

## NEWPORT CITY PLANNING COMMISSION MINUTES, FEB. 18, 2020

**MEMBERS PRESENT:** Chair Ruth Sproull (RS), Vice Chair John Monette (JM), Dan Pickering (DP)

**MEMBERS ABSENT:** Woodman Page (WP)

**OTHERS PRESENT:** Pam Ladds, Councilmember Melissa Pettersson (MP), Councilmember Dan Ross (DR) (and part of consultant selection committee), Mayor Paul Monette (PM) (and part of consultant selection committee), Cathy Conway of Horizons Engineering, Mark Kane of SE Group,

**7:02 p.m.** RS officially called the Planning Commission meeting to order. JM made motion to accept minutes from Feb. 4, 2019 meeting. DP second. Unanimous approval.

**7:05 p.m. Executive Session:** Asked public to leave but SE group said they were not bothered by attendance of public. Discussion around why Planning Commission was told that SE Group wanted their name to be kept secret and why we were advised that they wanted discussion of their proposal to be held in executive session. Mayor Monette clarified he was the one who initiated that because he thought that is what SE would want.

SE then stated they had no issue with everything being out in the open. Executive session cancelled at SE's request.

Mark Kane introduced the company covering planning, design, landscape architecture, and how it grew. Their focus is on communities that gain from tourism and places influenced by it.

Cathy Conway was then introduced by Mark. She was a public works director and understands how difficult it is working on a tight budget. Horizon does a lot of project work and that is why they have partnered with SE Group.

SE would be a prime contract and Horizon would be a sub-contractor.

Kane presented a quick view of the steps and process that would need to be followed.

Kane suggested getting smaller items in place first before starting the larger projects and getting a more focused vision. Find the 5 or 6 most important projects then focus on those for now.

(MP) asked how this relates to the Downtown Master Plan. Kane explained that the improvements or projects they want to come up with would be related to that plan but it would only be one part.

Conway explained she has done a lot of work with USDA and other funding resources to achieve projects and planning with implementation. SE's ideas matched with Horizon's capability of getting funding could really make this plan happen and not be like many plans which "sit on the shelf." (PM) stated that the city's current updated plan is going through the approval process with public hearings to meet legal requirements.

Kane mentioned that in today's planning world, less is more. So with the plan you would want to take out a little and just get to the point of it and make the extra updates available on the website.

(RS) said that the hope was to have the consultant update the plan with the help of the planning commission. SE says that financially, they had to trim back the "asks" from the RFP, leaving much of the work to the planning commission.

**.8:45 p.m.** The interview board discussed decision on presentation and decided to wait to a following meeting to make a decision about hiring SE Group.

**8:58 p.m. Other business** Dan Ross suggested that the planning commission add 2 non-voting members (he volunteered himself and MP) to help with the workload of rewriting the plan.

Discussed agenda for Mar. 2, 2020:

Discuss consult presentation and make a decision

Check with RFP and certain deadlines (possible have to call special meeting  
24 hr notice)

Discuss having non voting members on committee

**9:10 p.m.** Meeting adjourned. Motion by DP, 2<sup>nd</sup> by JM

Minutes taken and transcribed by Dan Pickering

Approved

Ruth Sprau

Date

3/3/20