

**City of Newport
Planning Commission Work Session Minutes
August 11, 2025**

LOCATION: CITY COUNCIL CHAMBERS, NEWPORT CITY HALL, 169 SW COAST HIGHWAY, NEWPORT
Time Start: 6:00 P.M. Time End: 7:46 P.M.

ATTENDANCE LOG/ROLLCALL

COMMISSIONER/ ADVISORY MEMBER	STAFF
Chair Bill Branigan	Derrick Tokos, Community Development Director
Commissioner Bob Berman	Sherri Marineau, Community Development Dept.
Commissioner Jim Hanselman	
Commissioner Gary East	
Commissioner Braulio Escobar (absent, excused)	PUBLIC
Commissioner John Updike (by video)	Marcy McInnelly, Urbsworks, Inc. (by video)
Commissioner Robert Bare	Jim Hencke, David Evans and Associates (by video)
Citizen Advisory Member Dustin Capri (by video)	

AGENDA ITEM	ACTIONS
WORK SESSION MEETING	
CALL TO ORDER AND ROLL CALL	
a. Roll Call	None.
CITY CENTER DESIGN REVIEW DISTRICT FORM BASED CODE CONCEPTS.	<p>Consultants Marcy McInnelly (Urbsworks, Inc.) and Jim Hencke (David Evans and Associates) continued their presentation on the draft form-based code for the City Center district.</p> <p>The Commission reviewed design standards and proposed updates, including roof slope guidelines, lot coverage limits, shop frontage in the downtown core, and micro retail depth adjustments. Additional topics included canopy and awning encroachments, landscaping requirements, and street cross sections for Hwy 101 and Hwy 20. Retail-ready frontage areas were refined to include Hwy 101, Alder, Lee, and the north side of 9th Street, with exclusions for the Farmer's Market parking lot. Festival street concepts were discussed for Alder Street, and added frontage requirements were proposed for Fall Street and the couplet transition.</p> <p>Tokos reviewed the City Center parking district map.</p> <p>The Commission discussed boundary options and agreed to align the couplet area with the Bayfront parking district.</p> <p>Tokos also presented updates to the draft code.</p>

	<p>The Commission considered screening buffers between residential and non-residential zones, revised non-residential language, discussed design review triggers and exemptions, and supported raising the building height threshold for design review to 50 feet.</p>
<p>SOUTH BEACH ISLAND ANNEXATION BOUNDARY MAP AND PROPOSED ZONING.</p>	<p>Tokos presented maps outlining the current Comprehensive Plan designations for properties proposed for annexation, along with the zoning that would apply once annexed.</p> <p>The Commission discussed whether the annexation would help resolve irregularities in the city limit boundary in South Beach and expressed general agreement with the proposed zoning for the affected properties. Commissioners raised questions about how prior outreach to property owners had been done and the timing of public hearing notifications. They also discussed the possibility of offering rebates for property owners connecting to city services as part of the annexation process.</p>
<p>PLANNING COMMISSION WORK PROGRAM UPDATE.</p>	<p>None.</p>

Submitted by:

Sherri Marineau
 Sherri Marineau, Executive Assistant