

**MINUTES**  
**City of Newport Planning Commission**  
**Regular Session**  
**Newport City Hall Council Chambers by Video**  
**July 13, 2020**

**Planning Commissioners Present by Video:** Jim Patrick, Lee Hardy, Bob Berman, Jim Hanselman, Bill Branigan, and Mike Franklin.

**Planning Commissioners Absent:** Gary East (*excused*)

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

1. **Call to Order & Roll Call.** Chair Patrick called the meeting to order in the City Hall Council Chambers at 7:00 p.m. On roll call, Commissioners Hardy, Berman, Franklin, Hanselman, Branigan, and Patrick were present.

2. **Approval of Minutes.**

A. Approval of the Planning Commission Regular Session Meeting Minutes of June 8, 2020 and the Planning Commission Work Session Meeting Minutes of June 22, 2020.

Commissioner Berman submitted minor corrections to both meeting minutes.

**MOTION** was made by Commissioner Berman, seconded by Commissioner Franklin to approve the Planning Commission Regular Session Meeting Minutes of June 8, 2020 and the Planning Commission Work Session Meeting Minutes of June 22, 2020 with minor corrections. The motion carried unanimously in a voice vote.

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

4. **Action Items.**

A. **File 2-NCU-20: Final Order and Findings Approving Conversion of a Short-Term Rental From a 2-Bedroom to a 3-Bedroom Occupancy at 736 NW 3rd Street.**

**MOTION** was made by Commissioner Hardy, seconded by Commissioner Franklin, to approve the Final Order and Findings for File No. 2-NCU-20 with conditions. The motion carried unanimously in a voice vote.

5. **Public Hearings.** At 7:03 p.m. Chair Patrick opened the public hearing portion of the meeting.

Chair Patrick read the statement of rights and relevance. He asked the Commissioners for declarations of conflicts of interest, ex parte contacts, bias, or site visits. Berman, Hanselman, Franklin and Hardy reported site visits. Patrick called for objections to any member of the Planning Commission or the Commission as a whole hearing this matter; and none were heard.

A. **File 5-NCU-20.**

Tokos reviewed his staff report explaining the request was to change a currently licensed 2-bedroom short-term rental (STR) into a 4-bedroom STR following a recent remodel of the home. He reported that the STR was nonconforming because there were other STRs on the same street and why the Commission was reviewing the request under the nonconforming code. Tokos read the character and history of the use for

approval of a nonconforming use into the record. He noted that because there already were three STRs on the street and this wasn't a new STR, he felt it wouldn't add to the impact.

**Proponents:** Michael Ditlefsen addressed the Commission and noted that they covered everything in their packet submittal. He explained that his property management thought it would be a good idea to switch the STR to a 4-bedroom after the remodel and why they were making the request.

Berman asked if there were any complaints against this property. Tokos didn't look to see if there were any complaints on the complaint log, but didn't think there were any. Berman thought that complaint logs should be included in all future decisions of this type. Ditlefsen reported that he wasn't aware of any complaints for the property and if there had been, management would have notified him. He confirmed that he had not been notified by management about any complaints. Branigan asked if management was taking care of the cleaning after renters left. Ditlefsen confirmed this was done through their management company, Vacasa.

Hanselman disagreed with the staff report concerning traffic patterns. He felt increasing the number of bedrooms would increase trips. Hanselman noted that he was thankful this property had ample off-street parking. He hoped that Ditlefsen would ask his renters be cognoscente of all the additional traffic due to the STR, and asked him to add this to the instructions for the renters. Ditlefsen confirmed he would talk to management about adding this.

**Opponents:** None were heard.

Hearing closed at 7:20pm.

Hardy didn't have a problem with the request and thought it met criteria. Franklin had no problem with the request and thought it was great for the neighborhood. Berman supported it and asked the owner to convey to the renters that they were required to use off-street parking before they parked on the street. Hanselman approved and told the owners the property was in stellar shape and their upkeep was great. He reiterated his concerns on parking but stated he would still approve. Branigan agreed that the property was well maintained. He felt they had great parking and wished other short-term rentals could have the same. Patrick thought it met the conditions.

Berman noted that he hoped these types of expansions didn't become a regular Commission event to approve.

**MOTION** was made by Commissioner Berman, seconded by Commissioner Hanselman to approve File No. 5-NCU-20 with one condition. The motion carried unanimously in a voice vote.

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

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

8. **Director Comments.** Tokos reported that the OSU student housing would have a public hearing for an amended planned development on the 10th of August. Berman asked how many units there would be in the new plan. Tokos explained that there were five building that were duplexes that were dormitories that had a maximum occupancy of 160 students. He noted the change meant there wouldn't be as many building as first submitted.

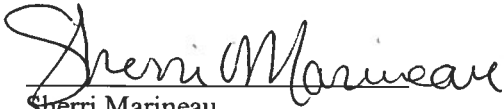
Tokos reported that the Stormwater amendments were going to the City Council on the July 20th meeting.

Berman asked if there was any news on the city's water filters. Tokos reported that he didn't have any information because he wasn't involved with them.

Tokos noted that the small business grant awards had been done. There were 117 awards and the list of who received them was on the city's website. Tokos explained that there would be a second round of awards that Business Oregon, Lincoln County, Newport, and Yachats was participating in. The rules for these grants were different than the previous grants and would be handled through Lending Works. Anyone who had received PPEs were ineligible. The group would try to reach out to those who didn't have other assistance. There was a link on the city's website to the County's webpage giving information on the grant that tied over to Lending Works. Applicants would submit for grants through Lending Works. The City would not have a part in managing the grant awards.

9. **Adjournment.** Having no further business, the meeting adjourned at 7:26 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Sherri Marineau". The signature is written in black ink and is positioned above the printed name and title.

Sherri Marineau  
Executive Assistant