

**MINUTES**  
**City of Newport Planning Commission**  
**Regular Session**  
**Newport City Hall Council Chambers**  
**August 12, 2019**

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

**City Staff Present:** Community Development Director (CDD), Derrick Tokos; Associate Planner, Rachel Cotton; 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 Work and Regular Session Meeting Minutes of July 22, 2019.

Commissioners Berman and Branigan noted minor corrections.

**MOTION** was made by Commissioner Berman, seconded by Commissioner Branigan to approve the Planning Commission work and regular session meeting minutes of July 22, 2019 with minor corrections. The motion carried unanimously in a voice vote.

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

4. **Action Items.**

A. **Motion to Initiate the Legislative Process for the Accessory Dwelling Unit Provisions.**

**MOTION** was made by Commissioner Branigan, seconded by Commissioner Franklin to initiate the legislative process for the Accessory Dwelling Unit provisions. 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. None were heard. 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 No. 3-CP-19.**

Tokos gave his staff report. He noted the Park System Master Plan (PSMP) hadn't been updated since 1993 which warranted making the changes. City staff, Rachel Cotton, addressed the Commission. She noted what was presented at the hearing was the plan the Commission had seen previously with minor changes. She gave a synopsis of the plan and pointed out that the PSMP was a blue print on where the City wanted to go and how to get there.

Hardy asked why private properties were included on the list. Cotton said one of the City's goals was to require that destination resorts were planned for in conjunction with the Park System. Tokos explained that the destination resort overlay adopted in the late 1980's required a certain amount investment to be made for development, which included recreational amenities. If a destination was to happen, they would be required to have recreational amenities and was why it was included in the inventory. Hardy was concerned that recreational amenities would be the responsibility of the property owner. Tokos said the City was under no obligation to pay for any of the projects on the list and often private money would come into play to be able to move forward with a project. Sometimes it went hand in hand with a residential development and there would be many amenities the developer would be expected to complete. Cotton explained it was more about identifying areas in the City that are underserved and would need future recreational amenities. Tokos noted the City didn't know when the Wolf Tree destination was going to be developed. When it was developed there would be public input that would include how to tie in with trails. Tokos pointed out that the Nautical Hills project would be fully funded, and the pollinator habitat project would have a nonprofit who would be funding the project.

Franklin asked what the basis was for the charges for the projects. Cotton said this was done by the consultants to give a range for what the bare bones to the most extensive projects would cost. This was based on a conceptual range.

Branigan asked if the two boat launches were the same. Cotton explained they were not. She noted that many of the projects on the list that didn't list costs and weren't a trail, often meant the City wouldn't be on the hook to pay for the projects.

Berman said he was on the Advisory Committee for the PSMP and agreed with the project. He expressed his concerns with the revenues and management of the Parks and Rec Department. Berman felt addressing the operational costs over revenues was the more immediate problem than any additions or improvements.

**Proponents:** Julie Garran, Lisa King and Terese Davis address the Commission and asked if there would be another opportunity for public input to the changes to the PSMP. Cotton said they could address their concerns at the current meeting or at the City Council hearing. Tokos reminded that the projects in the PSMP were just concepts. Anytime there was a rollout on projects, there would be community engagement and a time to do further refinements.

Garran noted that dog park had water near the road and wanted there to be water in the park. She was concerned that there was a divisional fence line in the park for small and big dogs. She suggested putting in gates on the division line so that if there weren't small dogs on one side, the gate could be opened and the big dogs could roam freely. Garran suggested that the gates needed to be wide enough for city mowers to mow both sides. She also requested more seating and noted that the public was willing to donate seating.

King reported that accessibly to the dog park was difficult. She thought there could be a smoother transition to get in to the park.

Davis preferred having grass instead of bark in the dog park. She thought the direction of the dividing line should be changed so that there was a shaded side for both sizes of dogs. Davis also agreed that there should be water inside of the park for the dogs.

Cotton explained that the concept wasn't set in stone and a lot of the details hadn't made it into the project. There would be communications to the community in the future on how to give input. Patrick noted that the City Council would do the implementation of the PSMP and suggested the group address the Council to get some action. He noted that accessibility was already included in the plan.

Haven and King suggested there be a venue for people to donate to the parks. Cotton said gifts and donations were noted in the plan and was an important aspect of it. Patrick noted the plan had something included for water for citizens but they should add pet fountains.

Hearing closed at 7:39 pm

Hardy was impressed with the importance assigned to the recreational facilities available to the citizens. Berman thought it was an excellent effort by City staff and the consultant and was worth forwarding to the City Council. Franklin thought the plan was a good road map for the city. Hanselman thanked Cotton for her work. He thought it was going to be difficult to divide up funds for the projects. He wanted the City to work harder to find funding for parks. Branigan thanked Cotton. He noted there had been a lot of citizen involvement and thought the Commission should send it to the City Council. Patrick was happy to see the plan be done because it had been in discussion for many years.

**MOTION** was made by Commissioner Branigan, seconded by Commissioner Franklin to approve File No. 3-CP-17 and forward a favorable recommendation to the City Council to modify the Comprehensive Plan and include the Park System Master Plan. The motion carried in a unanimous voice vote.

6. **New Business.** Tokos reported there would be an open house on Tuesday, August 13th at 6pm at City Hall to discuss implementing a multi-use trail around Big Creek Reservoir.

7. **Unfinished Business.**

A. **Upcoming FEMA Community Assistance Visit and Flood Insurance Workshops.**

Tokos noted that FEMA had notified the City that they would be doing visit to review the City code and operations. He explained he wouldn't be moving the maps forward and wouldn't know what these would be until the visit. Tokos reported that FEMA was provided the existing code and records. The Commission would be getting an overview of what FEMA would like to see as amendments.

Franklin asked if this would derail the timeline. Tokos reported that FEMA felt confident it wouldn't. He noted that he had shared with the local real estate agents that FEMA was visiting. FEMA would be doing touring sessions on the same day of the visit with realtors to give them a chance to talk to the pros about flood insurance.

8. **Director Comments.** Tokos noted that he provided a work program to the Commission at the work session but didn't get to review it at the meeting.

Tokos reported there had been one interview for the Commission's open position and the City Council would be doing another interview before voting for a new member.

9. **Adjournment.** Having no further business, the meeting adjourned at 7:48 p.m.

Respectfully submitted,



Sherri Marineau  
Executive Assistant