

**Draft MINUTES**  
**City of Newport**  
**Planning Commission Work Session**  
**City Hall Conference Room "A"**  
**Monday, July 26, 2010**

**Commissioners Present:** Jim Patrick, Melanie Sarazin, John Rehfuss, Glen Small, Gary East, Mark Fisher, and Rod Croteau.

**Citizens Advisory Committee Members Present:** Dustin Capri and Lisa Mulcahy.

**City Staff Present:** Community Development Director (CDD) Derrick Tokos and Senior Administrative Assistant Wanda Haney.

Chair Patrick called the Planning Commission work session to order at 6:00 p.m. and turned the meeting over to CDD Tokos. Tokos noted that a letter of resignation had been received from Advisory Committee Member Bill Wells. He said that we will be advertising to fill this vacancy. Tokos will email the Commissioners of this; and if they know of anyone, they should encourage them to apply. Rehfuss mentioned that former Commissioner Jim McIntyre may want to get back on the Committee.

**A. Unfinished Business.**

1. Continued discussion of Comprehensive Zoning Code update regarding the consolidation and reorganization of Sections 2-2-26 through 2-2-28 for manufactured homes, mobile homes, RV parks, and trailer coaches/parks. Tokos provided a copy of the manufactured dwelling section that incorporated the changes the Commission had previously discussed, and he had some additional changes to talk about. Tokos confirmed that 400 square feet for RVs is the state law. The state enforces that through registration. He did include the administrative rule that talks about floor area. Patrick said that if that is the state law, then we have to carry that over. Tokos pulled out a number of standards since the state code limits what we can do in terms of manufactured home regulations. Small questioned why in the definitions there is a difference between the number of units that constitute a park, with manufactured dwelling parks saying four, and RV parks being two. Tokos said that four or more comes out of the statutory definitions for manufactured parks. He was trying to get as close to that as possible. He said it may be similar for RVs, but he is not certain at this time. Tokos said that one thing is that manufactured dwellings are used in typical residential areas, and more than one manufactured dwelling on a lot doesn't make it a park. With RVs, it more rapidly becomes a park. There was discussion about whether it is reasonable to have these two numbers be the same or not. Tokos said that if the number for a manufactured dwelling park was reduced, it would make it stricter than the state. He said that what we could run into is that there is sufficient land area to put more than one dwelling, and at four units it becomes a park, which is where it triggers the need for amenities to be provided. After further discussion, it was decided that it would be better to leave the number that constitutes a manufactured dwelling park at four. On the new number 9 of the recreational vehicle parks section, Patrick questioned how the requirement for 15 square feet of space for clothes drying lines per every ten units is figured. Tokos explained that means just providing the space. Tokos noted that the manufactured dwelling park standards were eliminated, and the specialty code was just referenced. Under item B of the manufactured dwelling parks section, Sarazin questioned the 5,000 square feet per space requirement because she thought that was quite a large space. Tokos explained that would be about nine manufactured dwellings per acre. Patrick thought that was okay as long as they have the planned development process they can use. Mulcahy asked for clarification that this applies only to new parks, and not the old ones. Patrick noted that 5,000 square feet is the same amount as required for single-family dwellings. Tokos said there were a couple of other changes he had made. The term "neat appearance" was vague as Rehfuss had pointed out at the last meeting, so that provision was pulled out. Tokos pulled the RV dwelling provision dealing with parking limitations and put in the municipal code. He noted that the existing rule on the City's books is that RVs can't be parked more than four hours on a public street or 24 hours elsewhere. The Commission has been talking about whether that is appropriate. Patrick noted that people are violating this rule all over town. Tokos said that he has talked with Dustin Kittle, the City's Enforcement Officer, about this. Fisher mentioned that there are some campers or RVs, such as the old VW vans or pickups with camper shells, that could cause difficulty enforcing this code because it would need an interpretation as to whether they are considered RVs or just vehicles. He suggested not giving a rule where everything goes before a judge and is argued. He said the code should be enforceable. Rehfuss asked if the City is having some trouble with the 24-hour rule. Tokos said not that he is aware of; it is dealt with on a complaint basis. Sarazin said that, as Small mentioned at the last meeting, if family comes and stays in your driveway for 72 hours, she thinks there should be some kind of allowance without having to run down to the City to get a permit. Croteau said that the term "elsewhere" is the issue; it means everywhere. He thinks the elsewhere is good

there, but we still have a problem with private driveways. Tokos said that the issues have been people moving around town that are squatting on various properties, which is complaint driven. Patrick agreed that this says you can't park your empty RV in your own driveway. Tokos asked the Commissioners if they would like to have clarification for occupancy. The consensus was that they would. Patrick said that he understands we want to write the code for the problem we are trying to solve. Tokos said he could write the code for 72 hours and address the difference between parked and occupied. This should address the issue of visiting family members. Patrick said the code should be narrow enough that we catch what we want to catch and not affect others. He said this is a tourist town where people park their RVs to walk around to see the sites, which could take longer than four hours. Fisher added that they could park their RVs and take the shuttle bus to go around and see the whole city. Tokos said he could increase this to eight hours. Patrick said that he also was thinking eight to ten hours. Tokos said he will make the change to eight hours on streets and 72 hours elsewhere. He can share this with enforcement staff and see if they have concerns. If so, he will bring it back to the Commission. The last thing Tokos wanted to briefly mention is that he put in a clause for manufactured dwelling parks land division under Chapter 13.05 of the subdivision regulations in the Municipal Code. The state law had some changes that manufactured dwelling parks before July 1, 2001, get to go through an expedited process. If a park existed before July 1, 2001, and wants to subdivide, the City really can't do anything about it. He said it is unlikely that we will see that, but he thought there should be a cross reference in the code. Tokos didn't believe it was worth putting a whole lot of language in there because it is so narrow, so he just referenced the statute. Sarazin raised a question about who would be checking to see if other parks are full as specified under item C of Chapter 6.25.010 of the Municipal Code. She proposed to eliminate that entire last sentence. Small said that he realizes that is there to protect those that provide spaces for RVs, but he agreed with Sarazin. Fisher agreed that it would be difficult because many times it wouldn't be until the weekend that a person knew if the parks would fill up or not. Tokos said that he thinks that would get transferred into special events permits

## **B. New Business.**

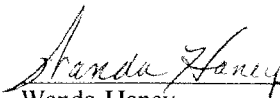
1. Discussion of updates to NZO Sections 2-4-2 (Accessory Uses and Structures) and 2-4-13 (Home Occupations). This item was on the agenda but was not discussed at this point.

2. Discussion of updates to NZO Section 2-3-6 (Parking, Loading, and Access Requirements). Tokos had provided an initial draft of this amendment. Under Section 2-3-6.005, he made just a small change by adding "access standards". Further down under number of parking spaces, it makes it clear that if any changes are being made, ADA requirements have to be met. Capri noted that some cities allow on-street parking to count as a percentage of the required parking spaces. Tokos noted that Nye Beach is the only place that allows that. Capri expressed that some of these parking space requirements are huge, and 350 square feet is required for each space. Tokos said that what he had done was go through and eliminate redundant categories, which doesn't change the ratios for uses. He could streamline it more, which will change the ratios. Tokos suggested that if it is further condensed and the ratios are reduced, to go with the lowest for each combination. Fisher wondered if someone comes in and asks for an adjustment on the number of spaces because they don't need that many, does the Commission have the power to grant an exception on an individual basis. Tokos said the variance section talks about dimensional standards. It might be worth it to make it clear that any provision here is eligible for deviation. Tokos noted that the rates here in this code are taken from studies that have been done from communities with like type uses. These are on par with other jurisdictions. He said that he could certainly reduce the ratios but would do it as groupings. If this were tackled individually, the issue would be why they are being changed. In response to some discussion, Tokos noted that the numbers for drive-throughs has to do with aisle space and stacking; not the need for parking spaces. For uses not specified, Tokos said that he added an option for parking demand analysis for flexibility. It has to be done as a Type I decision making process. This gives the neighbors a chance to respond. Tokos changed the disabled parking section by referencing the structural code because that gets amended first. All the Commissioners thought that made sense. Patrick said he had a question about surfacing, and Tokos said that he didn't make any changes to that section. Patrick thought that we should add something about green methods. He said we might want to put something encouraging onsite storm water mitigation for example. When Tokos asked if he wanted to specify techniques; Patrick said no, just make clear that they are allowed to do that or encourage it. Tokos said that Public Works is trying to get a storm water master plan. That will address how storm water is handled on subdivisions and individual development lots. Tokos' concern is putting in storm water in any way before they have really looked at it. His thought is that we need to look at it comprehensively. Mulcahy asked if we could give examples by just putting the words in there; for example, pervious materials. Tokos thought we could specify certain ones. He will run that by Lee Ritzman. Rehffuss asked if a diagram could be included with the parking angles under parking lot standards. Tokos said that is possible. The shared parking provision makes it outright allowed versus taking it to the Planning Commission. This is similar to other jurisdictions, and the state model code also has it. It can be done as long as they are not competing for the same space, and they must have the appropriate easements. Under the special area parking requirements, the description of the City Center boundary has been expanded quite a bit. It coincides with the City Center parking district. Fisher asked why they were asking to expand the City Center district. He wondered if it was just so they can have more people that would have to pay in money. Tokos said that expanding the parking district boundary would put more people in. They get relief for off-street parking

requirements. They see it as a good thing. The City Center area will have a difficult time redeveloping and meeting current parking requirements. Expanding the boundary is an experiment. The City Center merchants are hoping that by expanding the boundary and granting relief for the parking requirement it will be an incentive for downtown redevelopment. Patrick noted that the expansion almost connects the three special districts. Tokos added that it will pick up more businesses in that area. In the access section, Tokos put in more or less what was adopted in 2008 in the Transportation Plan. Tokos had included a one-page attachment from the Newport Comprehensive Plan containing the access management plan. He noted that the City was supposed to adopt certain standards for the management plan. He said that he could put in more robust standards, but that will get more controversial. He doesn't think those three standards should be. They are consistent with what was adopted as guidelines. His thought is to just do the minimum we need to now. There will be more opportunities to talk about transportation. Tokos wondered if this is going in the right direction, and everyone indicated that it was.

C. **Adjournment.** Having no further time for discussion, the work session meeting was adjourned at 7:04 p.m.

Respectfully submitted,

  
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Wanda Haney  
Senior Administrative Assistant