

**MINUTES**  
**City of Newport Planning Commission**  
**Work Session**  
**Newport City Hall Conference Room A**  
**November 12, 2019**  
**6:00 p.m.**

**Planning Commissioners Present:** Jim Patrick, Lee Hardy, Bob Berman, Gary East, and Bill Branigan.

**Planning Commissioners Absent:** Jim Hanselman, and Mike Franklin (*all excused*).

**PC Citizens Advisory Committee Members Present:** Greg Sutton, and Braulio Escobar.

**PC Citizens Advisory Committee Members Absent:** Dustin Capri. (*excused*)

**Public Members Present:** Mona Linstromberg

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

1. **Call to Order.** Chair Patrick called the Planning Commission work session to order at 6:00 p.m.
2. **New Business.** None were heard.
3. **Unfinished Business.**
- A. **Update on Comprehensive Plan Amendments Related to the Sewer Master Plan.** Tokos reviewed the draft amendments to the Sewer Master Plan (SMP), noting the elements that were SDC eligible. He noted that there were no capacity limitations identified for the wastewater treatment plant. Branigan asked for clarification on the Rogue effluent. Tokos explained it was about concentration, not capacity, and they would be working on pretreatment solutions. Berman questioned if there was an assumption that the capacity was there based on it not being commented on in the SMP. Tokos explained they had the obligation of the SMP to look at these things. They were looking at the entire system in the 20 year planning period and what needed to be upgraded. Berman thought it would be better to have a more positive statement included instead of leaving it more open ended. Tokos thought it could be addressed in the SMP document.

Patrick asked if the City was running at capacity at low or high flow times. Tokos explained he was under the impression that it was at low flow times. It wasn't something the 2018 Brown and Caldwell plan delved into. Tokos noted that they could add to the document that the extent to which Brown and Caldwell's addressed system capacity. Berman didn't like saying the plant was having trouble operating currently, but it was good for the next 20 years. He wanted to see a positive statement included in the SMP that there was adequate maximum capacity because they didn't have any written evidence that there wasn't, and therefore it must be. Tokos said they could include language in the document upfront in the wastewater facilities section, after development assumptions, that directly addressed the condition of the existing wastewater treatment plant. Patrick wanted it made obvious that the problems they were currently having was with the effluent and wasn't a capacity issue. Tokos would add language about pretreatment items in the document.

Berman thought that Policy 4 needed to be beefed up to say it was a policy of the City to make sure that there was adequate capacity. He suggested it say that it addressed the current and future demand of various users. Berman thought that Policy 5 should include the words "health and safety". Tokos would add this to the goals instead of the policy.

Tokos walked the Commission through the structure of the draft amendments to the wastewater facilities plan. Berman asked if lift stations had backup generators. Tokos said he knew that the pump stations had some redundancy built into the system and there were generators for all the pump stations.

Tokos reviewed the gravity main replacements list next. He noted at some point the City would have to tackle these replacements. Patrick asked for clarification on what the definition of a “cured in line” was. Tokos would talk to Tim Gross in Public Works for the definition.

Tokos reviewed the recommended pump station and force main improvements next. Berman asked which pump station was identified to be at risk from unstable soil conditions. Tokos would review and provide clarification to the Commission on this.

Tokos reviewed the sewer extensions next. He pointed out the locations of the new lines on the wastewater system reference maps. Patrick noted on Table 5 that there was a reference to footnotes but he couldn’t find them in the document. Tokos would fix this. Berman was concerned about spending millions of dollars on improvement just to bring sewer lines to the Airport. Tokos explained there was other development in the area that warranted the improvements. It wasn’t just for the Airport itself and included services for the Surfland development.

Tokos reviewed the rehabilitation and replacement program, and the schedule next. Patrick asked if they were doing anything on cross connections with smoke testing and those types of things. Tokos would pose this question to Tim Gross. Patrick asked if I&I was included in the document. Tokos said I&I was addressed in the document and would confirm this. He noted the document didn’t include a tiered priority project list. It could be added if the Commission wanted it. Patrick had reservations on including this. A discussion ensued regarding how the City prioritized projects such as the transportation plan. Patrick thought it would be okay to prioritize if the Commission didn’t need to go through a process to do so.

Tokos reviewed the general goals next. He noted there was stronger language added to say properties would need to annex into the city in order to connect to sewer services. A discussion ensued regarding why Highway 20 wasn’t included in the urban growth boundary and how properties that weren’t a part of the Urban Growth Boundary couldn’t be annexed into the City.

Tokos reviewed the wastewater goals next. Patrick noted there wasn’t a policy that talked about properties that were 200 feet away from the sewer connection being required to hook up to the sewer system when improvements were done. A discussion ensued regarding the rationale used to do sewer extension improvements inside the City. Patrick wanted to see policy language added that said owners were required to hook up to the system when lines were extended. Tokos would work on simple policy language for compulsory sewer connections. Berman wanted current and future demands added to Policy 4. He also suggested that Policy 5 have health and safety language added. Tokos noted he would add tier priorities to the recommended annual inspection pump station repair program table.

Escobar asked if there was money in the City’s budget to fund the recommendations. Tokos reported there was funding and thought they could add a clause that said what the funding sources were. Escobar thought the issues that were categorized as 4 and 5 should get some attention. Tokos explained this was part of the rate structures. The City wouldn’t do a pay as you go, but would do periodic revenue bonds to fund these. Extension of utilities could be paid by developers, urban renewal funds, or system development charges. Tokos would add verbiage on funding to this table. He noted he would make the requested changes to the document and bring it back to the Commission to review at another work session.

- B. Director Comments.** Tokos noted he was on the Rules Advisory Committee for HB 2001 and 2003. He was an alternate on the large committee working on infrastructure. They would be meeting on November 14th to work on rules. Tokos would keep the Commission updated on the progress.

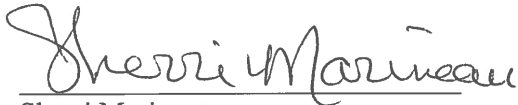
Tokos reported there was a parking hearing with the City Council on December 18th and suggested Berman and Branigan attend. He also noted that the Short-Term Implementation Workgroup would have a meeting on November 19th.

Branigan asked if the City could work with ODOT to put up directional signs to help people find the hospital. Tokos would reach out to the hospital to see about wayfinding signs. He thought this type of request needed to come directly from the hospital.

Tokos noted the email from Wendy Engler that was handed out to the Commission at the meeting that requested they do a walking tour work session in Nye Beach. Berman thought it would be a positive thing to do it. Tokos asked if they wanted to do the walking tour based on the targeted changes being brought forward. The Commission members did not express an interest in doing the tour now in conjunction with targeted amendments. He noted that then City Councilor, Engler looked into if the State TGM program would fund additional work in Nye Beach. They declined because the interest they heard, reduce height and massing, was not a good fit for their priorities, which is about density. Tokos pointed out there had been a walking tour done with TGM in the summer of 2018. Tokos asked for feedback on if the Commission wanted to do a walking tour. Patrick thought the other Commissioners that weren't present should give their input before deciding. Tokos asked who the tour should include. Patrick was concerned that if it was only with a couple of people, the Commission would only be getting input from a few people. He suggested a work session at the Visual Arts Center and would be more in favor of this than a walking tour. Tokos noted he could work this into the Commissioner's schedule. Patrick suggested adding the meeting on one of the 5th Mondays in a month and include the City Council on it as well. Tokos would talk to the City Manager concerning this. He thought that the tour work session could happen sometime in the spring, and there was general agreement that would be reasonable.

Adjourned at 7:11 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 a horizontal line.

Sherri Marineau,  
Executive Assistant

