

**MINUTES**  
**City of Newport Planning Commission**  
**Regular Session**  
**Newport City Hall Council Chambers by Video**  
**July 27, 2020**

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

**Planning Commissioners Absent:** Mike Franklin (*excused*), and Gary East.

**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, Hanselman, Branigan, and Patrick were present.

2. **Approval of Minutes.**

A. Approval of the Planning Commission Work Session Meeting Minutes of July 13, 2020 and the Planning Commission Regular Session Meeting Minutes of July 13, 2020.

Commissioner Berman submitted minor corrections to both meeting minutes.

**MOTION** was made by Commissioner Berman, seconded by Commissioner Hanselman to approve the Planning Commission Work Session and Regular Session Meeting Minutes of July 13, 2020 with minor corrections. The motion carried unanimously in a voice vote.

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

4. **Action Items.**

A. **File 5-NCU-20: Final Order and Findings Approving Conversion of a Short-Term Rental From a 2-Bedroom to a 4-Bedroom Occupancy at 406 NW High Street.**

**MOTION** was made by Commissioner Branigan, seconded by Commissioner Berman, to approve the Final Order and Findings for File No. 5-NCU-20 with conditions. The motion carried unanimously in a voice vote.

5. **Public Hearings.** None were heard.

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

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

8. **Director Comments.** Tokos reviewed changes that needed to be made in order to conduct Zoom meetings for the Commission. The next public hearing would be for the OSU housing. They would allow people to dial in directly into the Zoom meeting, which would change how the Chair managed the meetings. Dial-in participants would have rules to stay muted until it was their turn to speak, and they would have to use the raised hand icon to speak. Before the meeting started, the participant would identify themselves so their information was accurately recorded. Tokos would work with Patrick to create a script. The Zoom meeting information would be put online and given to people. Patrick asked how they would manage how proponents, opponents and rebuttals spoke at public hearings. Tokos explained that the participant list would be established and those who are proponents would raise hands to speak, then they would move to

the opponents. Patrick asked who would control how participants were chosen to speak. Tokos explained that staff would be there for the initial logistics to enter the meeting and for renaming participants before the meeting. Once the meeting started, the Chair would manage allowing people to speak and there would be a script. By allowing participants into the process they could engage through the whole process. Patrick asked if he had to be onsite at the city to manage this. He preferred being at home to use his larger monitor screens. Tokos didn't think there was any reason that he had to be onsite and could do at his house. He noted that there might be a times when someone didn't want to interface through video conference and there would be city staff available to organize them speaking on the phone. Berman thought it was important to make sure the host was able to mute people. Branigan asked if there was a limitation on the number of people who could participate in a Zoom meeting. Tokos reported there wasn't because the city had the enhanced version of the software to allow multiple people to join the meetings. Patrick suggested the Commissioners raise their hands when they wanted to participate during the meetings.

Berman noted the last two hearings were for Nonconforming Uses (NCUs) for short-term rentals (STRs) and asked if they needed to take a look at code changes to either not allow expansions of STRs by NUCs, or finding some other way to get this under control. Tokos explained that the Short-Term Rental Implementation Work Group might be the best group to discuss this with. At any time they could suggest the City Council take up target changes. Berman thought the NCU code needed some changes. Tokos didn't think two NCU changes was a trend but asked if there needed to be provisions for STRs outside of the permitted area. Berman thought it would be nice to look at this. Tokos would share this and the information on the two NCUs that were approved with the Work Group.

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

Respectfully submitted,



Sherri Marineau  
Executive Assistant