendations

Recommendation and Discussion	Reference
Identify “Transportation Facilities (operation, maintenance, preservation, and construction in accordance with the city’s Transportation System Plan)” as a permitted use in all land use districts as required by the Transportation Planning Rule (TPR)	1
Consolidate the definitions of transportation facilities throughout the Development Code.	2
Adjust the Traffic Impact Assessment (TIA) threshold and process described in the Zoning Ordinance to reduce the number of peak hour trips for which a TIA is required.	3
Add specific language requiring that transportation providers, including ODOT, Lincoln County Transit be notified of proposals that may impact their facilities or services.	4

Recommendation and Discussion	Reference
Update the development code to better address transit by requiring transit amenities as identified in the Lincoln County Transit Development Plan, update bicycle parking requirements to include transit facilities, and improve provision of bicycle parking through development.	5
Amend the development code to include language vehicular access, circulation, connections, and pedestrian access through parking lots.	6
Amend the development code to include the TSP's updated street standards, block lengths, and accessway requirements	7
Provide new code language for drive aisles and parking lot layouts.	8
Amend the development code to clarify that development along state highways requires coordination with ODOT.	9
Address TPR requirements related to bicycle and pedestrian access and mobility through the addition of a new Pedestrian Access and Circulation section	10
Require new developments with planned designated employee parking areas provide preferential parking for employee carpools and vanpools.	11
Develop a new "Transportation Mitigation Procedure" section of the code.	12
Identify city authority and process for deploying traffic calming on neighborhood collectors.	13

**Reference 1: Transportation Facilities as Allowed Use**

**Recommendation:** Consolidate the definition of transportation facilities throughout the development code, and identify "Transportation Facilities (operation, maintenance, preservation, and construction in accordance with the city's Transportation System Plan)" as a permitted use in all land use districts as required by the TPR.

14.03.050 Residential Uses

		R-1	R-2	R-3	R-4
Z	Transportation Facilities	P	P	P	P

14.03.070 Commercial and Industrial Uses.

		C-1	C-2 <sup>1</sup>	C-3	I-1	I-2	I-3
12	Basic Utilities and Roads <sup>3</sup>	P	P	P	P	P	P
22	Transportation Facilities	P	P	P	P	P	P

14.03.080 Water-dependent and Water-related Uses.

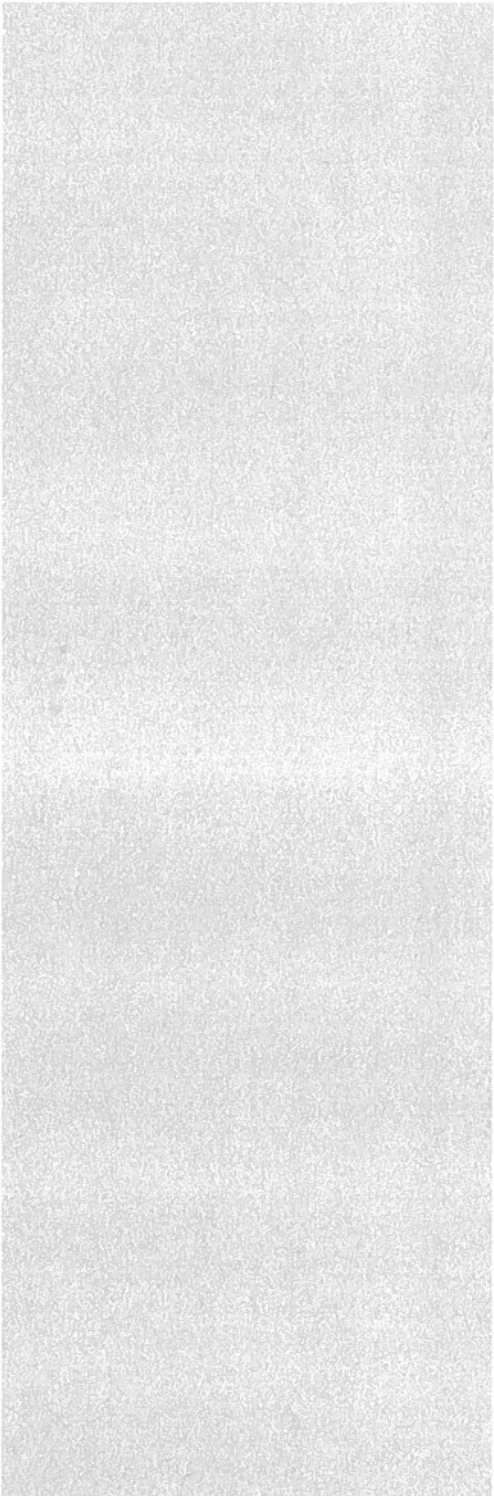
		W-1	W-2
22	Transportation Facilities	P	P

14.03.100 Public Uses

		P-1	P2	P-3
25.	<del>Trails, paths, bike paths, walkways, etc.</del> Transportation Facilities	P	P	P

**Reference 2: Consolidation of Definitions**

**Recommendation:** Consolidate the definitions of transportation facilities throughout the development code.



13.05.005 Definitions

The following definitions apply in this chapter within Title 13 and Title 14:

...  
**Alley.** A narrow street 25 feet or less through a block primarily for vehicular service access to the back or side of properties otherwise abutting on another street. Frontage on said alley shall not be construed as satisfying the requirements of this Ordinance related to frontage on a dedicated street.  
...

**Accessway.** A walkway providing a through connection for pedestrians between two streets, between two lots, or between a development and a public right-of-way. It may be an access way for pedestrians and bicyclists (with no vehicle access), or a walkway on public or private property (i.e., with a public access easement); it may also be designed to accommodate emergency vehicles.

**Pedestrian Trail.** Pedestrian trails are typically located in parks or natural areas and provide opportunities for both pedestrian circulation and recreation.

**Shared Use Path.** Shared use paths provide off-roadway facilities for walking and biking travel. Depending on their location, they can serve both recreational and citywide circulation needs. Shared use path designs vary in surface types and widths

**Roadway.** The portion of a street right-of-way developed for vehicular traffic.

**Street.** A public or private way other than a driveway that is created to provide ingress or egress for persons to one or more lots, parcels, areas, or tracts of land. The City of Newport Transportation System Plan establishes four functional classifications of streets: Arterial, Major Collector, Neighborhood Collector, and Local Streets.

For the purposes of this section ~~Title~~ a "driveway" is a private way that begins at a public right of way that is proposed to serve not more than four individual lots/parcels cumulative as the primary vehicular access to those individual lots/parcels.

1. ~~Alley.~~ A narrow street through a block primarily for vehicular service access to the back or side of properties otherwise abutting on another street.
2. **Arterial.** A street of considerable continuity which is primarily a traffic artery among large areas. Arterial streets are primarily intended to serve regional and citywide traffic movement. Arterials provide the primary connection to collector

**Commented [AP1]:** City: I've addressed TSP-related definitions and added them to this section. We've discussed consolidating all definitions (or even all of titles 13 and 14), which could be done but would dilute the purpose of this memo.

**Commented [AP2]:** Updated for consistency with TSP standards memo

**Commented [AP3]:** Replaced with definition above

streets. Where an Arterial intersects with a Neighborhood Collector or Local Street, access management and/or turn restrictions may be employed to reduce traffic delay. The Arterial streets in Newport are US 101 and US 20.

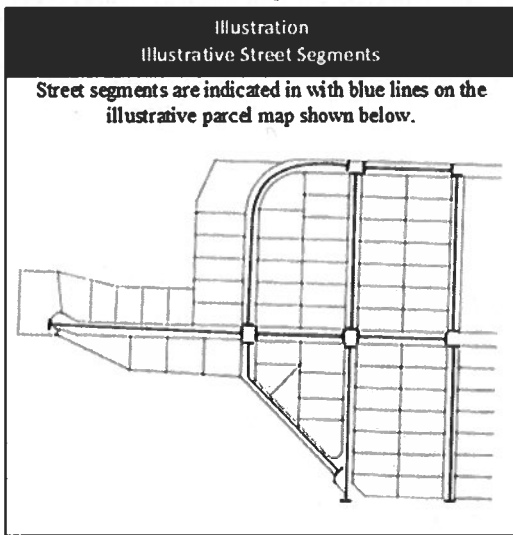
3. **Half-street.** A portion of the width of a right of way, usually along the edge of a subdivision or partition, where the remaining portion of the street could be provided in another subdivision or partition, and consisting of at least a sidewalk and curb on one side and at least two travel lanes.
4. **Marginal Access Street.** A minor street parallel and adjacent to a major arterial street providing access to abutting properties, but protected from through traffic.
5. ~~**Minor Street.** A street intended primarily for access to abutting properties.~~
6. **Major Collector Street.** Major Collectors are intended to distribute traffic from Arterials to streets of the same or lower classification. Where a Major Collector street intersects with a Neighborhood Collector or Local Street, access management and/or turn restrictions may be employed to reduce traffic delay.
7. **Neighborhood Collector Street.** Neighborhood Collectors distribute traffic from Arterial or Major Collector streets to Local Streets. They are distinguishable from Major Collectors in that they principally serve residential areas. Neighborhood Collector streets should maintain slow vehicle operating speeds to accommodate safe use by all modes and through traffic should be discouraged. Where a Neighborhood Collector street intersects with a higher-classified street, access management and/or turn restrictions may be employed to reduce traffic delay and discourage through traffic.
8. **Local Street.** All streets not classified as Arterial, Major Collector, or Neighborhood Collector streets are classified as Local Streets (seen at right). Local Streets provide local access and circulation for traffic, connect neighborhoods, and often function as through routes for pedestrians and bicyclists. Local Streets should maintain slow vehicle operating speeds to accommodate safe use by all modes.
9. **Private Street.** Private Streets are a special type of Local Streets that are used to facilitate access to specific properties or small neighborhoods. The City of Newport is not responsible for maintenance on private streets.

Commented [AP4]: City: Is this still a relevant definition?



- 10. **Private Driveway.** A Private Driveway is a private way that begins at a public right-of-way that is proposed to serve not more than four individual lots/parcels cumulative as the primary vehicular access to those individual lots/parcels.
- 11. **Street Segment.** A portion of a local or collector street which is located between two intersections, or between an intersection and the end of a cul-de-sac or dead-end. See Illustration: Illustrative Street Segments, below.

Commented [AP5]: Definition from Chapter 14.01. Still relevant?



- 11. **Shared Street.** A shared street is a local street that carries fewer than 500 vehicles per day. Shared streets have a single travel lane.

Commented [AP6]: Shown in Standards Memo Table 2 but not really addressed elsewhere. Anything more to add in definitions?

...  
**Transportation Facility.** A street, pedestrian pathway, bicycle facility, shared use path, or other improvement for the conveyance of people or goods, as identified in the adopted Transportation System Plan. The o(eration, maintenance, preservation, and construction of a transportation facility in accordance with the city's Transportation System Plan is a permitted use in all zones within Newport.

**Walkway.** A sidewalk or path, including any access way, improved to city standards, or to other roadway authority standards, as applicable.

...

**Reasonably Direct.** A route that does not deviate unnecessarily from a straight line or a route that does not involve a significant amount of out-of-direction travel for likely users.

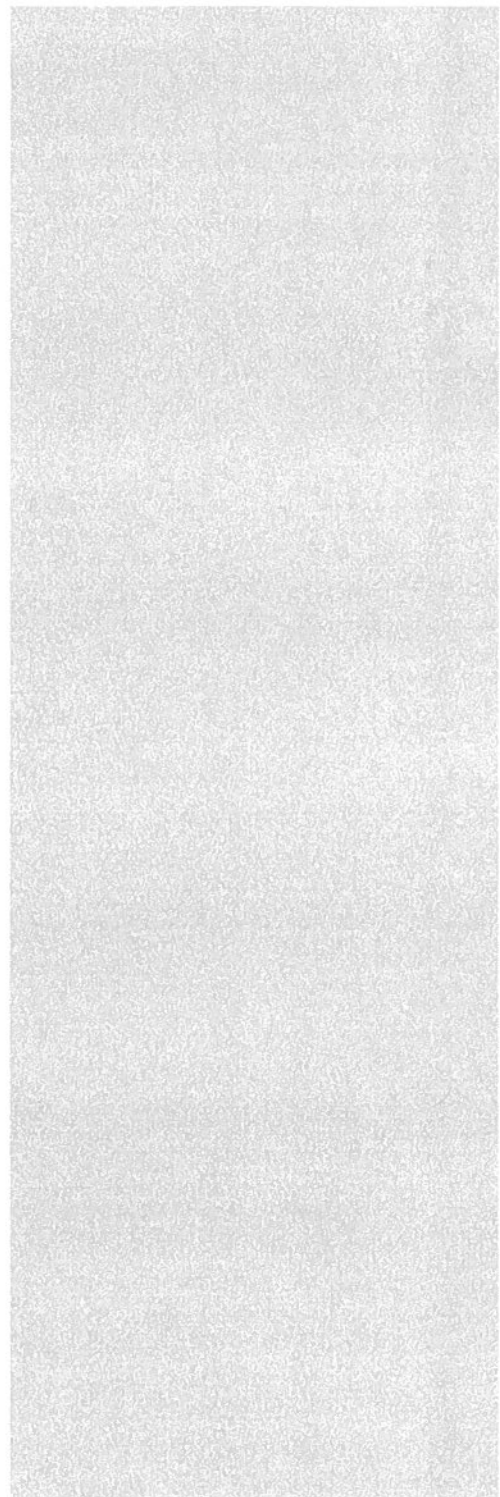
**14.01.020 Definitions**

...

**Alley**...

**Street**...

**Street Segment**...



### Reference 3: Traffic Impact Analysis

**Recommendation:** Adjust threshold and process of the Traffic Impact Assessment (TIA) described in the development code to reduce the number of peak hour trips for which a TIA is required.

#### CHAPTER 14.45 TRAFFIC IMPACT ANALYSIS

##### 14.45.010 Applicability

A Traffic Impact Analysis (TIA) shall be submitted to the city with a land use application under any one or more of the following circumstances:

- A. To determine whether a significant effect on the transportation system would result from a proposed amendment to the Newport Comprehensive Plan or to a land use regulation, as specified in OAR 660-012-0060.
- B. ODOT requires a TIA in conjunction with a requested approach road permit, as specified in OAR 734-051-3030(4).
- C. The proposal may generate ~~100~~ 50 PM peak-hour trips or more ~~onto city streets or county roads~~.
- D. The proposal may increase use of any adjacent street by 10 vehicles or more per day that exceeds 26,000 pound gross vehicle weight.
- E. The proposal includes a request to use Trip Reserve Fund trips to meet the requirements of Chapter 14.43, South Beach Transportation Overlay Zone.
- F. Existing or proposed approaches or access connections that do not meet minimum spacing or sight distance requirements or are located where vehicles entering or leaving the property are restricted, or such vehicles are likely to queue or hesitate at an approach or access connection, creating a safety hazard;

...

##### 14.45.050 Approval Criteria

When a TIA is required, a development proposal is subject to the following criteria, in addition to all criteria otherwise applicable to the underlying proposal:

- A. The analysis complies with the requirements of 14.45.020;

- B. The TIA demonstrates that adequate transportation facilities exist to serve the proposed development or identifies mitigation measures that resolve the traffic safety problems in a manner that is satisfactory to the City Engineer and, when state highway facilities are affected, to ODOT; and
- C. Where a proposed amendment to the Newport Comprehensive Plan or land use regulation would significantly affect an existing or planned transportation facility, the TIA must demonstrate that solutions have been developed that are consistent with the provisions of OAR 660-012-0060; and
- D. For affected non-highway facilities, the TIA establishes that any Level of Service standards adopted by the city in the Transportation System Plan have been met. ~~and development will not cause excessive queuing or delays at affected intersections, as determined in the City Engineer's sole discretion; and~~
- E. Proposed public improvements are designed and will be constructed to the standards specified in Chapter 14.44 Transportation Standards or Chapter 13.05, Subdivision and Partition, as applicable.

14.45.060 Conditions of Approval

The city may deny, approve, or approve a development proposal with conditions needed to meet operations, structural, and safety standards and provide the necessary right-of-way and improvements to ensure consistency with the city's Transportation System Plan.

**Note:** Recommend removing Fee In Lieu option from the TIA section – it is referenced in the new Transportation Mitigation Procedure (Reference 12) and may otherwise be required even in cases where a TIA is not needed.

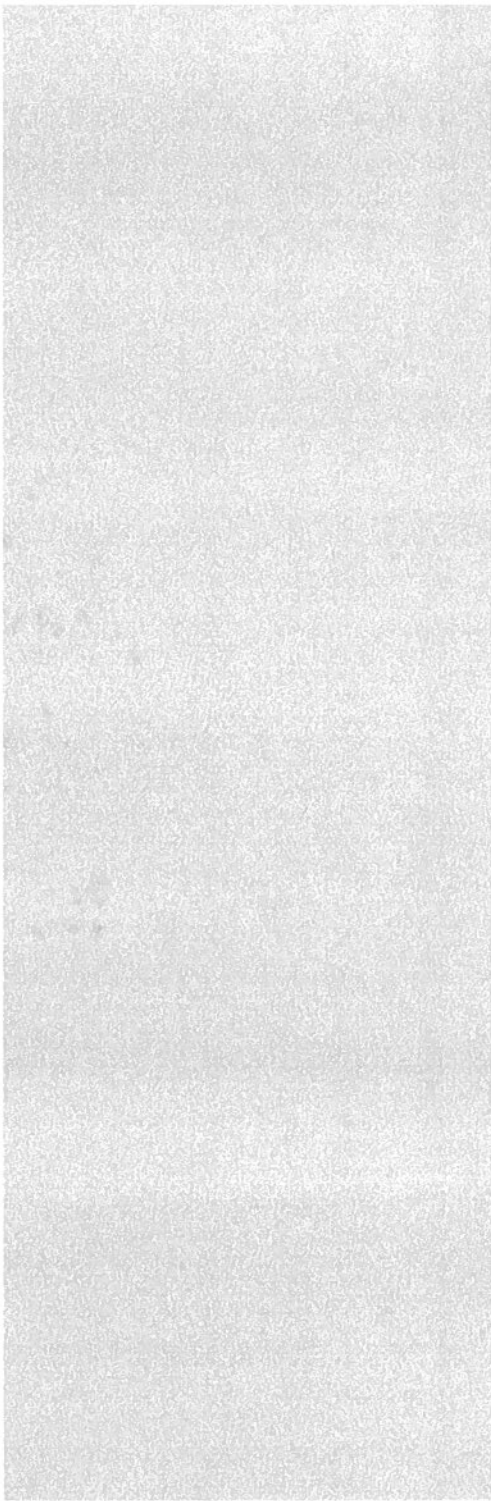
~~14.45.070 Fee in lieu Option~~

...

14.44.60 Fee in Lieu Option

The city may require the applicant to pay a fee in lieu of constructing required frontage improvements.

- A. A fee in lieu may be required by the city under the following circumstances:



- 1. There is no existing road network in the area.
- 2. There is a planned roadway in the vicinity of the site, or an existing roadway stubbing into the site, that would provide better access and local street connectivity.
- 3. When required improvements are inconsistent with the phasing of transportation improvements in the vicinity and would be more efficiently or effectively built subsequent to or in conjunction with other needed improvements in area.

~~4. For any other reason which would result in rendering construction of otherwise required improvements impractical at the time of development.~~

**Commented [AP7]:** City: This clause is very broad. Recommend removing.

B. The fee shall be calculated as a fixed amount per linear foot of needed transportation facility improvements. The rate shall be set at the current rate of construction per square foot or square yard of roadway built to adopted city or ODOT standards at the time of application. Such rate shall be determined by the city, based upon available and appropriate bid price information, including but not limited to surveys of local construction bid prices, and ODOT bid prices. This amount shall be established by resolution of the City Council upon the recommendation of the City Engineer and reviewed periodically. The amount of monies deposited with the city shall be at least 100 percent of the estimated cost of the required street improvements (including associated storm drainage improvements), and may include more than 100 percent of the cost as required for inflation. The fee shall be paid prior to final plat recording for land division applications or issuance of a building permit for land development applications.

**Commented [AP8]:** City: This is new language to address issues the concern noted in previous conversations.

C. All fees collected under the provisions of Section 14.45.070 shall be used for construction of like type roadway improvements within City of Newport's Urban Growth Boundary, consistent with the Transportation System Plan. Fees assessed to the proposed development shall be roughly proportional to the benefits the proposed development will obtain from improvements constructed with the paid fee.

#### Reference 4: Notice Requirements

**Recommendation:** Add specific language for applications requiring transportation providers, including ODOT, Lincoln County Transit be notified of proposals that may impact their facilities or services.

C. Mailing of Notice. Notices of hearings and actions shall be mailed by first class mail at least 14 days prior to the deadline for providing testimony for Type II decisions and at least 20 days prior to the public hearing for Type III and Type IV quasi-judicial actions. Notices shall be mailed to:

1. The applicant and property owner (if different).
2. Any affected public agency, including ODOT and Lincoln County Transit, or public/private utility.

#### Reference 5: Transit-Supportive Requirements

**Recommendation:** Update the development code to better address transit by requiring provision of transit amenities as identified in the Lincoln County Transit Development Plan and amend bicycle parking requirements to include transit amenities and improve provision of bicycle parking through development.

#### CHAPTER 14.44 TRANSPORTATION STANDARDS

##### 14.44.50 Transportation Standards

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F. Transit improvements. Developments that are proposed on the same site as, or adjacent to, an existing or planned transit stop, as designated in a transportation or transit plan adopted by the city or Lincoln County Transit, shall provide the following transit access and supportive improvements in coordination with the transit service provider:

(a) Reasonably direct pedestrian and bicycle connections between the transit stop and primary entrances of the buildings on site, consistent with the definition of "reasonably direct" in Section 13.05.005.

(b) The primary entrance of the building closest to the street where the transit stop is located shall be oriented to that street.

- (c) A transit passenger landing pad that is ADA-accessible.
- (d) An easement or dedication for a passenger shelter or bench if such an improvement is identified in an adopted transportation or transit plan.
- (e) Lighting at the transit stop.
- (f) Other improvements identified in an adopted transportation or transit plan.

14.14.070 Bicycle Parking

Bicycle parking facilities shall be provided as part of new multi-family residential developments of four units or more; ~~and new retail, office, and institutional developments; and park-and-ride lots and transit transfer stations.~~

A. The required minimum number of bicycle parking spaces is as follows, rounding up to the nearest whole number:

Parking Spaces Required	Bike Spaces Required
1 to 4 *	1 0
5 to 25	1
26 to 50	2
51 to 100	3
Over 100	1/50 25

**Commented [AP9]:** Tie the number of required bicycle spaces to the number of parking spaces proposed, rather than required? Specifically trying to address a hypothetical "park and ride lot" which doesn't have a required amount of parking.

\* Residential developments less than 4 units are exempt from bicycle parking requirements

**Commented [D10]:** Since other tables have endnotes, consider using that format here. (Really don't like parentheses in code.)

**Reference 6: Vehicular Access and Circulation**

**Recommendation:** Amend the development code to include language for vehicular access and circulation and connections, and pedestrian access through parking lots.

CHAPTER 14.14 PARKING AND LOADING, AND ACCESS REQUIREMENTS

CHAPTER 14.61 VEHICULAR ACCESS AND CIRCULATION

**Commented [AP11]:** 14.14 is really more about parking. Moving "access" requirements to the new/proposed "Vehicular Access and Circulation" (below) and "Pedestrian Access and Circulation" (see Reference 10) Chapters.

A. Purpose and Intent. Section 14.61 implements the street access policies of the City of Newport Transportation System Plan. It is intended to promote safe vehicle access and egress to

properties, while maintaining traffic operations in conformance with adopted standards. "Safety," for the purposes of this chapter, extends to all modes of transportation.

B. Permit Required. Vehicular access to a public street (e.g., a new or modified driveway connection to a street or highway) requires an approach permit approved by the applicable roadway authority.

C. Traffic Impact Analysis Requirements. The city, in reviewing a development proposal or other action requiring an approach permit, may require a traffic impact analysis, pursuant to Chapter 14.45, to determine compliance with this code.

D. Approach and Driveway Development Standards. Approaches and driveways shall conform to all of the following applicable development standards:

1. Access to parking lots shall be from a public street or alley. Access to loading and unloading areas shall be from a public street, an alley, or a parking lot.
2. Access to nonresidential parking lots or loading and unloading areas shall not be through areas that are zoned residential.
3. All accesses shall be approved by the City Engineer or designate.
4. Access Consolidation. Accesses shall be consolidated unless demonstrated to be unfeasible as determined by the City Engineer.
5. The number of approaches on higher classification streets (e.g., collector and arterial streets) shall be minimized; where practicable, access shall be taken first from a lower classification street.
6. Approaches shall conform to the spacing standards of subsections TABLE 14.61-A, below, and shall conform to minimum sight distance and channelization standards of the roadway authority.
7. With the exception of "Private Driveways" as defined in Section 13.5.005, driveways shall be paved and meet applicable construction standards.
8. The city may limit the number or location of connections to a street, or limit directional travel at an approach to one-way, right-turn only, or other restrictions, where the roadway authority requires mitigation to alleviate safety or traffic operations concerns.
9. Where the spacing standards of the roadway authority limit the number or location of connections to a street or highway, the city may require a driveway extend to one or more edges of a parcel and be designed to allow for future extension and inter-parcel circulation as adjacent properties develop. The city may also require the owner(s) of the subject site to record an access easement for

Commented [AP12]: Existing code moved from 14.14.120



- future joint use of the approach and driveway as the adjacent property(ies) develop(s).
10. Where applicable codes require emergency vehicle access, approaches and driveways shall be designed and constructed to accommodate emergency vehicle apparatus and shall conform to applicable fire protection requirements. The city may restrict parking, require signage, or require other public safety improvements pursuant to the recommendations of an emergency service provider.
  11. As applicable, approaches and driveways shall be designed and constructed to accommodate truck/trailer-turning movements.
  12. Driveways shall accommodate all projected vehicular traffic on-site without vehicles stacking or backing up onto a street.
  13. Driveways shall be designed so that vehicle areas, including, but not limited to, drive-up and drive-through facilities and vehicle storage and service areas, do not obstruct any public right-of-way.
  14. Approaches and driveways shall not be wider than necessary to safely accommodate projected peak hour trips and turning movements, and shall be designed to minimize crossing distances for pedestrians.
  15. The City Engineer, in consultation with the roadway authority, as applicable, may require that traffic-calming features, such as speed tables, textured driveway surfaces (e.g., pavers or similar devices), curb extensions, signage or traffic control devices, or other features, be installed on or in the vicinity of a site as a condition of development approval. Traffic calming (also known as "Neighborhood Traffic Management" or "NTM") features are identified in the Transportation System Plan.
  16. Construction of approaches along acceleration or deceleration lanes, and along tapered (reduced width) portions of a roadway, shall be avoided; except where no reasonable alternative exists and the approach does not create safety or traffic operations concern.
  17. Approaches and driveways shall be located and designed to allow for safe maneuvering in and around loading areas, while avoiding conflicts with pedestrians, parking, landscaping, and buildings.
  18. Where sidewalks or walkways occur adjacent to a roadway, driveway aprons constructed of concrete shall be installed between the driveway and roadway edge. The roadway authority may require the driveway apron be installed outside the required sidewalk or walkway surface, consistent with Americans

- with Disabilities Act (ADA) requirements, and to manage surface water runoff and protect the roadway surface.
19. Where an accessible route is required pursuant to ADA, approaches and driveways shall meet accessibility requirements where they coincide with an accessible route.
  20. The city may require changes to the proposed configuration and design of an approach, including the number of drive aisles or lanes, surfacing, traffic-calming features, allowable turning movements, and other changes or mitigation, to ensure traffic safety and operations.
  21. Where a new approach onto a state highway or a change of use adjacent to a state highway requires ODOT approval, the applicant is responsible for obtaining ODOT approval. The city may approve a development conditionally, requiring the applicant first obtain required ODOT permit(s) before commencing development, in which case the city will work cooperatively with the applicant and ODOT to avoid unnecessary delays.
  22. Where a proposed driveway crosses a culvert or drainage ditch, the city may require the developer to install a culvert extending under and beyond the edges of the driveway on both sides of it, pursuant to applicable engineering design standards.
  23. Except as otherwise required by the applicable roadway authority or waived by the City Engineer, temporary driveways providing access to a construction site or staging area shall be paved or graveled to prevent tracking of mud onto adjacent paved streets.

**TABLE 14.61-A: ACCESS SPACING STANDARDS<sup>1</sup>**

	Arterials <sup>2</sup>	Major Collectors	Neighborhood Collectors	Local Streets
Minimum Driveway Spacing (Driveway to Driveway)	350-1,320 feet	100 feet	75 feet	n/a
Minimum Intersection Setback (Full Access Driveways Only) <sup>2</sup>	350-1,320 feet	150 feet	75 feet	25 feet
Minimum Intersection Setback (Right-In/Right-Out Driveways Only) <sup>2</sup>	350-1,320 feet	75 feet	50 feet	25 feet

1. All distances measured from the edge of adjacent approaches.

2. A property must construct access to a lower classified roadway, where possible.

3. All Arterial streets in Newport are under ODOT jurisdiction. ODOT facilities are subject to access spacing guidelines in the Oregon Highway Plan (see Table 14 of Appendix C) and the Blueprint for Urban Design which vary based on posted speed and urban context.

H. Exceptions and Adjustments. The city may approve adjustments to the spacing standards in Table 14.61-A, where an existing connection to a city street does not meet the standards of the roadway authority and the proposed development moves in the direction of code compliance. The city, through a Type II procedure, may also approve a deviation to the spacing standards on city streets where mitigation measures, such as consolidated access (removal of one or more access), joint use driveways (more than one property uses same access), directional limitations (e.g., one-way), turning restrictions (e.g., right-in/right-out only), or other mitigation actions can be shown to mitigate all traffic operations and safety concerns.

I. Joint Use Access Easement and Maintenance Agreement. Where the city approves a joint use driveway, the property owners shall record an easement with the deed allowing joint use of and cross access between adjacent properties. The owners of the properties agreeing to joint use of the driveway shall record a joint maintenance agreement with the deed, defining maintenance responsibilities of property owners. The applicant shall provide a fully executed copy of the agreement to the city for its records, but the city is not responsible for maintaining the driveway or resolving any dispute between property owners.

#### **14.14.120 Access**

~~A. Access to parking lots shall be from a public street or alley. Access to loading and unloading areas shall be from a public street, an alley, or a parking lot.~~

~~B. Access to nonresidential parking lots or loading and unloading areas shall not be through areas that are zoned residential.~~

~~C. All accesses shall be approved by the City Engineer or designate.~~

~~D. Driveway accesses onto Arterial streets shall be spaced a distance of 500 feet where practical, as measured from the center of driveway to center of driveway~~

~~E. Each parcel or lot shall be limited to one driveway onto an Arterial street unless the spacing standard in (D) can be satisfied.~~

F. ~~Access Consolidation. Accesses shall be consolidated unless demonstrated to be unfeasible as determined by the City Engineer.~~

**Reference 7: Street, Block Length, and Accessway Standards**

**Recommendation:** Update street, block length, and accessway standards to match TSP recommendations.

13.05.015 Streets

...

- B. ~~Minimum Right of Way and Roadway Width. Unless otherwise indicated in the Transportation System Plan, the street right of way and roadway widths shall not be less than the minimum width in feet shown in the following table:~~

Type of Street	Minimum Right of Way Width	Minimum Roadway Width
Arterial, Commercial, and Industrial	80 feet	44 feet
Collector	60 feet	44 feet
Minor Street	50 feet	36 feet
Radius for turn around at end of cul-de-sac	50 feet	45 feet
Alleys	25 feet	20 feet

...

- B. Street Width and Cross Sections. Right-of-way widths for streets shall comply with Section X: Preferred Street Cross-Sections for City Streets of the Transportation System Plan
- C. If the required cross-section is wider than the available right-of-way, coordination with the City of Newport is required to determine whether right-of-way acquisition is necessary or design elements can be narrowed or removed. Any modifications to the preferred street cross-section require approval per the requirements of Section 14.33.100 - Transportation Mitigation Procedure. Constrained conditions on ODOT facilities will require review and approval by ODOT.

...

**Commented [AP13]:** Needs to be updated to cite a particular section/table of the TSP. TSP uses "Preferred" widths - we recommend treating these as "Required" widths that can be changed through the procedure in Reference 12 in certain cases.



**13.05.020 Blocks**

**A. General.** The length, width, and shape of blocks for non-residential subdivisions shall take into account the need for adequate building site size and street width, and shall recognize the limitations of the topography.

**B. Size.** ~~No block shall be more than 1,000 feet in length between street corners. Blocks created in land divisions shall be consistent with the standards in Table 13.05.020 -A. Modifications to this requirement the standards may be made by the approving authority pursuant to the standards in Chapter 14.33 if the street is adjacent to an arterial street, or the topography or the location of adjoining streets, or other constraints identified in Section 14.33.100 justify ies the modification. A pedestrian or bicycle way may be required by easement or dedication by the approving authority to allow connectivity to a nearby or abutting street, park, school, or trail system to allow for efficient pedestrian and bicycle connectivity between areas if a block of greater than 1,000 feet if a modification is approved and the requested easement or dedication has a rational nexus to the proposed development and is roughly proportional to the impacts created by the proposed land division.~~

**TABLE 13.05.020 -A: BLOCK LENGTH<sup>1</sup>**

	Arterials <sup>2</sup>	Major Collectors	Neighborhood Collectors	Local Streets
Maximum Block Length (Public Street to Public Street)	n/a	1000 feet	1000 feet	1000 feet
Minimum Block Length (Public Street to Public Street)	n/a	200 feet	150 feet	125 feet
Maximum Length Between Pedestrian/Bicycle Connections (Public Street to Public Street, Public Street to Connection, or Connection to Connection) <sup>2</sup>	n/a	300 feet	300 feet	300 feet

1. All distances measured from the edge of adjacent approaches.

2. Mid-block pedestrian and bicycle connections must be provided when the block length exceeds 300 feet to ensure convenient access for all users. Mid-block pedestrian and bicycle connections must be provided on a public easement or right-of-way every 300 feet, unless the connection is impractical due to topography, inadequate sight distance, high vehicle travel speeds, lack of supporting land use, or other factors that may prevent safe crossing; or a rational nexus to the proposed development is not established and the connection is not roughly proportional to the impacts created by the proposed land division. When the block length is less than 300 feet, mid-block pedestrian and bicycle connections are not required.



3. All Arterial streets in Newport are under ODOT jurisdiction. ODOT facilities are subject to access spacing guidelines in the Oregon Highway and the Blueprint for Urban Design which vary based on posted speed and urban context.

### Reference 8: Parking Lot Standards

**Recommendation:** Provide new code language for drive aisles and parking lot layouts.

#### 14.14.060 Compact Spaces

For parking lots of four vehicles or more, 40% of the spaces may be compact spaces, as defined in Section 14.14.090(A) measuring 7.5 feet wide by 15 feet long. Each compact space must be marked with the word "Compacts" in letters that are at least six inches high.

#### 14.14.090 Parking Lot Standards

Parking lots shall comply with the following:

A. ~~Parking Lot Minimum Standards. Parking lots shall be designed pursuant to the minimum dimensions provided in Table 14.14.090-A and Figure 14.14.090-A. Size of Spaces. Standard parking spaces shall be nine (9) feet in width by 18 feet in length. Compact spaces may be 7.5 feet wide by 15 feet long. Wherever parking areas consist of spaces set aside for parallel parking, the dimensions of such parking space(s) shall be not less than eight (8) feet wide and 22 feet long. Lines demarcating parking spaces may be drawn at various angles in relation to curbs or aisles so long as the parking spaces so created contain within them the rectangular area required by this section.~~

B. ~~Aisle Widths. Parking area aisle widths shall conform to the following table, which varies the width requirement according to the angle of parking:~~

Parking Angle	0	30°	45°	60°	90°
Aisle Width					
One way traffic	13	11	13	18	24
Two-way traffic	19	20	21	23	24

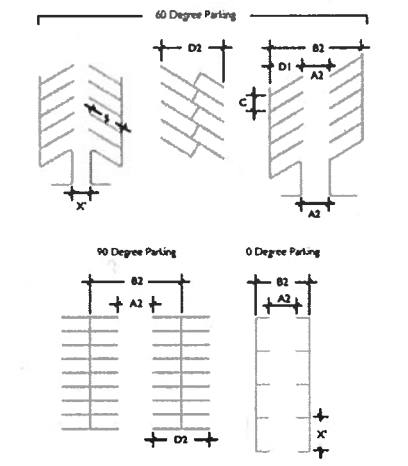
**Commented [AP14]:** City: Language below is drawn from the Model Development Code for Small Cities. Recommend consulting with the City Engineer about whether this is an improvement and what else may be desired in the code.



**Table 14.14.090-A - Parking Lot Minimum Dimensions**

	PARKING ANGLE ≤°	CURB LENGTH	STALL DEPTH		AISLE WIDTH		BAY WIDTH		STRIPPE LENGTH
			SINGLE	DOUBLE	ONE	TWO	ONE	TWO	
			D1	D2	WAY A1	WAY A2	WAY B1	WAY B2	
<b>Standard</b>	90°	8'-6"	18'	36'	23'	23'	59'	59'	18'
<b>Space</b>	60°	10'	20'	40'	17'	18'	57'	58'	23'
	45°	12'	18'-6"	37'	13'	18'	50'	55'	26'-6"
	30°	17'	16'-6"	33'	12'	18'	45'	51'	32'-8"
	0°	22'	8'-6"	17'	12'	18'	29'	35'	8'-6"

**Figure 14.14.090-A - Parking Lot Minimum Dimensions**



C. Surfacing. [...]

D. Joint Use of Required Parking Spaces. [...]

E. Satellite Parking. [...]



F. Lighting. [...]

G. Drive-Up/Drive-In/Drive-Through Uses and Facilities. [...]

H. Parking Lot Location. Off-street parking shall not be placed between the primary building entrance or entrances and the street(s) to which the building or buildings are oriented. To the extent practicable, off-street parking shall be oriented internally to the block and accessed by alleys or driveways.

Commented [AP15]: City: This is more urban design than transportation policy, but generally recommended.

I. Driveway Standards. Driveways shall conform to the requirements of Section 14.61.D.

J. Landscaping and Screening. Parking lot landscaping and screening standards must comply with NMC 14.19.050.

**14.19.050 Landscaping Required for New Development, Exceptions**

All new development, except for one and two family residences, shall be required to install landscaping per this section. For purposes of this section, new development shall mean construction upon a vacant lot or a lot that becomes vacant by virtue of the demolition of an existing building. Landscaping shall be provided as follows:

[...]

D. Landscaping and Screening for Parking Lots. The purpose of this subsection is to break up large expanses of parking lots with landscaping. Therefore, all parking areas or each parking bay where a development contains multiple parking areas not abutting a landscaping area with 20 or more parking stalls shall comply with the following provisions:

1. Five percent of the parking area shall be dedicated to a landscaped area and areas. A minimum of [10] percent of the total surface area of all parking areas, as measured around the perimeter of all parking spaces and maneuvering areas, shall be landscaped. Such landscaping shall consist of canopy trees distributed throughout the parking area. A combination of deciduous and evergreen trees, shrubs, and ground cover plants is required. At a minimum, one tree per 12 parking spaces on average shall be planted over and around the parking area.
2. In no cases shall a landscaped area required under this subsection be larger than 300 square feet. If more landscaping is required than the 300 square feet it shall be provided in separate landscaping areas.

Commented [SR16]: Andrew/Darci - 5% is their current regulation and 10% is suggested in the Model Code.

Commented [AP17]: City: 10% is what we generally recommend. Current code requires 5%.

Commented [SR18]: Andrew/Darci - Not sure whether to keep this language and suggest upping the square footage from 300 or suggest striking the provision altogether.

Commented [AP19]: City: How has this provision worked so far? There are other ways to require size/design of landscaped areas, including what is recommended in the following items.





3. All parking areas with more than 20 spaces shall provide landscape islands with trees that break up the parking area into rows of not more than 12 contiguous parking spaces. Landscape islands and planters shall have dimensions of not less than 48 square feet of area and no dimension of less than 6 feet, to ensure adequate soil, water, and space for healthy plant growth;
4. All required parking lot landscape areas not otherwise planted with trees must contain a combination of shrubs and groundcover plants so that, within 2 years of planting, not less than 50 percent of that area is covered with living plants; and
5. Wheel stops, curbs, bollards or other physical barriers are required along the edges of all vehicle-maneuvering areas to protect landscaping from being damaged by vehicles. Trees shall be planted not less than 2 feet from any such barrier.
6. Trees planted in tree wells within sidewalks or other paved areas shall be installed with root barriers, consistent with applicable nursery standards.
7. The edges of parking lots shall be screened to minimize vehicle headlights shining into adjacent rights-of-way and residential yards. Parking lots abutting sidewalk or walkway shall be screened using a low-growing hedge or low garden wall to a height of between 3 feet and 4 feet.
8. The provisions of this subsection do not apply to areas for the storage and/or display of vehicles.



### Reference 9: Coordination with ODOT

**Recommendation:** Amend the development code to clarify that development along state highways requires coordination with ODOT.

This recommendation is addressed through amendments elsewhere in this memorandum:

- Reference 2: Access Management (standards table footnote)
- Reference 3: Transportation Impact Analysis
- Reference 6: On-Site Circulation and Connections
- Reference 12: Transportation Mitigation Procedure (Process table)

### Reference 10: Pedestrian Access and Circulation

**Recommendation:** Add new code section addressing pedestrian access and circulation.

#### CHAPTER 14.65 PEDESTRIAN ACCESS AND CIRCULATION

**A. Purpose and Intent.** This Chapter implements the pedestrian access and connectivity policies of City of Newport Transportation System Plan. It is intended to provide for safe, reasonably direct, and convenient pedestrian access and circulation.

**B. Standards.** Developments shall conform to all of the following standards for pedestrian access and circulation:

- 1. Continuous Walkway System.** A pedestrian walkway system shall extend throughout the development site and connect to adjacent sidewalks, if any, and to all future phases of the development, as applicable.
- 2. Safe, Direct, and Convenient.** Walkways within developments shall provide safe, reasonably direct, and convenient connections between primary building entrances and all adjacent parking areas, recreational areas/playgrounds, and public rights-of-way based on all of the following criteria:
  - a. The walkway is reasonably direct.** A walkway is reasonably direct when it follows a route that does not deviate unnecessarily from a straight line or it does not involve a significant amount of out-of-direction travel:



- b. The walkway is designed primarily for pedestrian safety and convenience, meaning it is reasonably free from hazards and provides a reasonably smooth and consistent surface and direct route of travel between destinations. The city may require landscape buffering between walkways and adjacent parking lots or driveways to mitigate safety concerns.
- c. The walkway network connects to all primary building entrances and, where required, Americans With Disabilities Act requirements.
3. Vehicle/Walkway Separation. Except as required for crosswalks, Subsection 4, below, where a walkway abuts a driveway or street it shall be raised [6] inches and curbed along the edge of the driveway/street. Alternatively, the city may approve a walkway abutting a driveway at the same grade as the driveway if the walkway is physically separated from all vehicle-maneuvering areas. An example of such separation is a row of bollards (designed for use in parking areas) with adequate minimum spacing between them to prevent vehicles from entering the walkway.
4. Crosswalks. Where a walkway crosses a parking area or driveway ("crosswalk"), it shall be clearly marked with contrasting paving materials (e.g., pavers, light-color concrete inlay between asphalt, or similar contrast). The crosswalk may be part of a speed table to improve driver-visibility of pedestrians.
5. Walkway Width and Surface. Walkways shall be constructed of concrete, asphalt, brick/masonry pavers, or other durable surface, as approved by the City Engineer, and not less than 6 feet wide.
6. Walkway Construction. Walkway surfaces may be concrete, asphalt, brick/masonry pavers, or other city-approved durable surface meeting Americans With Disabilities Act requirements. Walkways shall be not less than [4] feet in width, except that concrete walkways a minimum of 6 feet in width are required in commercial developments and where access ways are required. The city may also require 6-foot wide, or wider, concrete sidewalks in other developments where pedestrian traffic warrants walkways wider than 4 feet.
7. Pedestrian Trail, Accessway, and Shared Use Path Guidelines.
- a. Pedestrian Trail. Pedestrian trails are typically located in parks or natural areas and provide opportunities for both pedestrian circulation and recreation. They are recommended to include a minimum width of 5 feet (see Figure 14.65-A ) and may include a hard or soft surface.
- b. Accessway. Accessways must be on public easements or rights-of-way and have minimum



paved surface of 8 feet, with a 2-foot shoulder on each side, and 12 feet of right-of-way.

- c. **Shared Use Path.** A shared use path must be a minimum of 10 feet wide within a 14 feet of right-of-way. In areas with significant walking or biking demand, as identified in the Newport Transportation System Plan (e.g., Nye Beach Area, Oregon Coast Bike Route) or on ODOT facilities, the path must be 12 feet wide within a right-of-way of 16 feet (see Figure 14.65-B). A shared use path may be narrowed to 8 feet over short distances to address environmental or right-of-way constraints.

Figure 14.65-A - Pedestrian Access and Circulation Standards Illustration

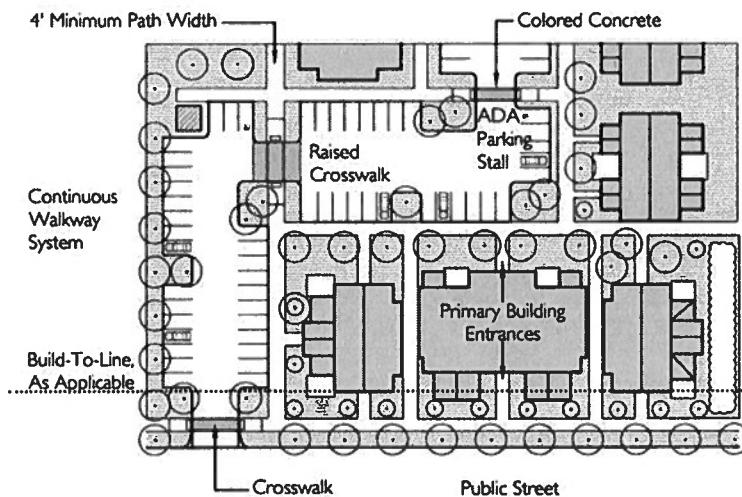
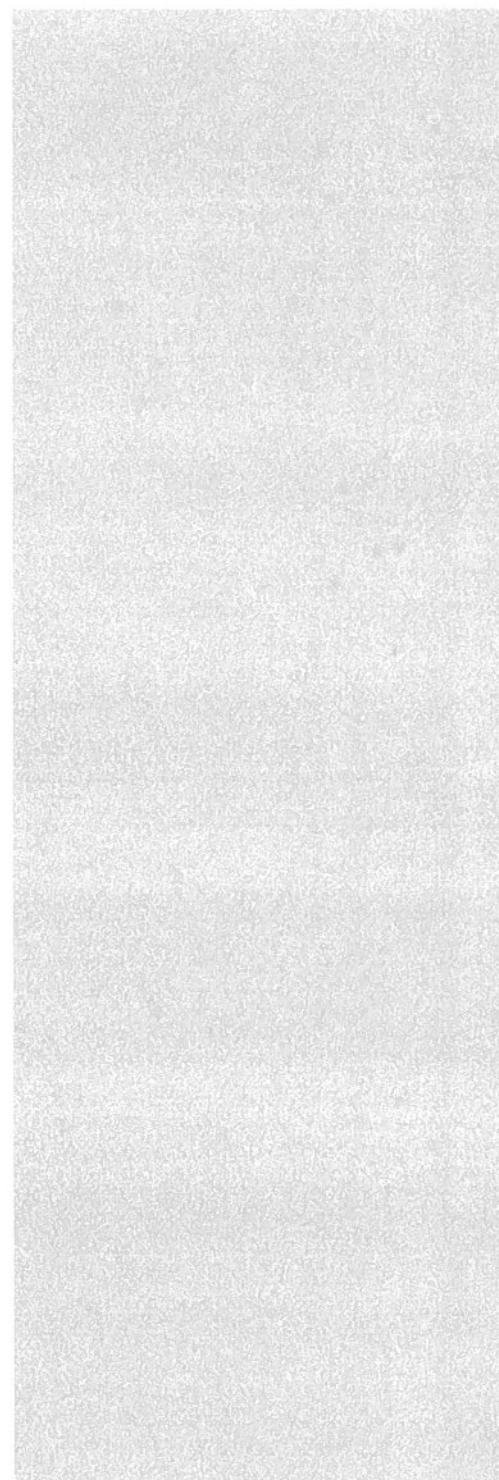


Figure 14.65-B - Pedestrian Trail, Accessway, and Shared Use Path Guidelines Illustration





PEDESTRIAN TRAIL DESIGN	ACCESSWAY DESIGN	TYPICAL SHARED USE PATH DESIGN	HIGH-DEMAND SHARED USE PATH DESIGN <sup>1</sup>
<p>2   5   2</p> <p>9 Walk</p>	<p>2   4   4   2</p> <p>12 Walk/Bike</p>	<p>2   5   5   2</p> <p>14 Walk/Bike</p>	<p>2   6   6   2</p> <p>16 Walk/Bike</p>

*1. High-demand shared use path is required parallel to ODOT facilities and in other areas with significant walking or biking demand (e.g., Nye Beach area and Oregon Coast Bike Route).*

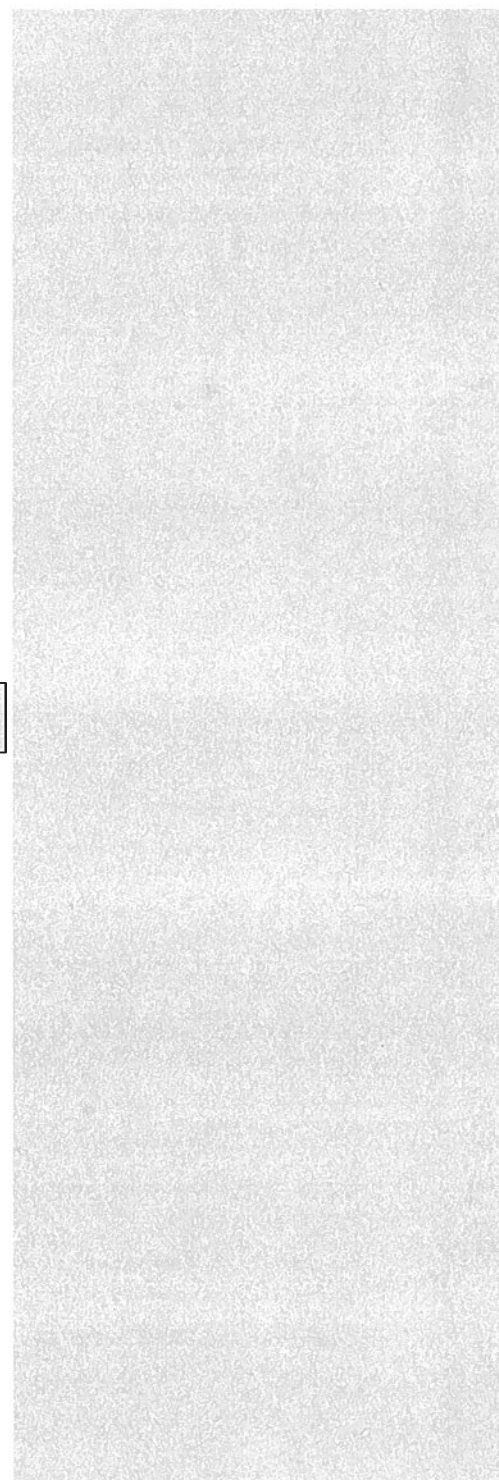
**Reference II: Preferential Carpool/Vanpool Parking**

**Recommendation:** Require new developments with planned designated employee parking areas provide preferential parking for employee carpools and vanpools.

**14.14.090 Parking Lot Standards**

[...]

K. Preferential Carpool/Vanpool Parking. Parking areas that have designated employee parking and more than 20 vehicle parking spaces shall provide at least 10% of the employee parking spaces, or a minimum of two spaces, whichever is greater, as preferential carpool and vanpool parking spaces. Preferential carpool and vanpool parking spaces shall be closer to the employee entrance of the building than other parking spaces, with the exception of ADA accessible parking spaces.





## Reference 12: Transportation Mitigation Procedures

**Recommendation:** Add new procedure for approving alternative cross-sections and future guarantees in areas with topographical or other constraints.

### Section 14.33.100 Transportation Mitigation Procedure

A. Purpose and Applicability. The purpose of this procedure is to allow modifications to transportation standards where meeting the roadway cross-section requirements of Section 13.05.015.C is not possible due to existing site constraints.

#### B. Approval Process.

1. **Pre-application Conference.** [The applicant shall meet with the City Engineer prior to submitting an application requesting a Transportation Mitigation Procedure. This meeting will be coordinated with ODOT when an approach road to US-101 or US-20 serves the property so that the application addresses both city and ODOT requirements.

**Commented [AP20]:** City: The TIA process and this item are the only codified references to a Pre-Application Conference. Would you like a general provision in the code?

2. When a requested, the applicable review process will be the same as that accorded to the underlying land use proposal.

#### C. Approval Criteria.

1. A cross-section other than that identified in the adopted TSP for the functional classification of the roadway may be approved if one or more of the following conditions apply to the subject property and result in site conditions that prohibit the preferred roadway cross-section from being constructed.

a. Slopes over 25%

b. Mapped landslide areas

c. Mapped wetlands (National Wetland Inventory, City Wetlands Areas, or site-specific survey)

d. Existing structures

e. Historical resources

2. The steps to determine an acceptable alternate roadway design must be documented and follow the Process for Determining Street Cross-Sections in Constrained Conditions, as detailed in Table 14.33.100-A and the Newport Transportation System Plan.



3. The proposal shall include findings indicating that one or more of the conditions in subsection 1 above apply to the subject property and showing how conditions prevent the preferred cross-section from being constructed.

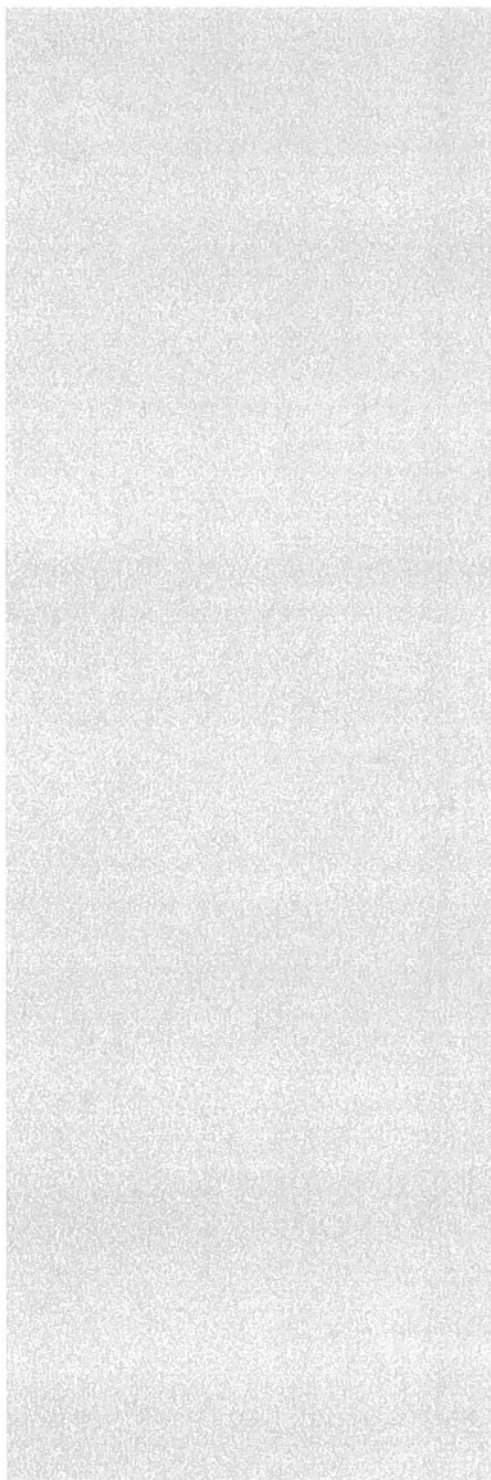
4. The proposal shall include documentation in the form of a written agreement from the City Engineer that the proposed cross-section is consistent with the Process for Determining Street Cross-Sections in Constrained Conditions as shown in the adopted Transportation System Plan.

TABLE 14.33.100-A: Process for Determining Street Cross-Sections in Constrained Conditions

ANY NON-ARTERIAL <sup>1</sup> STREET FUNCTIONAL CLASSIFICATION WITH:	STEPS TO REDUCE LOWER PRIORITY STREET COMPONENTS <sup>5</sup>			
	STEP 1	STEP 2	STEP 3	STEP 4
EQUAL PEDESTRIAN AND BICYCLE CORRIDORS <sup>2</sup>		Reduce sidewalk frontage zone to acceptable width	Choose acceptable bike facility	Reduce the furnishings/ landscape zone or pedestrian throughway to acceptable width
HIGHER PEDESTRIAN VS. BICYCLE CORRIDORS <sup>3</sup>	Eliminate on-street parking on one or both sides	Implement acceptable bike facility	Reduce sidewalk frontage zone to acceptable width	
HIGHER BICYCLE VS. PEDESTRIAN CORRIDORS <sup>4</sup>		Reduce sidewalk frontage zone to acceptable width	Reduce the furnishings/ landscape zone or pedestrian throughway to acceptable width	Implement acceptable bike facility

Notes:

1. The street cross-section for ODOT facilities depends on the urban context and are subject to review and approval by ODOT. Additional detail is provided in the BUD.
2. Includes Major Pedestrian vs. Major Bicycle corridor, Neighborhood Pedestrian vs. Neighborhood Bicycle corridor, or Local Pedestrian vs. Local Bicycle corridor.
3. Includes Major Pedestrian vs. Neighborhood or Local Bicycle corridor, or Neighborhood Pedestrian vs. Local Bicycle corridor.
4. Includes Major Bicycle vs. Neighborhood or Local Pedestrian corridor, or Neighborhood Bicycle vs. Local Pedestrian corridor
5. Local Streets that carry less than 500 vehicles per day are candidates for shared street treatments in lieu of this process





#### 14.47.40 Conditions of Approval

The city may deny, approve, or approve a development proposal with conditions needed to meet operations, structural, and safety standards and provide the necessary right-of-way and improvements to ensure consistency with the city's Transportation System Plan.

14.47.50 Fee in Lieu. The city may require the applicant to pay a fee in lieu of constructing required frontage improvements, consistent with NMC 14.44.60 - Fee in Lieu Option

#### 13.05.015 Streets

A. ~~Criteria for Consideration of Modifications to Street Design. Modifications to street standards identified in Title 13 or Title 14 of the Newport Municipal Code may be allowed pursuant to Section 14.33.100 – Transportation Mitigation Procedure. As identified throughout the street standard requirements, modifications may be allowed to the standards by the approving authority. In allowing for modifications, the approving authority shall consider modifications of location, width, and grade of streets in relation to existing and planned streets, to topographical or other geological/environmental conditions, to public convenience and safety, and to the proposed use of land to be served by the streets. The street system as modified shall assure an adequate traffic circulation system with intersection angles, grades, tangents, and curves appropriate for the traffic to be carried considering the terrain. Where location is not shown in the Transportation System Plan, the arrangement of streets shall either:~~

- ~~1. Provide for the continuation or appropriate projection of existing principal streets in surrounding areas; or~~
- ~~2. Conform to a plan for the neighborhood approved or adopted by the Planning Commission to meet a particular situation where topographical or other conditions make continuance or conformance to existing streets impractical.~~

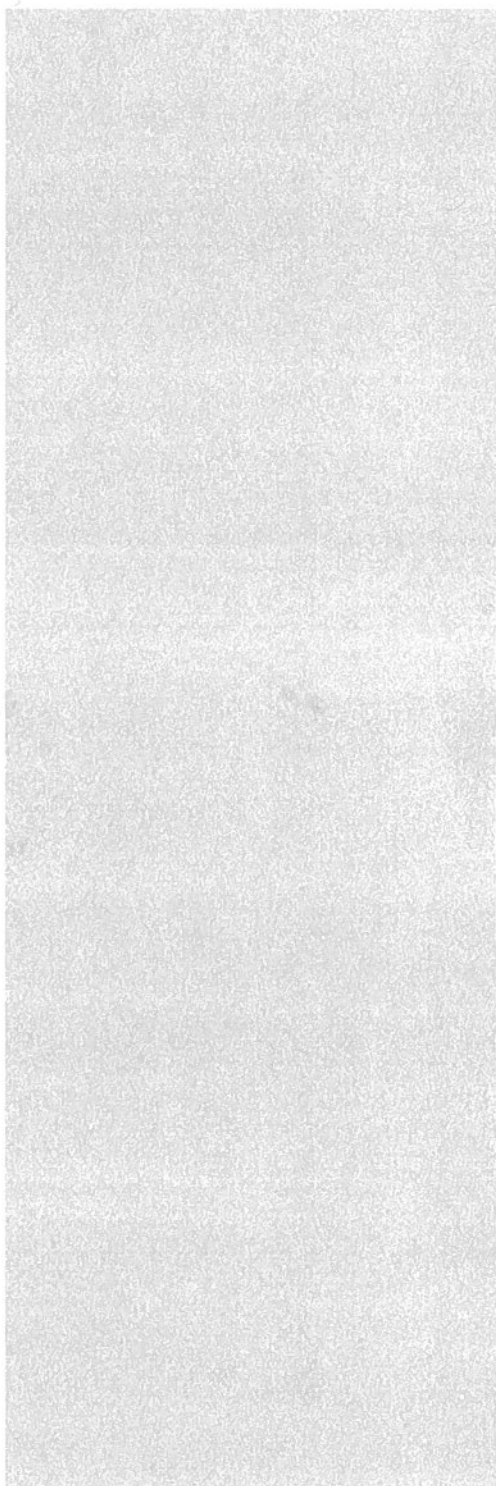





**Reference 13: Traffic Calming**

**Recommendation:** Identify city authority and process for deploying traffic calming on neighborhood collectors.

This recommendation is addressed in Section 14.61 under **Reference 6 – Vehicular Access and Circulation.**



# Memorandum

To: Planning Commission/Commission Advisory Committee  
From: Derrick I. Tokos, AICP, Community Development Director   
Date: October 7, 2021  
Re: Draft RFP for Newport Housing Capacity Analysis and Production Strategy Project

---

On October 5, 2021 the City of Newport was notified by the Department of Land Conservation and Development (DLCD) that its application for grant funds for this project was approved. The funding award came by way of two separate letters (enclosed). The budget for this project is \$105,000, with \$78,750 coming from the state and the balance as a cash match from the City of Newport. Funds will be used to secure consultant services to assist with the project.

In terms of next steps, the City must enter into a grant agreement with the State of Oregon. That will likely be in the form of an Intergovernmental Agreement that must be approved by the City Council. The City will also need to issue a Request for Proposals (RFP) to qualified consultants. I have an inquiry in to DLCD staff to see if they have any concerns with the City issuing the RFP before the grant agreement is in place. Timing could be an issue since Newport is in the first tier of communities under HB 2003 (2019) that must update their Housing Needs Analysis (HNA) by the end of 2022.

Enclosed is a draft RFP and scope of work for the project, and I look forward to any feedback you may have as to how it can be improved. Also, we will need to pull a small panel together to review the proposals and it would be helpful to have a Planning Commissioner as one of the members, so please consider whether or not you would be interested.

Attachments

DLCD Housing Needs Analysis Grant Award Letter  
DLCD Housing Production Strategy Grant Award Letter  
Draft Request for Proposals



# Oregon

Kate Brown, Governor

## Department of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2540

Phone: 503-373-0050

Fax: 503-378-5518

[www.oregon.gov/LCD](http://www.oregon.gov/LCD)

October 5, 2021

Derrick Tokos, Community Development Director  
City of Newport  
169 SW Coast Hwy  
Newport, Oregon 97365



SENT VIA E-MAIL

**RE: Notice of DLCD HB 2001 and HB 2003 grant award**

Dear Derrick:

I am very pleased to offer City of Newport a Planning Assistance grant award for 2021-2023. Your application was selected from among many proposals submitted to the Department of Land Conservation and Development for this biennium. Your proposal aligns well with the priorities established in the Land Conservation and Development Commission's Grants Allocation Plan, funding priorities outlined in House Bills 2001 and 2003, and other approval criteria. The department is prepared to fund the Housing Needs Analysis project for \$48,750.

Your DLCD Housing Team Staff will follow up soon to complete a scope of work and grant contract. Once a grant contract is signed by both parties, reimbursable work on the project may begin.

Oregon's current budget provides funding to support the House Bill 2001 (HB 2001) and House Bill 2003 (HB 2003) grant program. Please note, however, in the event of a significant change in state revenue we may be required to limit a portion of the grant award.

If you have any questions about the award, please contact either Lisa Phipps, DLCD Regional Representative, at 503-814-5448, [lisa.phipps@dlcd.oregon.gov](mailto:lisa.phipps@dlcd.oregon.gov), Ethan Stuckmayer, DLCD Housing Team Staff, at 503-302-0937, [ethan.stuckmayer@dlcd.oregon.gov](mailto:ethan.stuckmayer@dlcd.oregon.gov), or me at (503) 856-6935 or [gordon.howard@dlcd.oregon.gov](mailto:gordon.howard@dlcd.oregon.gov).

Thanks for your interest, and compliments on your successful application. We look forward to working with you on the project.

Yours truly,

Gordon Howard  
Community Services Division Manager

cc: Senator Dick Anderson  
Representative David Gomberg  
Jennifer Purcell, Regional Solutions Team Coordinator

City of Newport HNA  
October 5, 2021  
Page 2 of 2

Lisa Phipps, DLCD Regional Representative  
Ethan Stuckmayer, DLCD Housing Team Staff  
Angela Williamson, DLCD Grants Administrative Specialist



# Oregon

Kate Brown, Governor

## Department of Land Conservation and Development

635 Capitol Street NE, Suite 150

Salem, Oregon 97301-2540

Phone: 503-373-0050

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October 5, 2021

Derrick Tokos, Community Development Director  
 City of Newport  
 169 SW Coast Hwy  
 Newport, Oregon 97365



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Thanks for your interest, and compliments on your successful application. We look forward to working with you on the project.

Yours truly,

Gordon Howard  
 Community Services Division Manager

cc: Senator Dick Anderson  
 Representative David Gomberg  
 Jennifer Purcell, Regional Solutions Team Coordinator

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Ethan Stuckmayer, DLCD Housing Team Staff  
Angela Williamson, DLCD Grants Administrative Specialist

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<http://newportoregon.gov>

COAST GUARD CITY, USA

mombetsu, japan, sister city

## CITY OF NEWPORT, OREGON

### REQUEST FOR PROPOSALS

for

### CONSULTING SERVICES TO PREPARE A HB 2003 COMPLIANT HOUSING CAPACITY ANALYSIS AND HOUSING PRODUCTION STRATEGY

**PROPOSALS DUE:** \_\_\_\_\_, 2021 by 5:00 pm

#### SUBMIT PROPOSAL TO:

**Derrick I. Tokos, AICP  
Community Development Director  
City of Newport  
169 SW Coast Highway  
Newport, Oregon 97365**



## CITY OF NEWPORT, OREGON

### **Request for Proposals Consulting Services to Prepare a HB 2003 Compliant Housing Capacity Analysis and Housing Production Strategy**

#### **1. INTRODUCTION**

The City of Newport is seeking proposals from qualified individuals, firms, teams (hereinafter referred to as Consultant), with demonstrated experience in conducting housing needs and buildable lands assessments for Oregon municipalities in accordance with statewide planning goals, statutes, and administrative rules.

#### **2. PROJECT OBJECTIVES**

The City of Newport is interested in updating its Housing Needs and Buildable Lands Inventory (aka Housing Capacity Analysis), and developing a Housing Production Strategy. Both of these planning documents are to be developed in accordance with applicable statutes and administrative rules. Based upon the findings from these assessments, recommendations will be prepared outlining future actions that the City can undertake to meet projected housing needs.

Being a small rural community, the City of Newport and its partners that are engaged in the provision of housing and related services, operate with limited capacity relative to staffing, technical expertise, and funding. With that in mind, the City's desires to complete both the Housing Capacity Analysis and Housing Production Strategy as part of a single planning effort and a draft scope of work has been developed to achieve that objective.

One of the City's goals as part of this process is to identify developable lands within its corporate limits that can reasonably be expected to produce needed housing, considering land values, entitlements, utilities, construction costs, etc. This will inform how the City could prioritize its infrastructure investments or adjust its infrastructure requirements to efficiently support areas that are most likely to produce needed housing.

#### **3. DRAFT SCOPE OF WORK**

This draft scope of work represents the City's best estimate of the steps needed to accomplish the objectives for this project. The City is open to alternative approaches that may deviate from this scope to better meet project objectives.

##### **Task 1: Project Kick-Off**

**Timeline: Nov 2021**

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, 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: Dec 2021 - Jan 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.

*Task 2 Consultant Deliverables:*

- Education/outreach materials for use in handouts 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

*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: Dec 2021 - Mar 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.

*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: Dec 2021 - Apr 2022**

Consultant will prepare a draft inventory of buildable land consistent with OAR Chapter 660, Division 8. 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.

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: Mar 2022 - Jun 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.

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: Apr 2022 - July 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: May 2022 - Aug 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.

*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

*Task 7 City Deliverables:*

- Meeting notices, agendas, and minutes

**Task 8: Strategies to Accommodate Future Housing Need (Housing Production Strategy)**  
**Timeline: May 2022 - Oct 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 Housing Production Strategy (HPS). The City will identify and provide all available information about existing relevant measures.

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)

**Task 9: Final HCA and HPS Report**

**Timeline: Aug 2022 - Dec 2022**

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 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: Jan 2023 (initiate)**

City will initiate the formal legislative process to adopt the Housing Capacity Analysis and Housing Production Strategy. 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.

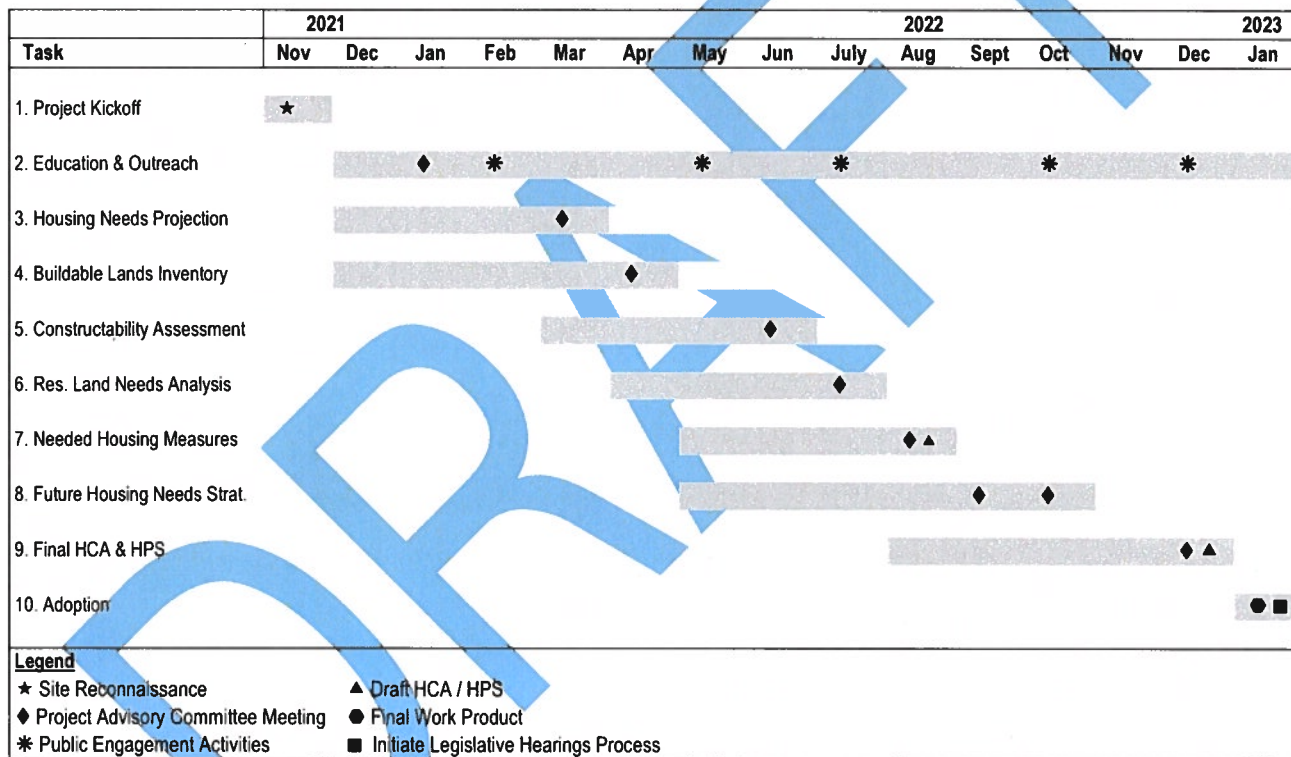
*Task 10 Consultant Deliverable:*

- 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

**4. GRAPHIC TIMELINE**



**5. BUDGET AND SOURCE OF FUNDS**

A total of \$105,000 has been budgeted for this project. The project is funded with Technical Assistance Grants from the Oregon Department of Land Conservation and Development and City of Newport general fund dollars. There are no federal funds associated with this project.

**6. PAYMENT SCHEDULE**

Payments to consultants shall be made in accordance with the following schedule:

Payment No. 1 upon delivery of the site reconnaissance meeting notes and public engagement plan identified in Tasks 1 and 2.



Payment No. 2 upon delivery of the contextualized housing needs memorandum and Draft BLI identified in Tasks 3 and 4.

Payment No. 3 upon delivery of the draft housing constructability assessment and geospatial data layer containing the results of the sub-area analysis identified in Task 5.

Payment No. 4 upon delivery of the final draft of the RLNA identified in Task 7.

Payment No. 5 upon delivery of the draft Housing Production Strategy identified in Task 8.

Payment No. 6 (final payment) upon delivery of the final copy of the HCA and HPS and presentation materials to hearing bodies, as identified in Tasks 9 and 10.

## 7. PROJECT PROPOSAL REQUIREMENTS

Proposals should be organized in the following format:

- A. Cover Letter. Provide a cover letter, signed by a duly constituted official legally authorized to bind the proposer to both its proposal and cost estimate. The cover letter must include the name, address, and telephone number of the proposer submitting the proposal and the name, title, address, telephone number, and email address of the person, or persons, to contact whom are authorized to represent the proposer and to whom correspondence should be directed.
- B. Project Approach and Understanding. Provide a detailed description of the Consultant's proposed approach demonstrating how the City's objectives will be accomplished as outlined in the above draft Scope of Work. Clearly describe and explain the reason for any proposed modifications to the methods, tasks and products identified in the draft Scope of Work outlined in Section 3 of this RFP.
- C. Project Organization and Team Qualifications. Identification of all services to be provided by the principal firm and those proposed to be provided by subcontractors and information regarding the firm(s) assigned to the project including size of firm(s) and overall capabilities of each as considered relevant to this project. Provide information regarding all personnel assigned as team members to this project including names, prior experience, position, role and level of responsibility in the project. The City reserves the right to reject any proposed firm or team member or to request their reassignment. The project manager shall be identified by name and shall not be changed without written approval by the City. The principal consulting firm must assume responsibility for any sub-consultant work and shall be responsible for the day to day management and direction of the project.
- D. Project Timeline. Proposed timeline for accomplishing the project, including critical paths and milestones, and specific consulting staff by task based on the draft Scope of Work.
- E. Project Coordination and Monitoring. Describe the process for ensuring effective communication between the Consultant, Stakeholders, and the City, and for monitoring progress to ensure compliance with approved timeline, budget, staffing and deliverables.
- F. Proposed Cost of Services. Provide a budget summary broken down by task, time, personnel, and hourly rate, number of hours and cost for each team member including those employed by subcontractors. Fee information should be formatted to correspond to tasks identified in this RFP; however, this format may be modified to suit the consultant's approach

to this project. The summary shall include a budget for reimbursable expenses. The final cost of consulting services may be based on a negotiated detailed scope of work. The budget summary shall also include all required materials and other direct costs, administrative support, overhead and profit that will apply.

- G. **Similar Project Experience.** Specific examples of comparable work which best demonstrate the qualifications and ability of the team to accomplish the overall goals of the project under financial and time constraints. Provide names, addresses and telephone numbers of clients associated with each of these projects. Through submission of a proposal, all respondents specifically agree to and release the City of Newport to solicit, secure and confirm information provided.

## 8. SELECTION OF PROPOSALS

Proposals will be evaluated based on the following criteria:

Thoroughness, quality and conciseness of submittal.	20 pts.
Project understanding and approach for accomplishing the City's objectives.	20 pts.
Qualifications of the project manager and project team, and proven ability to successfully complete projects of similar scope.	20 pts.
Proposed cost of services.	15 pts.
Ability to complete the Scope of Work by December 1, 2021 or earlier.	10 pts.
References from past and present clients.	15 pts.
<b>Total</b>	<b>100 pts.</b>

## 9. PROPOSAL SUBMITTAL AND SCHEDULE

Parties interested in submitting a proposal should contact Derrick Tokos, Newport Community Development Director, to indicate their interest in submitting a proposal and specify the manner to receive any amendments to the RFP.

Four (4) copies of the proposal shall be submitted to the City of Newport, Attention: Derrick I. Tokos, AICP, Community Development Director, 169 SW Coast Highway, Newport, Oregon 97365, **no later than 5:00 P.M.**, \_\_\_\_\_, 2021. Envelopes should be marked: "Newport Housing Capacity Analysis and Production Strategy Project."

**Proposals must be submitted in a sealed envelope.** All proposals must be completed in ink or typewritten. Facsimile proposals will not be accepted. Questions may be addressed to Derrick I. Tokos, AICP, Community Development Director, (541) 574-0626, [d.tokos@newportoregon.gov](mailto:d.tokos@newportoregon.gov).

Any amendments to this RFP will be in writing and will be issued to all persons or businesses that have indicated an interest to receive RFP amendments. No proposal will be considered if it is not responsive to any issued amendments.

# Tentative Planning Commission Work Program

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



## October 11, 2021 Work Session

- Review TSP Tech Memo #12 (Draft Ordinances Amending Comp Plan Policies and NMC Chapters 13 and 14)
- Review Draft RFP for Newport Housing Capacity Analysis and Production Strategy Project

## October 11, 2021 Regular Session

- File No. 1-MISC-21, Extension of Fisherman’s Wharf Tentative Subdivision Approval (Firm)

## October 25, 2021 Work Session

- Continued Review of TSP Tech Memo #12 (Draft TSP Ordinances)
- Review TSP Tech Memo #11 (Alternative Mobility Standards)
- Discuss Scope of Amendments to NMC 14.14 Parking, to Support Bayfront Permit/Meter Rollout

## November 8, 2021 Work Session

- Draft Recommendation for Distribution of Affordable Housing CET Funds (from Ad-Hoc Work Group)
- Initial Review of Housekeeping Code Amendments, Including Revisions to Address 2021 Legislation

## November 8, 2021 Regular Session

- File No. 5-CUP-21, AT&T Wireless Tower at Iron Mountain Road w/I Quarry Overlay (Tentative)
- File 1-UGB-20, Revised UGB Land Swap for Boston Timber Opportunities (Tentative)

## November 22, 2021 Work Session

- Review Final Outreach Results and Draft of SB/US 101 Commercial – Industrial Refinement Plan
- Review Final Scope of Work for TGM Grant Funded City Center Revitalization Project (Grant Received)

## November 22, 2021 Regular Session

- TBD

## December 13, 2021 Work Session

- Receipt of Consolidated Transportation System Plan Update with PAC Recommendation
- Review Schedule, Outreach, and Incentive Program for SB Commercial Corridor Island Annexation Concept
- Initial Review of Draft SB Commercial/Industrial Code Revisions (Jet Planning Recommendations)

## December 13, 2021 Regular Session

- Recommendation to City Council on SB Commercial Corridor Island Annexation Concept

## December 27, 2021 CANCELLED

## January 10, 2022 Work Session

- Review Draft package of Comprehensive Plan and Ordinance Revisions Implementing the Update TSP
- Final Review of Draft SB Commercial/Industrial Code Revisions (Jet Planning Recommendations)

## January 10, 2022 Regular Session

- Initiate Legislative Process for TSP Update (Project Priorities, Comp Plan Policies, Code Amendments)
- Initiate SB Commercial/Industrial Code Revisions (Jet Planning Recommendations)