



**PLANNING COMMISSION WORK SESSION AGENDA**  
**Monday, November 10, 2025 - 6:00 PM**  
**City Hall, Council Chambers, 169 SW Coast Hwy, Newport, OR 97365**

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

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

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

1. **Call to Order**  
*Bill Branigan, Bob Berman, Jim Hanselman, Braulio Escobar, John Updike, Robert Bare, and Dustin Capri.*
2. **New Business**
  - 2.A **Bayfront Parking Statistics 2024 and 2025 Peak Season Comparison.**  
[Memorandum](#)  
[PowerPoint - 24-25 Bayfront Parking Statistic Comparison](#)  
[Bay Front Parking Large Format v9](#)
  - 2.B **Scope of Work for Rental Housing Maintenance Program for Small and MidSize Cities.**  
[Memorandum](#)  
[DLCD Consultant Pairing Email, 11.5.25](#)  
[Planning Assistance Grant Award Letter, 10.2.25](#)

City Planning Assistance Grant Application  
Project Preliminary Scope of Work  
Housing Production Strategy Rental Maintenance Program Concept  
Council Support Resolution No. 3990

**3. Unfinished Business**

**3.A Planning Commission Work Program Update.**  
[PC Work Program 11-6-2025](#)

**4. Adjournment**

# City of Newport

## Community Development Department

# Memorandum

To: Planning Commission/Commission Advisory Committee  
From: Derrick Tokos, Community Development Director  
Date: November 6, 2025  
Re: Bayfront Parking Statistics - 2024 and 2025 Peak Season Comparison

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Enclosed is a PowerPoint presentation comparing Bayfront parking activity through the summer months of 2024 and 2025. Some of this information was shared with the Parking Advisory Committee at its October meeting; however, I was able to add additional details related to parking permits, ticketing, and the condition of the Parking Fund budget. Transactions were slightly up this year, versus 2024. Parking stall turnover rates are holding steady, and they are about 10 minutes faster than before the paid parking program was implemented. This shows that the program has been effective in freeing up parking spaces through pricing and altering parking behavior. In terms of how users pay to park, we have seen a significant shift towards MobilePay. This is understandable given the convenience; however, the fees associated with MobilePay are higher than the kiosks, so the City may need to adjust pricing moving forward.

When looking at revenue by location, it is evident that the bulk of the activity is on the west side of Bay Blvd, particularly in and around the Abbey Street Lot. Most transactions are by card and there was a significant drop from 2024 to 2025 with regards to the percentage of coin transactions. Zone A permits continue to be in the highest demand and generate the most revenue. A copy of the Bayfront parking map showing the location of the permit zones is enclosed for reference. A graph is included in the PowerPoint showing parking ticket activity by month. It varies considerably, which is understandable given that the City has a single parking enforcement officer. Charts showing parking citations by type illustrate that improper parking (i.e. parking without paying) is the most common citation issued by a significant margin.

One issue that has come up, that the City will be delving into in greater detail is that there has been a significant drop in the parking ticket collection rate. In 2024, it stood at over 62% but has since dropped down to just under 37%. At this time, we are not sure what caused the decline, and a more detailed review of the data might shed light on steps the City can take to improve the collection rate. Lastly, I provided a very brief snapshot of the budget, with collections being just enough to cover costs with a modest amount of funding for projects.

Please take a moment to review the materials and I look forward to any questions you may have when we meet on Monday!



# Bayfront Peak Season Parking 2024-25 Statistical Comparison

Derrick I. Tokos, AICP  
Community Development Director  
City of Newport



# Bayfront Parking Challenges Late 1970's

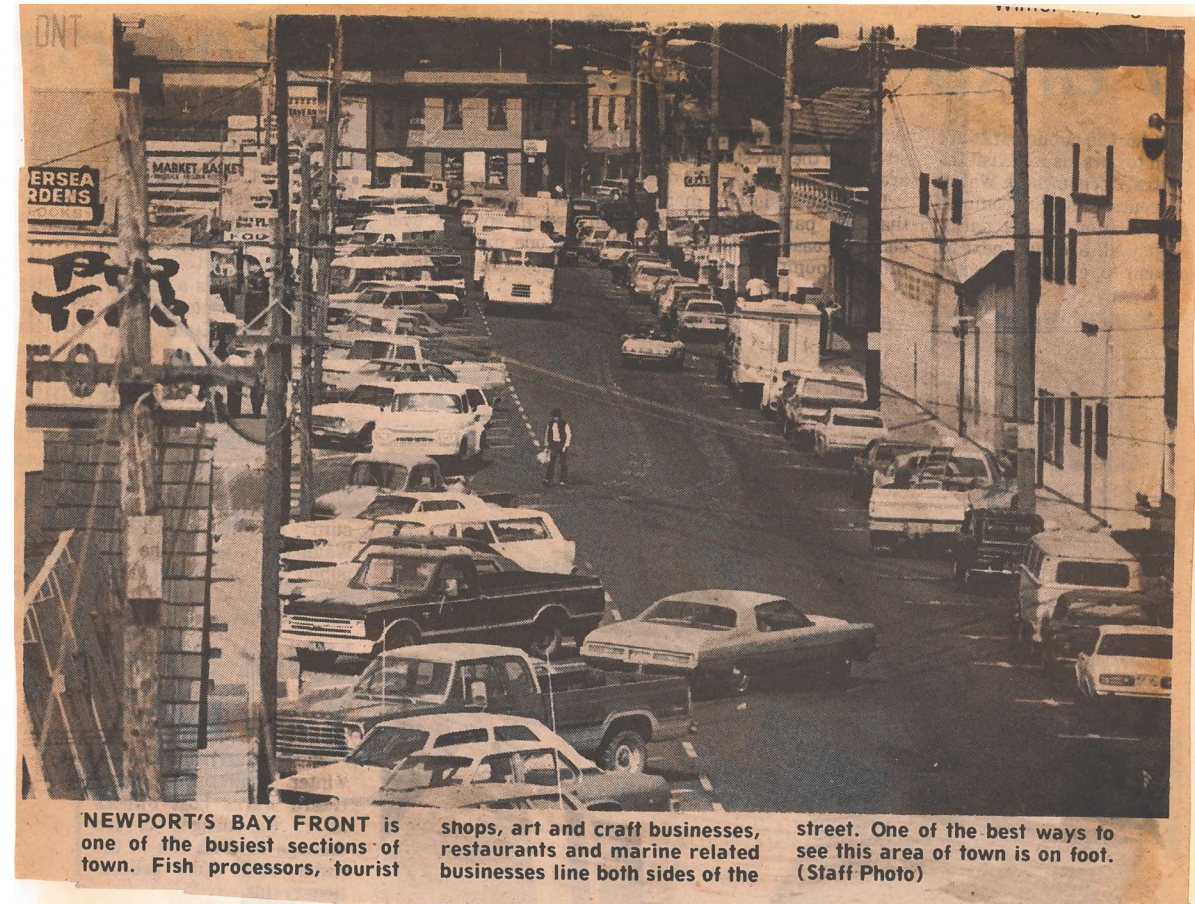
*Merchants Want More Money Spent On Parking*

*Bay Limit Sought On Parking*

**Bayfront Bus, Parking Studies Approved**

**Planning Commission Considers Bay Boulevard Congestion Problem**

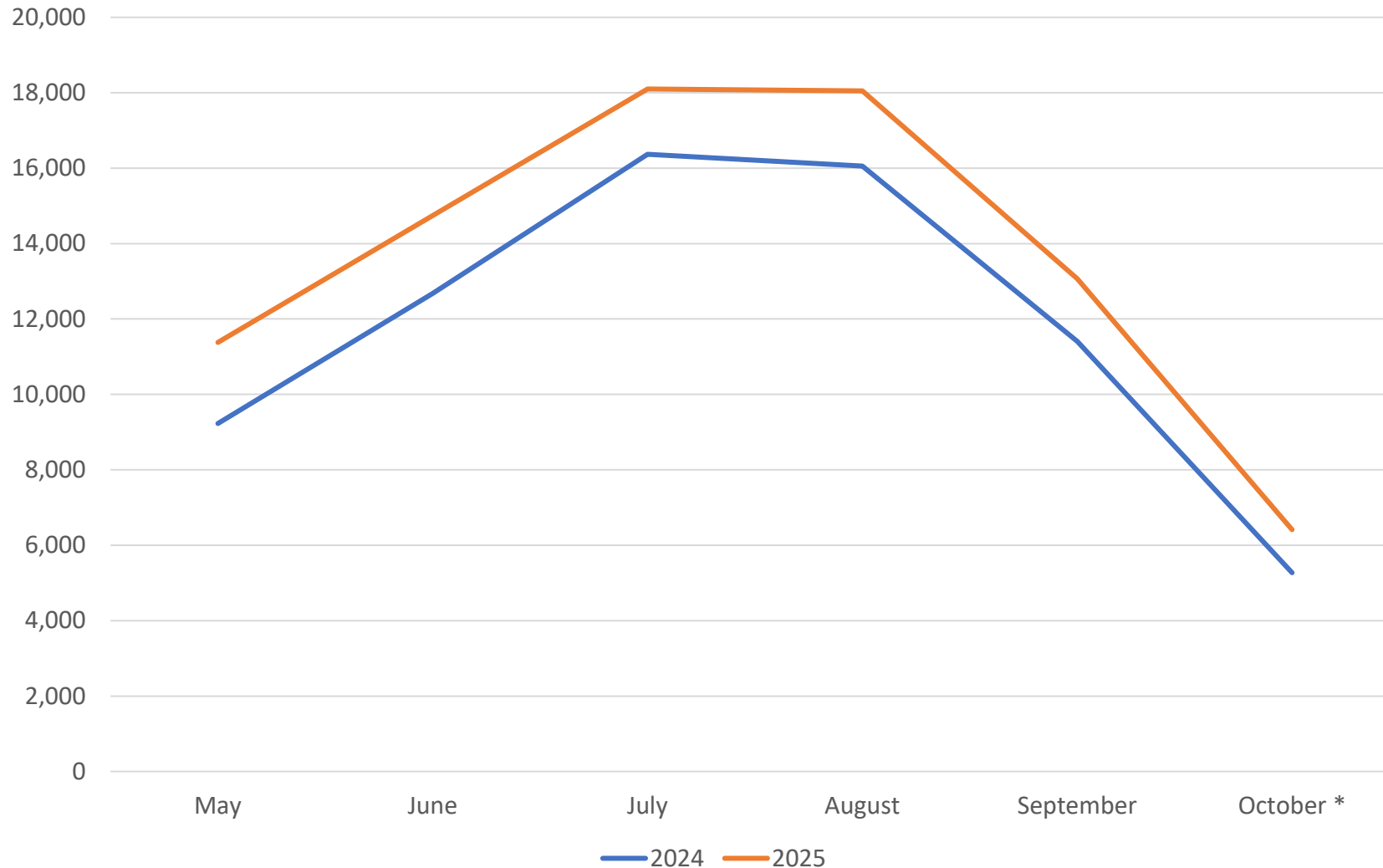
*Bayfront Parking Solutions Mulled*



Sound Familiar?



# Transactions by Month



Percentage  
Change (24-25):  
**+15.13%**



# Average Transaction

Avg Transaction

| <u>2024</u> | <u>2025</u> |
|-------------|-------------|
| \$2.24      | \$2.26      |

Duration of Stay & Turnover—Bayfront  
August

Overall Study Area

Average Stay Length

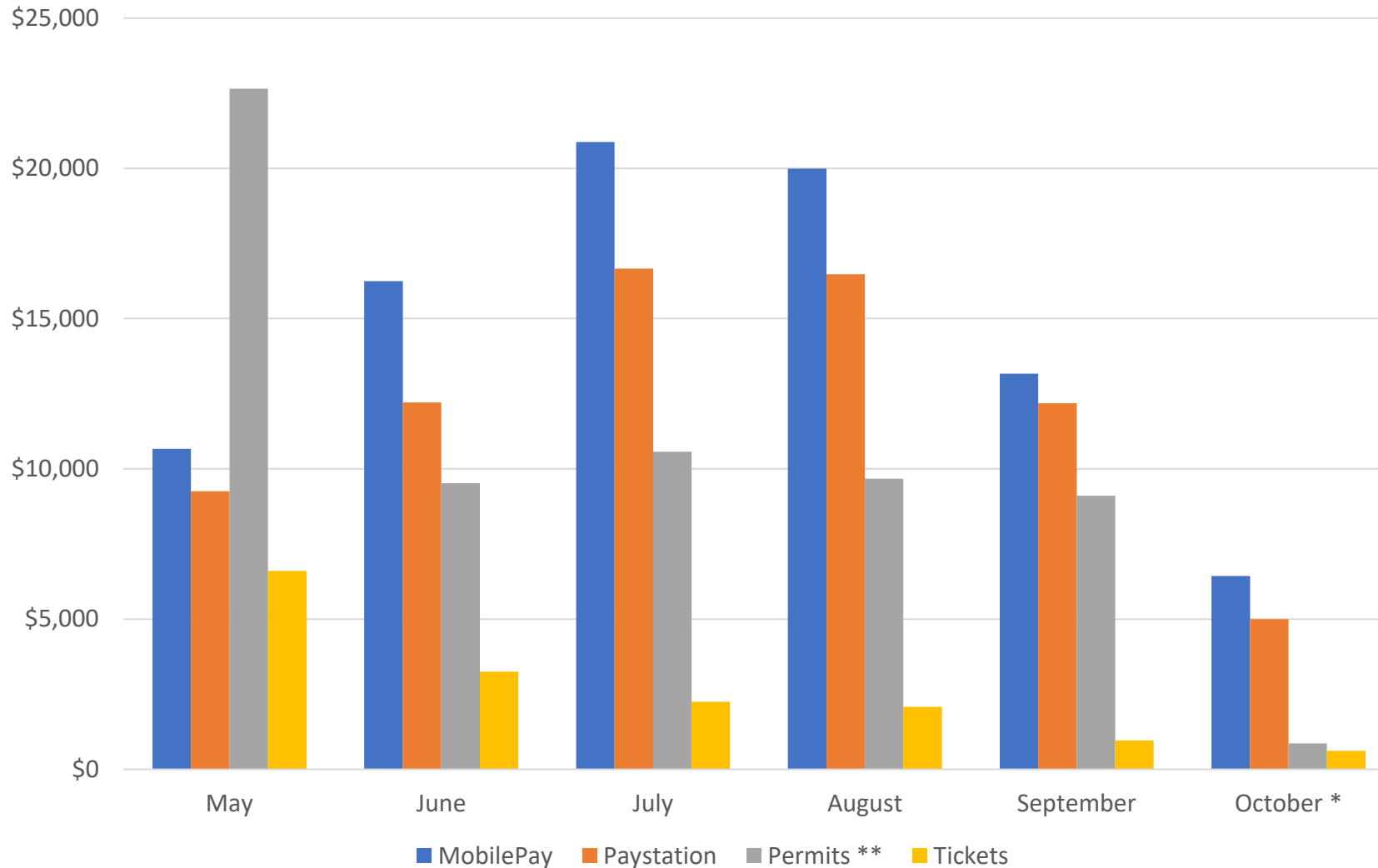
3.7 Unique Vehicles per Stall



Average transactions indicate that stall turnover is tracking at about 10 minutes faster then before demand management was implemented.



# 2024 Revenue By Type



Transaction (%)



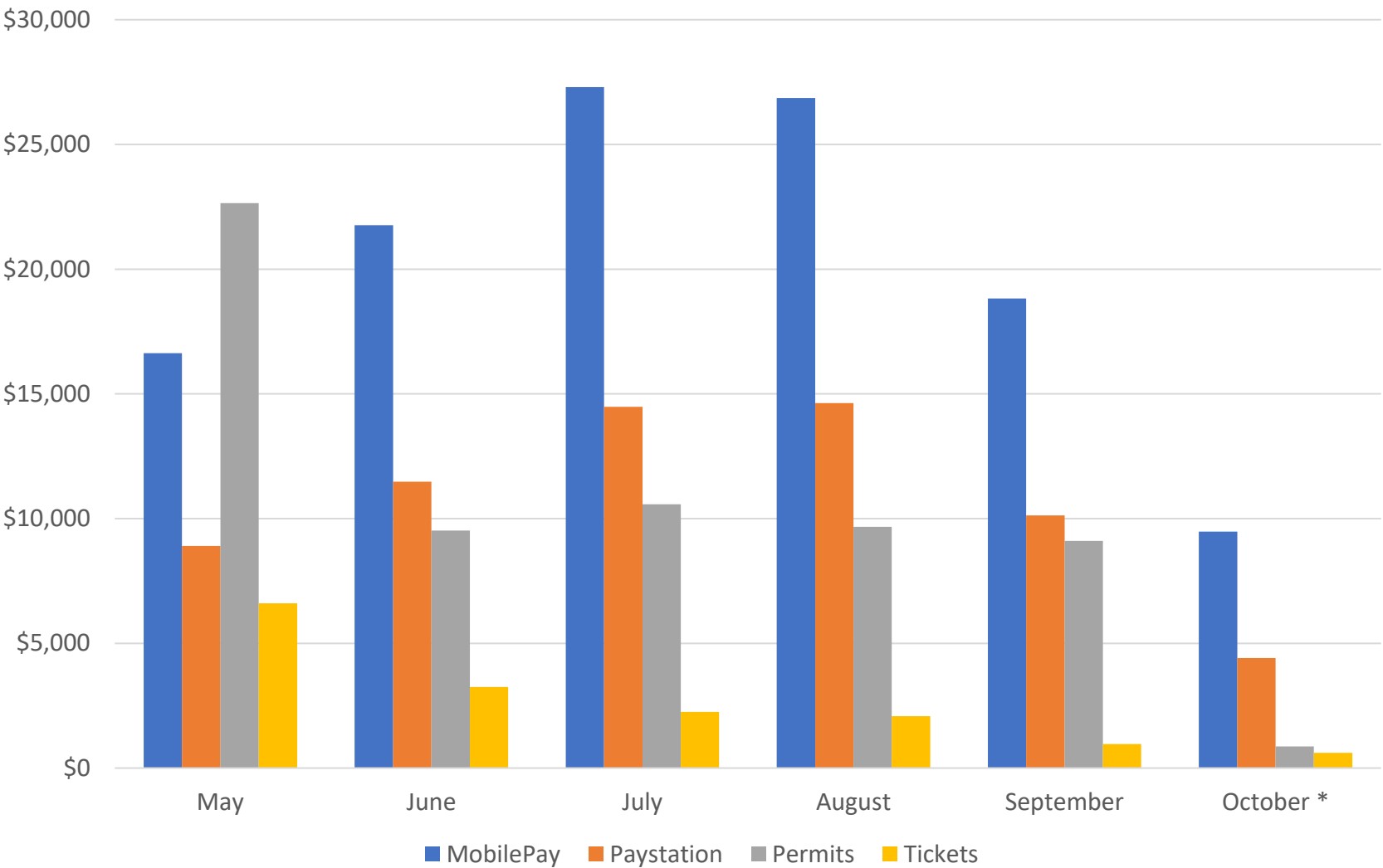
■ MobilePay ■ Paystation

\* October stats through 10/21

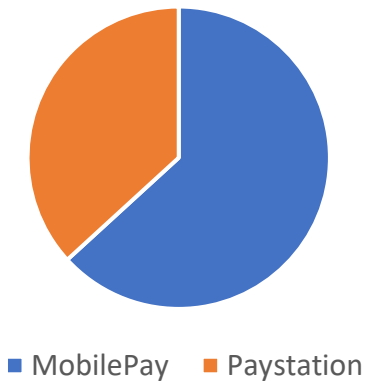
\*\* May permits include April renewals



# 2025 Revenue By Type



Transaction (%)

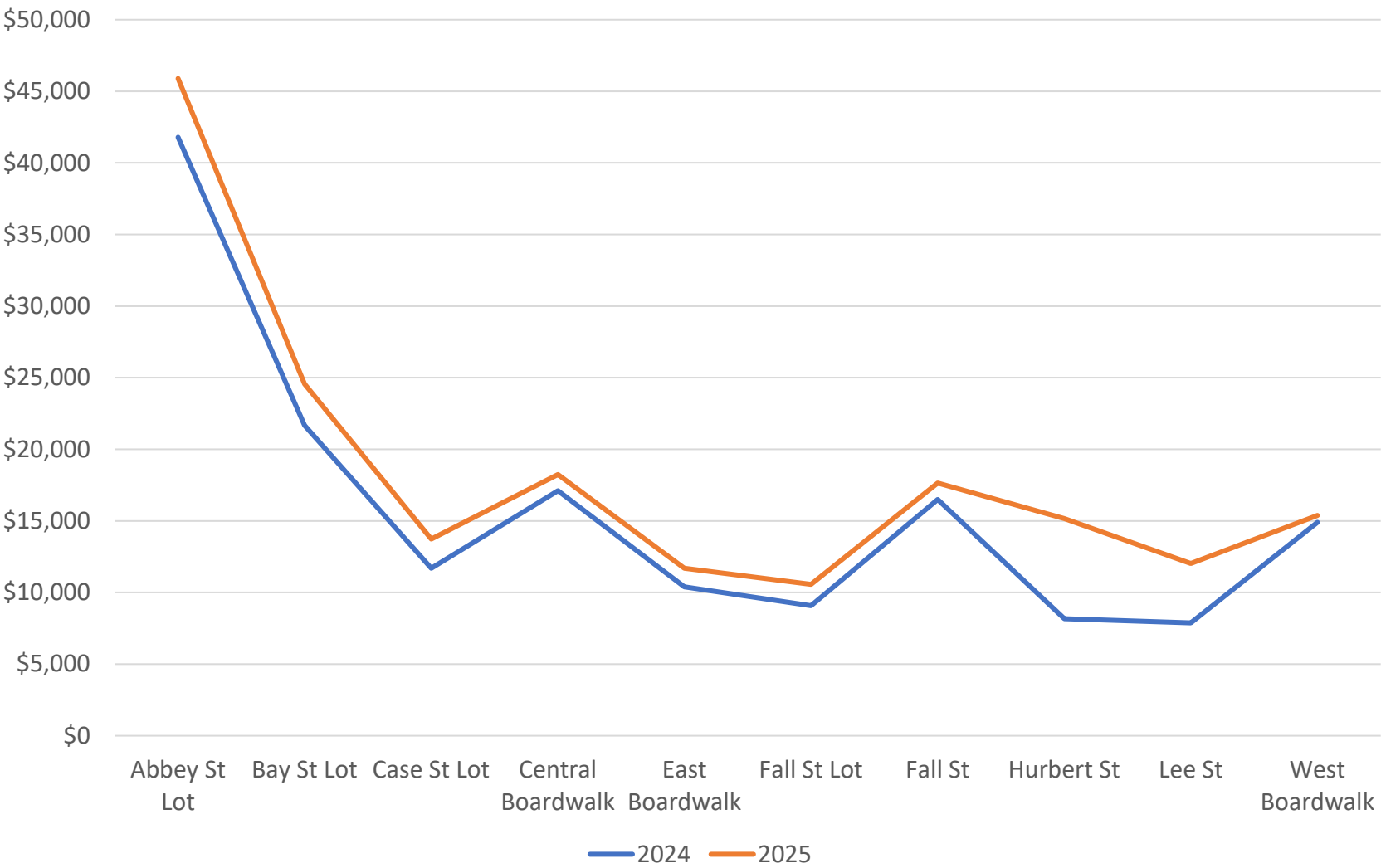


\* October stats through 10/21

\*\* May permits include April renewals



# Revenue by Location



Cash as (%) of  
Total Transactions:  
3.1% (2024)  
1.7% (2025)



# Proportion of Revenue by Payment Type

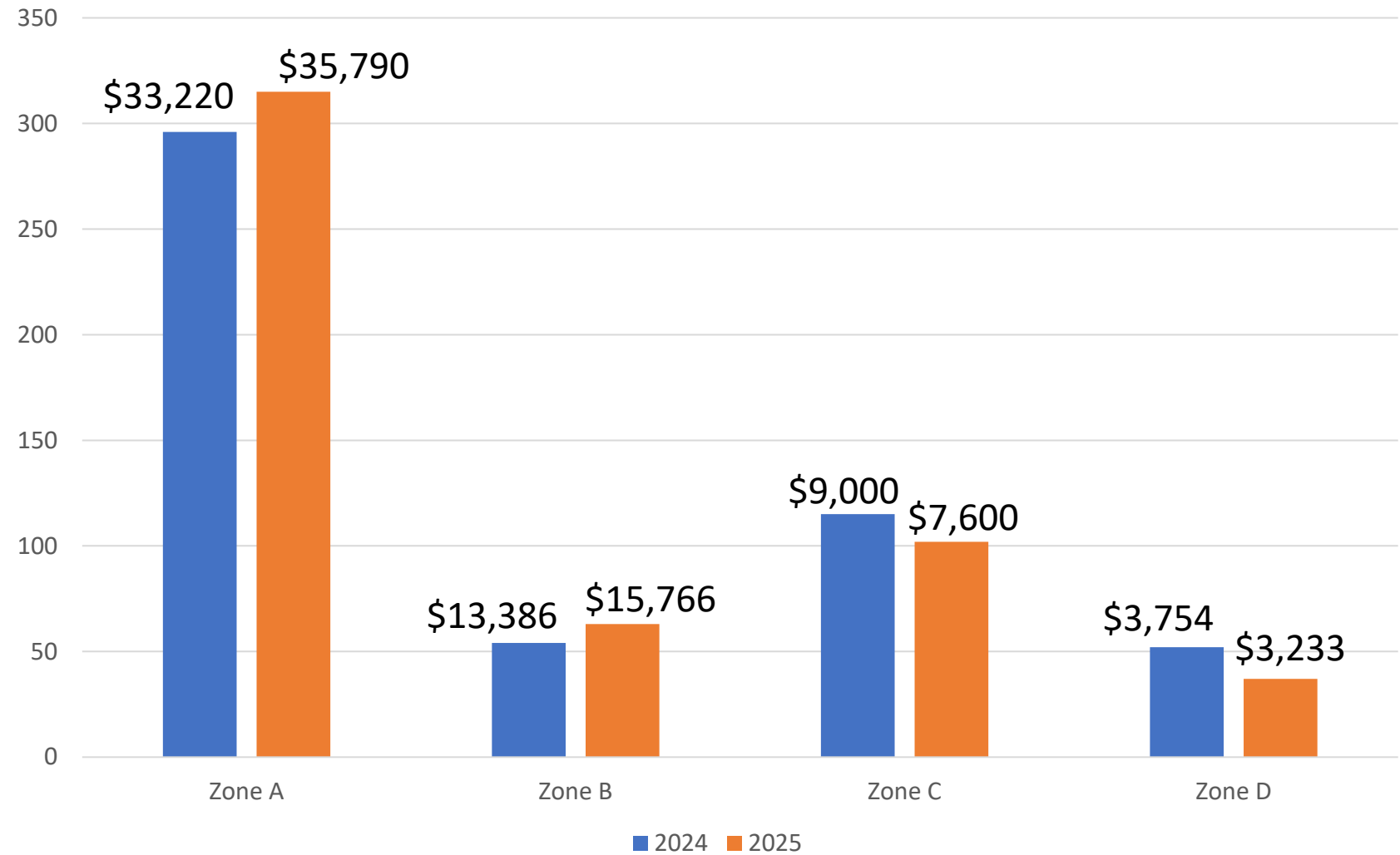


\* October stats through 10/21

\*\* May permits include April renewals



# User Permits by Zone – May to October

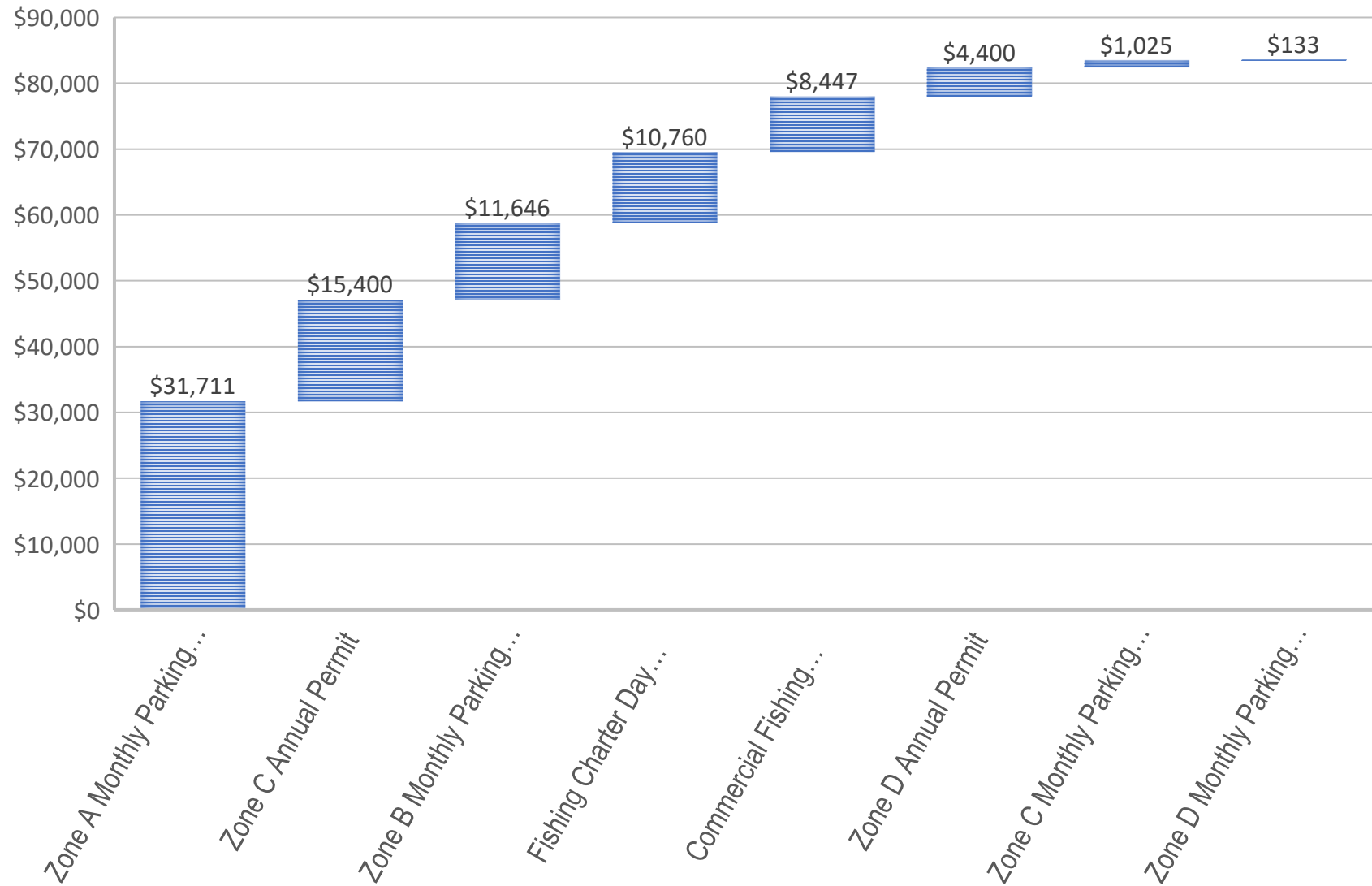


\* October stats through 10/21

\*\* May permits include April renewals

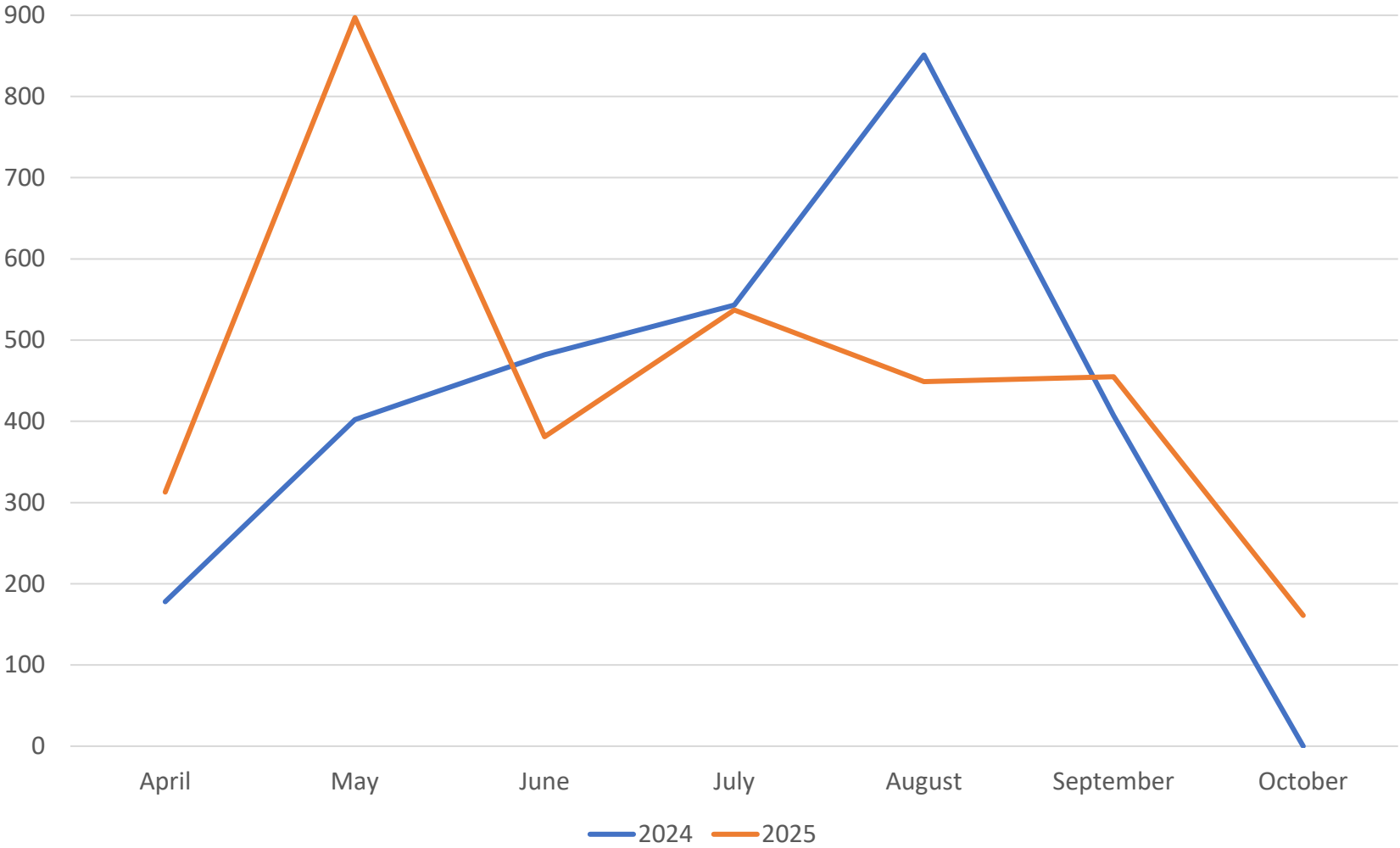


# 2025 YTD Revenue by Permit Type





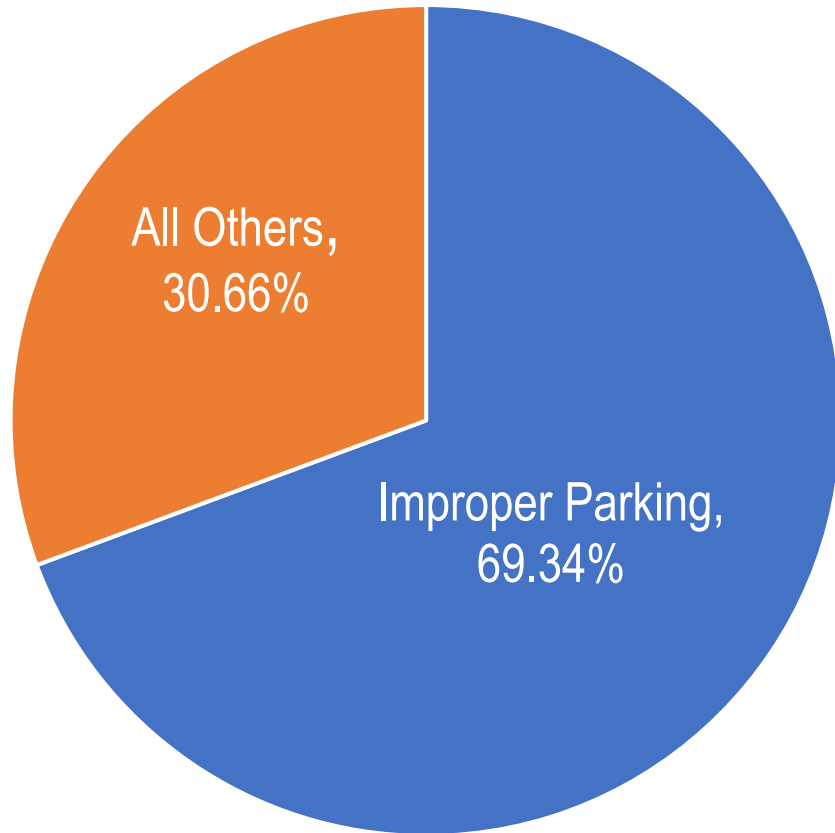
# Peak Season Ticket Count by Month



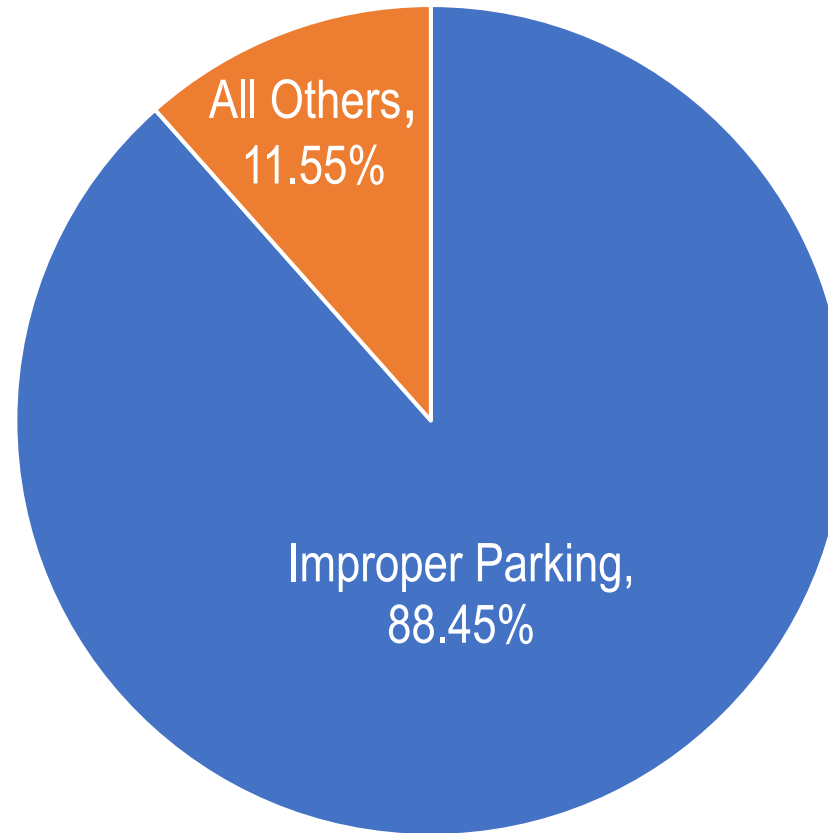


# Parking Violations by Type

2024



2025 YTD



All Others Includes:

- Overtime Parking
- Backed Into Angle
- Yellow Zone
- Facing Traffic
- Loading Zone
- 72-hour Violation
- No Parking
- Nuisance Vehicle
- Parking Oversized Vehicle
- Fire Hydrant
- Displaying Vehicle For Sale
- Fire Zone - Red



## Average Ticket Lifecycle

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| 2024 Status              | Day | Count | %     |
|--------------------------|-----|-------|-------|
| Issued                   | 1   | 3284  | 100   |
| Paid Before Notice Sent  | 6   | 1750  | 53.29 |
| Dismissed                | 15  | 76    | 2.31  |
| Owner Lookup             | 64  | 1134  | 34.53 |
| Notice Sent              | 103 | 585   | 17.81 |
| Paid After Notice Sent   | 120 | 236   | 7.19  |
| Sent To Collections      | 206 | 338   | 10.29 |
| Collected By Collections | 270 | 52    | 1.58  |

**62.06% Total Collections Rate**

| 2025 YTD Status          | Day | Count | %     |
|--------------------------|-----|-------|-------|
| Issued                   | 1   | 3196  | 100   |
| Paid Before Notice Sent  | 3   | 845   | 26.44 |
| Dismissed                | 5   | 639   | 19.99 |
| Owner Lookup             | 10  | 495   | 15.49 |
| Notice Sent              | 15  | 29    | 0.91  |
| Paid After Notice Sent   | 39  | 282   | 8.82  |
| Sent To Collections      | 49  | 198   | 6.2   |
| Collected By Collections | 80  | 50    | 1.56  |

**36.82% Total Collections Rate**



# Disposition of Fiscal Year 2025/26 Budget

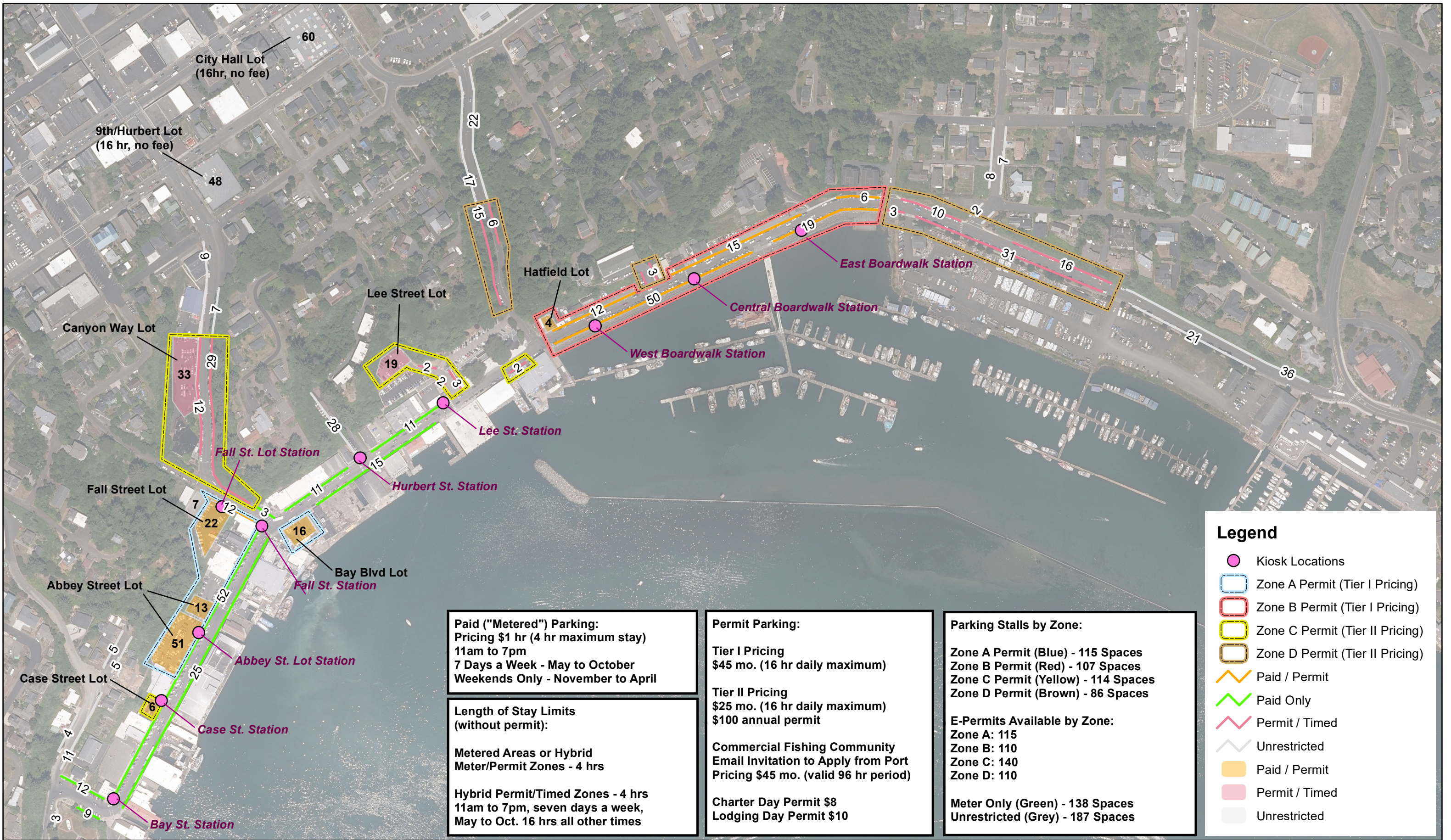
| FY 2024/25 ENDING FUND BALANCES |            |
|---------------------------------|------------|
| REVENUE                         | \$388,100  |
| PERSONAL SERVICES               | -\$18,477  |
| MATERIAL & SERVICES             | -\$102,889 |
| DEBT (LOT PAVING)               | -\$45,000  |
| CAPITAL (NYE IMPLEMENTATION)    | -\$50,000  |
|                                 |            |
| FY 25/26 BEGINNING FUND BALANCE | \$171,724  |

| FY 2025/26 YTD                       |           |
|--------------------------------------|-----------|
| FUND BALANCE AND REVENUE             | \$360,130 |
| PERSONAL SERVICES                    | -\$23,096 |
| MATERIAL & SERVICES                  | -\$56,581 |
| DEBT (LOT PAVING)                    | -\$45,000 |
| CAPITAL (BAYFRONT SIDEWALKS (\$200K) | -\$50,000 |
|                                      |           |
| FUND BALANCE (as of 11/25)           | \$185,453 |



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Questions?



# City of Newport

## Community Development Department

### Memorandum

To: Planning Commission/Commission Advisory Committee  
 From: Derrick Tokos, Community Development Director   
 Date: November 6, 2025  
 Re: Scope of Work for Rental Housing Maintenance Program for Small and Mid-Size Cities

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On October 2, 2025, the City of Newport was informed by the Department of Land Conservation and Development (DLCD) that its request for planning assistance to develop a toolkit for standing up a rental housing maintenance program had been granted. A planning consultant will be hired by DLCD to perform the tasks needed to carry out the project. On November 5, 2025 the City was informed that DLCD selected Cascadia Partners to serve as the project consultants. A no-cost intergovernmental agreement is being prepared by DLCD, and they anticipate executing the agreement and contracting the work by the end of the year. Active work on the project is likely to begin in January of 2026.

Enclosed is a copy of the City's planning assistance grant application, preliminary scope of work, the project concept from the City's Housing Production Strategy (HPS), and a resolution from the City Council in support of the project. Cascadia Partners will soon reach out to finalize the scope of work, and this work session is an opportunity for the Planning Commission to weigh in on whether the preliminary scope of work is adequate, or if tasks need to be modified to better achieve desired outcomes. At the end of the day, the objective is to develop a toolkit that Newport and other small or medium sized cities can use to determine if they want to stand up a program to address habitability concerns with local rental housing units.

Please take a moment to review the materials, and I look forward to your feedback on Monday!

#### Attachments

DLCD Consultant Pairing Email, 11.5.25  
 Planning Assistance Grant Award Letter, 10.2.25  
 City Planning Assistance Grant Application  
 Project Preliminary Scope of Work  
 Housing Production Strategy Rental Maintenance Program Concept  
 Council Support Resolution No. 3990

## Derrick Tokos

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**From:** CAUDEL Ingrid \* DLCD <Ingrid.CAUDEL@dlcd.oregon.gov>  
**Sent:** Wednesday, November 5, 2025 2:43 PM  
**To:** Derrick Tokos  
**Cc:** Brett Estes; GOLDBERG Samuel \* DLCD  
**Subject:** FW: 2025-2027 DLCD Housing Planning Grant - Consultant Pairing Decision

Hi Derrick,

Please see the highlighted section below for additional information that was not shared in my earlier email.

Sorry for any confusion.

Kind Regards,

Ingrid



Ingrid Caudel  [Hear my name](#)  
 Administrative Specialist | Housing Division  
 Cell: 971-701-1133 | Main: 503-373-0050  
[ingrid.caudel@dlcd.oregon.gov](mailto:ingrid.caudel@dlcd.oregon.gov) | [www.oregon.gov/LCD](http://www.oregon.gov/LCD)

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**From:** CAUDEL Ingrid \* DLCD  
**Sent:** Wednesday, November 5, 2025 1:29 PM  
**To:** d.tokos@newportoregon.gov  
**Cc:** ESTES Brett \* DLCD <Brett.Estes@dlcd.oregon.gov>; GOLDBERG Samuel \* DLCD <samuel.goldberg@dlcd.oregon.gov>  
**Subject:** 2025-2027 DLCD Housing Planning Grant - Consultant Pairing Decision

Hello,

DLCD is excited to share with you a significant milestone in your Housing Planning Assistance Grant project!

Thank you for providing your consultant preference in the last few weeks. DLCD used these preferences, your project type, and best value assessment to determine which consultant firm would likely best meet your needs.

Please see the following consultant team pairing for your project:

| Local Government | Project Title                                                             | Provided Consultant Team |
|------------------|---------------------------------------------------------------------------|--------------------------|
| Newport          | Rental Housing Maintenance Code Toolkit for Small to Mid-Size Communities | Cascadia Partners        |

What to expect next:

DLCD has shared your project application materials with your paired consultant team and they are in the process of reviewing. They may reach out to you for both an introduction but also to learn more about your specific project needs to better inform final project scopes and timelines.

Once project scopes and timelines are finalized based on your input, DLCD and the consultant teams will manage the administrative tasks associated with contracting. DLCD and the consultant teams will inform you once we are ready to schedule the first project kickoff meetings. As part of this contracting process, the department will be preparing for your review and signature a No-Cost Intergovernmental Agreement which will outline the department's and your organization's roles and responsibilities under this project. The anticipated timeframe for completion of contracts and agreements is January 2026 with project kickoff meetings happening shortly thereafter.

Looking forward to working with you to get these projects started quickly!



**Ethan Stuckmayer**

Manager | Housing Division

Pronouns: He/Him/His

Oregon Department of Land Conservation and Development

635 Capitol Street NE, Suite 150 | Salem, OR 97301-2540

Cell: 503-302-0937 | Main: 503-373-0050

[ethan.stuckmayer@dlcd.oregon.gov](mailto:ethan.stuckmayer@dlcd.oregon.gov) | [www.oregon.gov/LCD](http://www.oregon.gov/LCD)



# Oregon

Tina Kotek, 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 2, 2025

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



SENT VIA E-MAIL

**RE: Notice of DLCD Housing Planning Assistance Grant Award**

Dear Derrick:

I am pleased to offer the City of Newport a Housing Planning Assistance grant award for the 2025-2027 biennium. Your application was selected from among many proposals submitted to the Department of Land Conservation and Development for this biennium. The department finds that your proposal aligns well with the Housing Planning Assistance funding priorities. The department is prepared to fund the Rental Housing Maintenance Code Toolkit for Small to Mid-Size Communities

In the coming weeks, DLCD staff will be matching local governments with one of several qualified consultant teams to develop a detailed work program and budget. If you have specific preferences on consultant pairings, please reach out to DLCD staff so we are aware and can incorporate this into our decision-making. Once the pairing is made, that consultant team will reach out to complete a scope of work for contracting with DLCD. Once a consultant contract and grant agreement is executed by all parties, reimbursable work on the project may begin.

Please note, **DLCD has not committed a specific amount of funding to any project at this time.** The department used your application materials to estimate project tasks, deliverables, and costs. However, specific funding amounts will be determined as grant agreements and consultant contracts are refined in conjunction with local government and project team staff. Additionally, 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 Brett Estes, DLCD Regional Representative, at (503) 881-0667, [brett.estes@dlcd.oregon.gov](mailto:brett.estes@dlcd.oregon.gov) and Samuel Goldberg, DLCD Housing Division Staff, at (971) 458-3202, [samuel.goldberg@dlcd.oregon.gov](mailto:samuel.goldberg@dlcd.oregon.gov)

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



Ethan Stuckmayer  
Housing Services Division Manager

cc: Senator Dick Anderson  
Representative David Gomberg  
Courtney Flathers, Regional Solutions Team Coordinator  
Brett Estes, DLCD Regional Representative  
Samuel Goldberg, DLCD Housing Team Staff  
Ingrid Caudel, DLCD Housing Division Administrative Specialist



## Department of Land Conservation and Development 2025-2027 HOUSING PLANNING ASSISTANCE APPLICATION

Please complete each section in the form below. Fill out the requested information in the spaces provided. **For applicants requesting multiple services, submit a separate form for each. Submit completed applications by midnight on August 4, 2025.**

**Date of Application:**

**Applicant (Jurisdictional Entity):**

*If applying on behalf of a jurisdiction or pursuing a joint project, please also include the recipient jurisdiction name(s)*

**Contact Name and Title:**

**Contact e-mail address:**

**Contact phone number:**

**Requested Service:**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Direct Grant (&<br>budget estimate) | DLCD-Provided<br>Consultant |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------|
| <b>Housing Planning Assistance Projects</b>                                                                                                                                                                                                                                                                                                                                                                                                                   |                                     |                             |
| Development Code Amendment                                                                                                                                                                                                                                                                                                                                                                                                                                    | <input type="checkbox"/>   \$       | <input type="checkbox"/>    |
| Housing Capacity Analysis (HCA) <sup>1</sup>                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/>   \$       | <input type="checkbox"/>    |
| Housing Production Strategy (HPS)                                                                                                                                                                                                                                                                                                                                                                                                                             | <input type="checkbox"/>   \$       | <input type="checkbox"/>    |
| Housing Implementation Plan (Housing planning activities other than an HCA or HPS)                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/>   \$       | <input type="checkbox"/>    |
| <b>Urbanization Planning Assistance Projects</b>                                                                                                                                                                                                                                                                                                                                                                                                              |                                     |                             |
| Urban Growth Boundary Land Exchange                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/>   \$       | <input type="checkbox"/>    |
| Urban Growth Boundary Amendment <sup>2</sup>                                                                                                                                                                                                                                                                                                                                                                                                                  | <input type="checkbox"/>   \$       | <input type="checkbox"/>    |
| One-Time Urban Growth Boundary Amendment <sup>3</sup>                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/>   \$       | <input type="checkbox"/>    |
| Urban Reserves                                                                                                                                                                                                                                                                                                                                                                                                                                                | <input type="checkbox"/>   \$       | <input type="checkbox"/>    |
| Public Facilities Area Plan                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/>   \$       | <input type="checkbox"/>    |
| <p>1. Housing Capacity Analyses initiated under this Housing Planning Assistance Program are expected to be conducted under the Oregon Administrative Rules implementing the Oregon Housing Needs Analysis that the Land Conservation and Development will adopt in December 2025.</p> <p>2. A UGB amendment requires a land deficiency identified in a Housing Capacity Analysis.</p> <p>3. As provided in <a href="#">SB 1537 (2024) Section 48-60</a>.</p> |                                     |                             |

**Project Title:**

**Project Summary:** (Summarize the project and products in 50 words or fewer)

**Project Description & Work Program**

Please carefully review the attached Sample Work Program applicable to your jurisdiction's proposed project. The work programs included represent typical tasks and work products associated with common project types. If you expect the project to be substantially similar (i.e. there may be minor variations, but major project deliverables align with applicant expectations) to the project included in the Sample Work Program, the applicant does not need to submit a work plan.

However, if the applicant anticipates a proposal for a project that is substantially different from the projects included in the Sample Work Program, please include an attachment detailing the proposed project, addressing each of the following in an attachment. *Applicants applying for distinct or unique projects are expected to submit detailed applications that specify the work tasks, products, and timelines unique to their project. Priority will be given to applications that provide well-defined tasks, products, and timelines.*

**Is the jurisdiction planning to utilize the applicable Sample Work Program as the project statement of work?** Yes ☐ No ☐

*If "yes", please skip to the "Tasks, Timelines, and Budget" section below. If "no", please attach a detailed work program including the following.*

**A. Goals and Objectives.** The purpose of housing planning assistance projects is outlined in the attached Sample Work Program for reference. Please state the goals or overall purpose of the project. Describe particular objective(s) the community hopes to accomplish. Please indicate whether this is a stand-alone project or is part of a longer multi-year program. If it is the latter, describe any previous work completed, subsequent phases and expected results, and how work beyond this project will be funded.

**B. Products and Outcomes.** Please describe the product(s) and outcome(s) expected from the proposed project in detail, including a brief description of any anticipated significant effect the project would have on development, livability, regulatory streamlining, and compliance with state/federal requirements, equitable socioeconomic benefits, or other relevant factors.

C. Work Program, Timeline & Payment. Please include a comprehensive work program describing the specific tasks, timelines, expected budget, and deliverables. Public engagement is a necessary component of any planning process but may be tailored to fit the project context. Some projects, such as code amendment or technical projects, may not require extensive engagement in comparison to major projects with substantial local policy impacts. If other changes are necessary, please consult with your Regional Representative. \* Budget estimates are only required for Direct Grant requests. Applicants requesting DLCD-provided consultants can leave this field blank.

**Tasks, Timelines, and Budget**

List and describe the major tasks, including:

- The title of the task;
- Anticipated timeline for each task, including the tentative start date after the grant agreement or consultant contract is executed, task completion dates, and project completion date. Note that all tasks must be completed before the end of the biennium. We request that project timelines conclude no later than June 15, 2027;
- For direct grant projects, anticipated budget for all tasks; and
- Expected local contribution, including budget, staff time, and resources.

| Task  | Title | Timeline (Month, Year) | Estimated Budget* | Local Contribution |
|-------|-------|------------------------|-------------------|--------------------|
| 1     | _____ | _____ to _____         | \$ _____          | \$ _____           |
| 2     | _____ | _____ to _____         | \$ _____          | \$ _____           |
| 3     | _____ | _____ to _____         | \$ _____          | \$ _____           |
| 4     | _____ | _____ to _____         | \$ _____          | \$ _____           |
| 5     | _____ | _____ to _____         | \$ _____          | \$ _____           |
| 6     | _____ | _____ to _____         | \$ _____          | \$ _____           |
| 7     | _____ | _____ to _____         | \$ _____          | \$ _____           |
| 8     | _____ | _____ to _____         | \$ _____          | \$ _____           |
| TOTAL |       | _____ to _____         | \$ _____          | \$ _____           |

If the project is part of a multi-year program, provide an overview of the expected timelines in sequence of expected start dates and completion date for each phase and describe subsequent phases to be completed. **If the following spaces are not sufficient for your responses, you may attach a separate document with additional information. Please clearly indicate the question number and/or prompt with each response to ensure it aligns with the application form.**

### **Project Criteria and Additional Information**

- 1. Evaluation Criteria.** Include a statement that addresses the program priorities and evaluation criteria presented in the application instructions (“Eligible Projects and Evaluation Criteria”).
- 2. Project Partners.** List any other public or private entities that will participate in the project, including federal and state agencies, council of governments, city and county governments, and special districts. Briefly describe the role of each (*e.g.*, will perform work under the grant; will advise; will contribute information or services, etc.). If the project includes multiple jurisdictions, briefly describe the capacity and support of those jurisdictions to support and participate in the project.

**3. Advisory Committees.** List any advisory committee or other committees that will participate in the project.

**4. Cost-Sharing and Local Contribution.** DLCD funds may comprise a portion of overall project costs; if so, please identify sources and amounts of other funds, staff time, or services that will contribute to the project's success. Cost-sharing (match) is not required, but recommended.

**Will a consultant be retained to assist in completing grant products?** Yes ☐ No ☐

**Will you be utilizing this funding to dedicate your own staff resources in completing grant products?** Yes ☐ No ☐

## **Local Official Support**

The application ***must include a resolution or letter from the governing body*** of the city or county demonstrating support for the project. If the applicant is a regional entity proposing a joint project including multiple local governments, a letter from the local government governing body or administrator with authorization to execute intergovernmental agreements supporting the application may be included in lieu of a resolution. The letter of support may be received by DLCD after the application submittal deadline, but it must be received before planning assistance is awarded.

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Submit your application electronically with all required information to:

E-mail: [housing.dlcd@dlcd.oregon.gov](mailto:housing.dlcd@dlcd.oregon.gov)

*Please note that we will not be accepting applications by mail. If your jurisdiction requires special accommodations, please reach out to a Grant Program Contact as soon as possible.*

If you have questions about the Housing Planning program or projects funded by this round of planning assistance, please contact:

DLCD Housing Team: [housing.dlcd@dlcd.oregon.gov](mailto:housing.dlcd@dlcd.oregon.gov)

DLCD HAPO Team: [dlcd.hapo@dlcd.oregon.gov](mailto:dlcd.hapo@dlcd.oregon.gov)

For all correspondence, please include the appropriate [Regional Representative](#).

|                              |                 |                                                                                      |
|------------------------------|-----------------|--------------------------------------------------------------------------------------|
| Mid-Willamette Valley        | Melissa Ahrens  | <a href="mailto:melissa.ahrens@dlcd.oregon.gov">melissa.ahrens@dlcd.oregon.gov</a>   |
| Central Oregon               | Angie Brewer    | <a href="mailto:angie.brewer@dlcd.oregon.gov">angie.brewer@dlcd.oregon.gov</a>       |
| North Coast & Lower Columbia | Brett Estes     | <a href="mailto:brett.estes@dlcd.oregon.gov">brett.estes@dlcd.oregon.gov</a>         |
| Eastern Oregon               | Dawn Hert       | <a href="mailto:dawn.hert@dlcd.oregon.gov">dawn.hert@dlcd.oregon.gov</a>             |
| Portland Metro (West)        | Laura Kelly     | <a href="mailto:laura.kelly@dlcd.oregon.gov">laura.kelly@dlcd.oregon.gov</a>         |
| Southern Oregon              | Josh LeBombard  | <a href="mailto:josh.lebombard@dlcd.oregon.gov">josh.lebombard@dlcd.oregon.gov</a>   |
| Portland Metro (East)        | Kelly Reid      | <a href="mailto:kelly.reid@dlcd.oregon.gov">kelly.reid@dlcd.oregon.gov</a>           |
| South Coast                  | Hui Rodomsky    | <a href="mailto:hui.rodomsky@dlcd.oregon.gov">hui.rodomsky@dlcd.oregon.gov</a>       |
| South Willamette Valley      | Patrick Wingard | <a href="mailto:patrick.wingard@dlcd.oregon.gov">patrick.wingard@dlcd.oregon.gov</a> |

## Important Housing Planning Assistance Dates

| Date                     | Housing Planning Assistance Milestone                                                                                  |
|--------------------------|------------------------------------------------------------------------------------------------------------------------|
| June 2, 2025   1:30 – 3p | Open Forum for follow-up question & answer<br><a href="#">Zoom link</a>   Meeting ID: 821 4886 4505   Passcode: 598033 |
| June 3, 2025             | Application period opens; materials distributed                                                                        |
| August 4, 2025           | Application period closes; materials submittal deadline                                                                |
| Early September          | Anticipated funding decision; award notices sent                                                                       |
| October – November 2025  | Direct grant agreements anticipated execution                                                                          |
| November – December 2025 | Consultant contract anticipated execution                                                                              |
| June 15, 2027            | Project completion deadline                                                                                            |

**APPLICATION DEADLINE: August 4, 2025**

## **Scope of Work for Rental Housing Maintenance Code Toolkit for Small to Mid-Sized Communities**

### **Goals and Objectives:**

The City of Newport is seeking grant funding to secure the services of a consultant(s) to develop a toolkit to serve as a resource for small and mid-sized communities that are interested in establishing rental housing maintenance and inspection programs to ensure their rental housing stock is well maintained, with tenants enjoying safe, healthy and habitable living conditions. When Newport prepared its Housing Production Strategy (HPS) in 2022-23, and conducted stakeholder outreach, the need for a rental housing maintenance code was identified as a community priority. The City applied for a DLCD planning assistance grant for the 2023-25 funding cycle, to hire a consultant(s) to assess the feasibility of implementing a rental housing maintenance program in Newport. The grant was not approved, and DLCD staff expressed concerns about the value of funding a feasibility study that might not be implemented. The development of a toolkit was suggested as an alternative, since the deliverables would be of value to multiple jurisdictions.

Newport was an early adopter, completing its Housing Production Strategy in 2023, and it is reasonable to expect that as other similarly sized communities engage in housing planning, they will also have stakeholders interested in seeing municipal enforcement of a rental housing maintenance code. Funding the development of this toolkit now is timely, as it will provide small and mid-sized cities a valuable resource as they weigh whether or not a rental maintenance code can be scaled such that it can be reasonably implemented in their communities.

### **Products and Outcomes:**

Products will include four memos that, when complete, will be incorporated into a final report (i.e. toolkit). They should be completed sequentially, as each informs a subsequent step in the project. The memos include (a) an overview of Federal and State of Oregon fair housing laws regarding owner and renter rights and responsibilities, resources, processes for adjudicating disputes, and legal considerations for local governments; (b) stakeholder survey to identify owner and renter concerns about rental unit habitability and the role cities should play in addressing those issues; (c) case studies of small to mid-sized cities that have stood up rental housing maintenance and inspection programs; and (d) model code language that cities can use to put in place a rental housing maintenance and inspection program.

### **Work Program:**

#### **Pre-Task: Formation of a Technical Advisory Committee**

In partnership with DLCD, City will recruit and appoint a Technical Advisory Committee (TAC) of interested persons to assist Consultant in preparing the rental housing maintenance code toolkit. This may include individuals with expertise in building safety, construction codes, housing laws, rental property management, and housing service provision or advocacy. The group will ideally include representation from other small to mid-size cities. The scope of the TAC's responsibilities will be outlined in a committee charter, and will include reviewing the Consultant's deliverables and assisting with stakeholder outreach.

#### ***Pre-Task City Deliverables:***

- Technical Advisory Committee roster
- Committee Charter

## Task 1: Project Kick-Off

Timeline: Jan 2026 - Feb 2026

(\$2,500)

The purpose of the project kick-off is for the TAC and Consultant to confirm project objectives and refine the project schedule. It is also an opportunity to coordinate upcoming tasks. The TAC meeting will be held via conference call. 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 coordinate with TAC members to provide Consultant with relevant background documents or data.

### *Task 1 Consultant Deliverables:*

- Meeting notes summarizing key outcomes
- Refined scope of work and project schedule

### *Task 1 City Deliverables:*

- Coordinate with TAC to provide requested background information, which could include adopted housing policies, rental housing data, existing housing maintenance codes related to nuisance and dangerous building code abatement, and budget documents sufficient to contextualize City's existing and forecasted capacity to support housing programs
- Coordinate TAC meeting and facilitate discussion with Consultant
- TAC meeting notices, agendas, and minutes

## Task 2: Legal Considerations (Memo #1)

Timeline: Feb 2026 - Apr 2026

(\$7,500)

Consultant will prepare a draft memo contextualizing the current framework of federal and state housing laws, with specific attention to rental housing owner and tenant rights and existing processes to resolve disputes. Additionally, the memo will cover options municipalities have to implement and enforce a rental housing maintenance code, including rules around rights-of-entry, adjudicating citations, and voluntary versus punitive forms of seeking compliance.

Consultant is to prepare an initial draft that is to be distributed to the TAC for review and comment. After the meeting, Consultant will update the document to address the feedback from the TAC, and distribute the finalized document such that it is available to inform Task No. 3 stakeholder issue identification.

### *Task 2 Consultant Deliverables:*

- Draft legal considerations memo
- PowerPoint or other presentation materials for TAC Meeting #2
- Final draft of the legal considerations memo

### *Task 2 City Deliverables:*

- Review and provide Consultant feedback on the draft legal considerations memo
- Attend and facilitate TAC meeting with Consultant
- TAC meeting notices, agendas, and minutes

### Task 3: Stakeholder Issue Identification

Timeline: Feb 2026 - May 2026

(\$30,000)

Consultant will coordinate with the TAC to identify a list of stakeholders to be interviewed, which may include rental housing tenants, managers, owners, community-based organizations, and housing service providers and advocates. Methods may include direct outreach to individuals, virtual or in-person focus groups, and hosting events. Consultant will develop survey questions that create opportunities for stakeholders to share their concerns about the habitability of rental units and the role cities should play in addressing rental maintenance issues. Every effort shall be made to reach underserved and underrepresented populations. Additionally, survey questions should strive to tease out and work through challenges to achieving fair and equitable outcomes, such as how to avoid enforcement that disproportionately impacts low-income and vulnerable populations, or that is influenced by neighborhood demographics and socioeconomic status. The questions should also address how to structure an enforcement program that is sensitive, and responds, to fear of retaliation, respects municipal resource limitations, and explores how to appropriately balance punitive and cooperative methods of achieving compliance. Lastly, questions should explore stakeholder preference for funding an enforcement program and any related incentives (e.g. building maintenance grants). Surveys will be conducted in English and Spanish and, for Newport's part, engagement will build on outreach and community connections developed as part of the process that resulted in the recently adopted Housing Production Strategy.

City will assist Consultant in carrying out outreach efforts. Stakeholder feedback will be compiled into an issue identification memo that will speak to the nature of the concerns raised (e.g. condition of heating, plumbing, security, electrical, appliances, smoke detection, structural integrity, weatherproofing, carbon monoxide alarms, and pest control), respondents' thoughts about City's role in addressing the issues, and how a program could be structured and paid for to achieve desired outcomes.

A draft of the stakeholder issue identification memo will be presented at a TAC meeting and will be used to inform the group's evaluation of the case study scenarios and model code language outlined in Tasks No. 4 and 5. Consultant will prepare a final draft of the memo that is responsive to the TAC's feedback.

#### *Task 3 Consultant Deliverables:*

- Stakeholder engagement/interview list
- Outreach materials and survey questions in English and Spanish
- Notes from individuals, focus groups, and hosted events
- TAC meeting presentation materials
- Stakeholder issue identification memo

#### *Task 3 City Deliverables:*

- List of individuals, groups, and organizations for engagement
- Notes from individuals, focus groups, and hosted events (if independent of the consultant)
- TAC meeting notices, agendas, and minutes

## Task 4: Case Studies

Timeline: May 2026 - Aug 2026

(\$20,000)

Consultant to provide TAC with an overview of rental housing maintenance codes including their purpose, relationship to other municipal housing and property maintenance functions, typical program composition, and common funding mechanisms. Such overview will also include an outline of Consultants approach to undertaking the case study analysis and model code review so that TAC members can provide feedback and identify potential focus areas for the work. Guidance received at the meeting will inform Consultants approach to completing the case study and code review. The analysis will evaluate regional and/or national property maintenance codes, and at least three municipal rental housing maintenance programs. It will include a summary of the population size and socio-economic makeup of the subject communities, their policy objectives for pursuing the programs, funding and staff resources dedicated to program implementation, and the source of revenue used to support the programs. A draft of the case study memo will be presented to the TAC, and comments received from that meeting will be used to refine and finalize the report.

### *Task 4 Consultant Deliverables:*

- TAC presentation materials
- Case study and model code review outline
- Final case study memo

### *Task 4 City Deliverables:*

- Meeting notices, agendas, and minutes

## Task 5: Model Code

Timeline: Aug 2026 - Oct 2026

(\$20,000)

Based on the outcomes of the previous tasks, Consultant will prepare a memo outlining model code language that a city/county could use to stand up a rental housing maintenance program, including the range of rental housing features that are to be regulated, an administrative process to address complaints and resolve violations, and recommended staffing levels to ensure the program is adequately resourced. Consultant should consider code organizational structures that rely upon third-party contractors, in-house staff, or a hybrid of the two options.

A draft of the model code memo will be presented to the TAC for review and comment. Consultant will use the feedback received at the meeting to refine and finalize the report.

### *Task 5 Consultant Deliverables:*

- TAC presentation materials
- Draft Model code memo
- Final model code memo

### *Task 5 City Deliverable:*

- Meeting notices, agendas, and minutes

## Task 6: Rental Maintenance Code Toolkit (Final Report)

Timeline: Oct 2026 - Dec 2026

(\$5,000)

Consultant will compile results from the previous tasks into a draft rental housing maintenance code toolkit, to be presented for review at a final TAC meeting. Consultant will coordinate with City on meeting arrangements and facilitate the meeting. After the meeting, Consultant will make a final round of revisions to the toolkit and release the final draft of the document. Copies of the rental maintenance code toolkit will be provided in electronic form to individuals and organizations that participated in the process for their review and feedback. DLCD can also make the toolkit available on its website as a resource to local jurisdictions throughout the state.

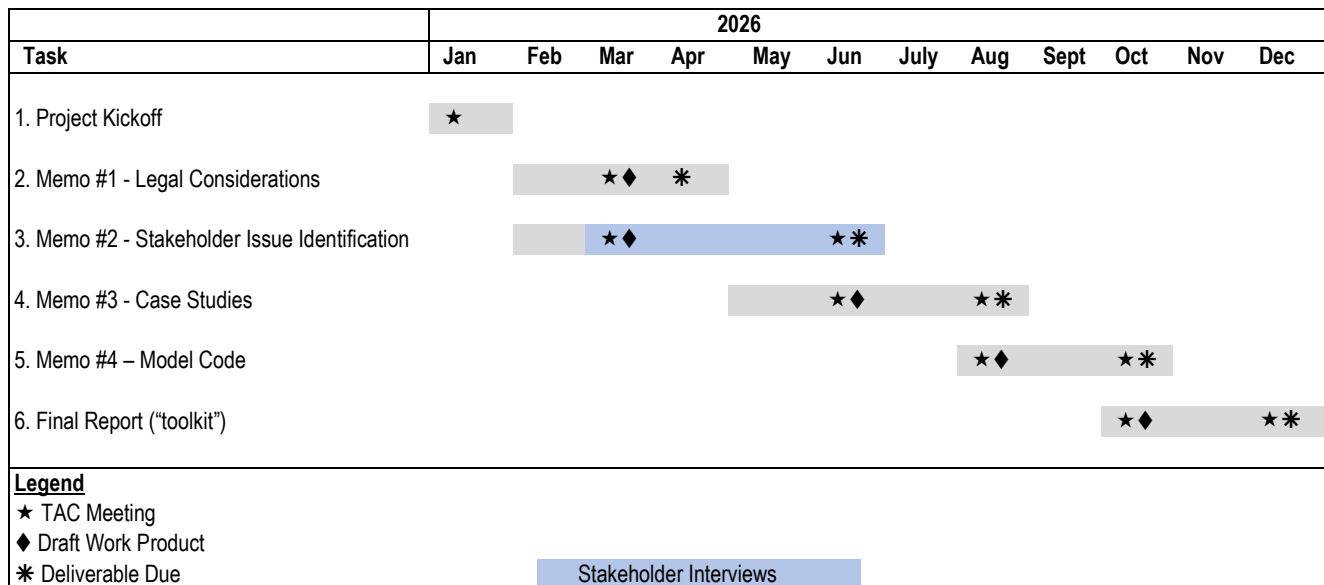
### Task 7 Consultant Deliverables:

- Presentation materials for a final TAC meeting.
- Review draft and final draft of the rental housing maintenance code toolkit

### Task 7 City Deliverable:

- Meeting notices, agendas, and minutes

### Graphic Timeline:



### Evaluation Criteria:

Evaluating the feasibility of implementing a rental housing maintenance code is a priority action item in the City of Newport's 2023 Housing Production Strategy. This request for grant funding to develop a rental housing maintenance code toolkit for small and mid-sized communities will support Newport and other local jurisdictions that are interested in playing an active role in ensuring that their rental housing stock is well maintained, with tenants that enjoy safe, healthy, and habitable living conditions.

The project aligns well with Evaluation Criteria No. 2, as it could lead to the establishment of local rental housing maintenance programs that prevent housing units from deteriorating to the point that they are no longer habitable, allowing the pool of housing options (and tenant choices) to expand as new units are built.

Additionally, the grant request supports Evaluation Criteria No. 3 by engaging a broad range of stakeholders, including underserved and underrepresented populations, and drilling down on challenges to achieving fair and equitable outcomes (ref: Task #3), resulting in a toolkit that will guide local governments down a path where enforcement will be sensitive to, and achieve, fair and equitable outcomes.

### **Project Partners:**

Oregon Housing and Community Services, Oregon Department of Land Conservation and Development, Lincoln County Government, Lincoln City, Lincoln County School District, Confederated Tribes of the Siletz, Fair Housing Council of Oregon, Community Alliance of Tenants, Community Services Consortium, Housing Authority of Lincoln County, Northwest Coastal Housing and Samaritan House (transitional housing), Centro de Ayuda, and Pacific Communities Health District. These organizations will advise and contribute information via participation on the Technical Advisory Committee or services to help inform the end product; however, none are expected to perform work under the grant.

### **Cost Sharing and Local Contribution:**

The City of Newport will contribute “in-kind” services (e.g. staff time, notice/advertising expenses, meeting accommodations, etc.) sufficient to ensure that the project is adequately resourced. If a cash match is needed, in addition to the “in-kind” contribution, then the City can offer up to 20 percent of the budget estimate included with this grant application.

## M. Research rental housing maintenance code feasibility

### Rationale

Adoption of a Rental Housing Maintenance Code could help ensure that Newport's rental housing stock is well maintained and could improve the health, safety, and well-being of residents that rent in Newport. Advisory Committee members and other stakeholders cited the condition of Newport's housing stock as a concern.

### Description

Oregon landlord-tenant law requires that rental properties are kept in habitable condition, including specific standards for heat, water, plumbing, weather protection, and more. A local Rental Housing Maintenance Code is an adopted ordinance which requires landlords to maintain their rental properties to habitability standards. A maintenance code can help renters and property owners communicate and resolve issues without City involvement / legal action. It may allow the City to resolve landlord-tenant disputes more effectively regarding the conditions of a dwelling rather than solely relying upon the nuisance abatement process.

The City of Newport could consider implementing a similar Rental Housing Maintenance Code as the City of Eugene's which covers 10 subject areas: heating, plumbing, security, electrical, appliances, smoke detection, structural integrity, weatherproofing, carbon monoxide alarms, and pest control for rats. The Eugene Code allows for complaints to be filed and investigated by the City. If the complaint is valid, the City notifies the property owner or the owner's agent of the violation that includes directions about how to resolve the violations (required repairs) and when they are to be completed. A property owner or the owner's agent have due process appeal rights under the program. The Program is funded by property owners registering their property(ies) and paying an annual \$20/unit fee to the City, which offsets the administration costs of the program. The Program also exempts payment of the fee (but not compliance with standards) for deed-restricted affordable units for households at or below 60 percent of AMI, for rentals that have been approved by the City for an exemption from some other property taxes for low-income housing, and for properties of the Housing Authority.

The City could research the feasibility of implementing such a program at the City of Newport by engaging (separately and collectively) local property management companies, property owners, tenant rights organizations, and community organizations. The City could engage with anonymous tenants aware of the relationship between property maintenance, tenant safety, and well-being. After understanding any problems, the City would seek feedback from stakeholders on how to address property maintenance problems, which may include the adoption of a Rental Maintenance Code by the City, and report findings to the City Council.

### City Role

Conduct outreach and research; draft ordinance and resource requirements.

### Partners and their Role

Engage renters and property to understand challenges and develop solutions.

### Anticipated Impacts

| Populations Served                                           | Income            | Housing Tenure | Magnitude of New Units Produced |
|--------------------------------------------------------------|-------------------|----------------|---------------------------------|
| Extremely low, very-low, low-, and moderate-income residents | All income levels | Renter         | Small                           |

### Potential Risks

This could require considerable amount of staff time to monitor and enforce and could raise the cost of rental housing.

### Implementation Steps

- Develop an inventory of rental properties with contact information of property managers and owners.
- Conduct outreach with renters, owners, property managers and other affected stakeholders to determine the extent of property maintenance problems, how they affect tenant safety and well-being, and if City rental housing maintenance regulations might be effective in addressing the issues.
- Identify the resources needed to implement a rental housing maintenance code program, including relevant regulations, staff, and equipment requirements.
- Engage policy makers to determine if a rental housing maintenance program should be pursued and how it would be funded.
- Develop and implement the rental housing maintenance code, which may require engagement of a consultant with expertise in this area.

### Implementation Timeline

| Timeline for Adoption                       | Implementation to Commence                      | Timeframe of Impact                             |
|---------------------------------------------|-------------------------------------------------|-------------------------------------------------|
| Feasibility study complete by December 2024 | Depends on the results of the feasibility study | Depends on the results of the feasibility study |

### Funding or Revenue Implications

The city would need to cover the costs of the program, which could include a fee on rental properties. In addition, enforcing this code could require a substantial amount of staff time.

## CITY OF NEWPORT

## RESOLUTION NO. 3990

**A RESOLUTION IN SUPPORT OF A DEPARTMENT OF  
LAND CONSERVATION AND DEVELOPMENT TECHNICAL  
ASSISTANCE GRANT TO RESEARCH THE FEASIBILITY OF  
A RENTAL HOUSING MAINTENANCE CODE**

**WHEREAS**, on May 15, 2023, with Resolution No. 3978, the City of Newport adopted a Housing Production Strategy (HPS) consistent with applicable provisions of ORS Chapter 197 and OAR Chapter 660, Division 8; and

**WHEREAS**, the HPS lists a number of actions the City will pursue to facilitate the provision of needed housing; and

**WHEREAS**, researching the feasibility of a rental housing maintenance code is identified as one of the action items, as such a maintenance code could help ensure that Newport's rental housing stock is well maintained, improving the health, safety, and well-being of its residents; and

**WHEREAS**, the need for a rental housing maintenance code was identified by members of the community as a priority relative to other action items identified in the HPS, indicating that there is public support for the concept and that an assessment of its feasibility should be promptly undertaken; and

**WHEREAS**, pursuing a feasibility study of this nature will provide the City an opportunity to engage (separately and collectively) local property management companies, property owners, tenant rights organizations, and community organizations to better understand the relationship between property maintenance, tenant safety, and individual well-being; and

**WHEREAS**, further such a study provides an opportunity for the City to identify its proper role in addressing maintenance problems, which could include the adoption of a rental maintenance code that is scaled so that it can be reasonably implemented by a community of Newport's size; and

**WHEREAS**, the City does not possess sufficient staff resources or expertise to evaluate the feasibility of a rental housing maintenance code without technical assistance; and

**WHEREAS**, Newport has sufficient funds and is prepared to dedicate its limited staff resources, as needed, to fulfill its obligations related to this grant application should DLCD award the grant.

Based upon these findings:

**THE CITY OF NEWPORT RESOLVES AS FOLLOWS:**

**Section 1.** The Community Development Director of the City of Newport is authorized to apply for a Department of Land Conservation and Development technical assistance grant to secure funding to evaluate the feasibility of implementing a rental housing maintenance code; and

**Section 2.** The effective date of this resolution is July 17, 2023.

Adopted by the Newport City Council on July 17, 2023.

CITY OF NEWPORT



Jan Kaplan, Council President

ATTEST:



Erik Glover, Asst. City Manager/City Recorder

# Tentative Planning Commission Work Program

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



## August 25, 2025 Work Session

- Review City Center Revitalization Plan design guidelines
- DLCD summary of 2025 land use legislation

## August 25, 2025 Regular Session

- Public hearing to amend the wastewater section of the Comprehensive Plan
- Public hearing on draft zoning ordinance housekeeping amendments

## September 8, 2025 Cancelled

## September 22, 2025 Work Session

- DOGAMI/DLCD presentation on coastal dune hazard map updates
- Overview of Community Development Department updated website
- Review of DLCD 2025-27 Legislative Priorities (Carry over to 10/13/25)

## September 22, 2025 Regular Session

- Public Hearing on File #2-CUP-25, Toyota of Newport Conditional Use Permit

## October 13, 2025 Regular Session

- Final Order and Findings for File #2-CUP-25, Toyota of Newport Conditional Use Permit
- Public hearing on City Center Revitalization Plan form-based zoning amendments
- Public hearing on Appeal of Director's Approval of File #1-TIA-25 for Wyndhaven Phase III
- Review of DLCD 2025-27 Legislative Priorities

## October 27, 2025 Regular Session

- Continued Public hearing on Appeal of File #1-TIA-25 for Wyndhaven Phase III
- Public Hearing on File #1-AX-22 / 8-Z-22, South Beach Island Annexation

## November 10, 2025 Work Session

- Presentation of 2024 and 2025 Peak Season Bayfront Parking Statistics
- Review Scope of Work for Rental Housing Maintenance Code Toolkit for Small/Medium Cities

## November 10, 2025 Regular Session

- Final Order and Findings for Appeal of File #1-TIA-25 for Wyndhaven Phase III

## November 24, 2025 Work Session

- Draft URA/City IGA for a South Beach Wastewater Connection Rebate Program
- Potential Adjustments to South Beach Vacation Rental Rules (Gary Gamer Request)

## November 24, 2025 Regular Session

- Public Hearing on File #1-ADJ-25, 645-655 NW Nye Minimum Lot Size Adjustment

## December 8, 2025 Regular Session

- Final Order and Findings for File #1-ADJ-25, 645-655 NW Nye Minimum Lot Size Adjustment

## December 22, 2025 Cancelled

## January 12, 2025 Regular Session

- Organizational Meeting