

**MINUTES**  
**City of Newport Planning Commission**  
**Regular Session**  
**Newport City Hall Council Chambers**  
**December 12, 2022**

**Planning Commissioners Present:** Jim Patrick, Bob Berman (*by video*), Braulio Escobar, Jim Hanselman, Gary East, Bill Branigan (*by video*), and John Updike.

**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 6:00 p.m. On roll call, Commissioners Patrick, Branigan, East, Hanselman, Berman, Escobar, and Updike were present.

2. **Approval of Minutes.**

Commissioner Branigan noted minor changes to both sets of minutes.

A. **Approval of the Planning Commission Work Session Meeting Minutes of November 28, 2022.**

**MOTION** was made by Commissioner Branigan, seconded by Commissioner Updike to approve the Planning Commission Work Session Meeting Minutes of November 28, 2022 with minor corrections. The motion carried unanimously in a voice vote.

A. **Approval of the Planning Commission Regular Session Meeting Minutes of November 28, 2022.**

**MOTION** was made by Commissioner Branigan, seconded by Commissioner Updike to approve the Planning Commission Regular Session meeting minutes of November 28, 2022 with minor corrections. The motion carried unanimously in a voice vote.

3. **Action Items.**

A. **File 2-CUP-22-A: Final Order and Findings of Fact Approving an Appeal of a Denial to Allow a Real Estate Office in the C-2 Zone District.**

**MOTION** was made by Commissioner Berman, seconded by Commissioner East to approve File 3-CUP-22 Final Order and Findings of Fact. The motion carried in a voice vote. Commissioners Hanselman and Escobar were a nay.

Berman asked if there was a requirement to send out notices for the approval of the final order and findings. Tokos reported that they were required to notice for the hearings, not the action on the final orders.

4. **Public Comment.** None were heard.

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

6. **New Business.** None were heard.
7. **Unfinished Business.** None were heard.
8. **Director Comments** Tokos reported that Annie McGreenery submitted her resignation as a Citizen Advisory member. The Commission expressed how much they appreciated her work with them. Tokos reported the plan was to advertise the openings for a new Commission member and Citizen Advisory member openings. Patrick reported that he would be stepping down as Commission member and Chair, but he would be sticking around until January or February to help out. The Commission thanked him for his service. Berman expressed appreciation for the local knowledge that Patrick always brought to the Commission.
9. **Adjournment.** Having no further business, the meeting adjourned at 6:09 p.m.

Respectfully submitted,



Sherri Marineau  
Executive Assistant