

# *Agenda*

## PLANNING COMMISSION

**Monday, June 23, 2025, 5:30 PM**

### INTRODUCTION

The City of Newport, Washington is a Mayor Council form of government and is a non-charter code city. The City of Newport Planning Commission was created by ordinance No. 308, which set forth the membership, terms of office, powers, and duties. This ordinance was updated by ordinance No. 2018, February 2, 2015. The Commission members shall serve without compensation and are appointment by the Mayor and confirmed by the City Council. Regular meetings are conducted at the Newport City Hall, 200 S. Washington Ave., at 5:30 PM, on the fourth Monday of each month. The Planning Commission is responsible for a variety of duties, such as, updating the City Comprehensive Plan, granting conditional use permits, acting on zoning matters, making recommendations to the City Council that concern subdivision and annexation petitions and such other matters as maybe requested by the City Council. Planning Commission members are not professional planners; however, they are responsible community leaders from all walks of life, who are vitally interested in orderly growth of our community.

Questions concerning the Planning Commission or to place a topic on the Planning Commission agenda, please call the Newport City Hall at 509-447-5611.

### OUR PLANNING COMMMISSIONERS

Chair	Terri Ivie
Member Position #1	Chris Thomas
Member Position #2 (Vice Chair)	Troy Moody
Member Position #3	Ty Krohn
Member Position #4	Vacant

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## **CALL TO ORDER**

- ◇ ROLL CALL
- ◇ PLEDGE OF ALLEGIANCE
- ◇ AMENDMENTS TO THE AGENDA
- ◇ APPROVAL OF AGENDA
- ◇ AMENDMENTS TO PREVIOUS MEETING MINUTES
- ◇ APPROVAL OF PREVIOUS MEETING MINUTES

## **CHAIR AND COMMISSIONER COMMENTS**

## **NEW BUSINESS**

**Further discussion regarding initiating text amendments to the Newport Municipal Code Title 17.03 amending Development Regulations regarding accessory dwelling units – Rachelle Bradley, Contracted Planner**

## **AUDIENCE PARTICIPATION**

## **ADJOURNMENT**

**MINUTES OF THE NEWPORT CITY PLANNING COMMISSION**  
**Monday, May 27, 2025**

A meeting of the Newport City Planning Commission was held on May 27, 2025, at 5:30 PM at City Hall, 200 S. Washington Avenue, Newport, Washington, with the following present:

	Abby Gribi	City Administrator (Absent)
	Nickole North	Clerk/Treasurer
	Rachelle Bradley	Contracted Planner
Terri Ivie		Chair
Chris Thomas		Commissioner
Troy Moody		Vice Chair
Ty Krohn		Commissioner
Vacant		Commissioner

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Chair Ivie called the meeting to order at 5:32 PM, followed by roll call. It was announced that Commissioner Zimmerman was hired by SCJ Alliance and due to a conflict resigned from the Planning Commission after the last meeting.

**APPROVAL OF AGENDA & MINUTES:**

Commissioner Krohn moved to approve the agenda as written; Commissioner Thomas seconded. Motion carried.

Commissioner Moody moved to approve the minutes from the April 28, 2025 meeting; Commissioner Thomas seconded. Motion carried.

**CHAIR AND COMMISSIONER COMMENTS:**

Commissioner Moody asked if the Planning Commission could recommend code that would require downtown businesses to keep their storefronts appealing and would increase business in the downtown corridor. He was also concerned about tripping hazards with removal of the downtown trees and gravel being placed in the tree grates which ends up on the sidewalks. Planning Consultant Bradley stated that there could be a code created but that it would need to be enforced and likely have a penalty. Clerk North stated that this would most likely be a Chamber matter and recommended that he attend the next Council Meeting to discuss this further with the Council. Commissioner Moody stated that he would plan on attending the next Council Meeting.

**NEW BUSINESS:**

A public hearing to discuss initiating text amendments to the Newport Municipal Code Title 17.03 amending Development Regulations regarding accessory dwelling units was opened at 5:58 PM.

Rachelle Bradley, Contracted Planner for the City of Newport, reviewed the changes that the Commission had asked to be updated in the Development Regulations regarding ADUs.


The only comment received was from Amy Hilland, Senior Planner with Growth Management Services, Washington State Department of Commerce. She had four questions and three can be addressed when the comprehensive plan is updated. The only question she had relevant to this hearing was a clarification on 17.03.090.5(f) where it states the ADU must have independent water and sewer connections but then it states an ADU may not have connected services. Also, she recommend distinguishing between attached and detached ADU's.

There was no further public comments. The public hearing was closed at 6:15 PM.

Commissioner Moody moved to initiate text amendments to the Newport Municipal Code Title 17.03 amending Development Regulations regarding accessory dwelling units. He further asked that the language be clarified under 17.03.090.5(f) to state that the ADU must have independent water and sewer connections separate from the residence. Commissioner Thomas seconded. Motion carried.

**ADJOURNMENT:**

The meeting was adjourned at 6:16 PM.

Attest:   
Nickole North  
City Clerk/Treasurer

By: \_\_\_\_\_  
Terri Ivie  
Chair

## Hilland, Amy (COM)

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**From:** Smartsheet Forms <forms@app.smartsheet.com>  
**Sent:** Wednesday, June 4, 2025 8:52 AM  
**To:** Porter, Ethan (COM)  
**Subject:** Confirmation - ADU Review Checklist

External Email



Thank you for submitting your entry. A copy is included below for your records.

### ADU Review Checklist

**Submission #** 2025-S-8448

**Assigned To** Ethan Porter

**Regional  
planner or  
review  
coordinator** Amy Hilland

**Date  
submitted** 05/30/2025

**Status** Draft

**Jurisdiction** Newport

**County** Pend Oreille

**Type** City

**A. Definitions  
consistent  
with statute**

**A. Comments** Proposed submittal does not include definitions for ADU. As proposed, we do not believe this is consistent with RCW 36.70A.696(1) defining that an ADU can be a dwelling unit on the same lot as a single-family housing unit, duplex, triplex, or other housing unit. We recommend adding the definition to align with RCW 36.70A.696(1). For more information see ADU guidance, page 5.

**B. Two ADUs  
per lot**



**C. Allows ADUs in specified configurations**



**D. Allows conversion of existing structure**

**D. Comments** Proposed section 17.03.090(5) does not identify conversions of existing structures to ADUs when they violate setbacks and lot coverage. As proposed, we do not believe this is consistent with RCW 36.70A.681(1)(j) allowing conversions of existing structures as ADUs when they violate setbacks and lot coverage. We recommend modifying section 17.03.090(5) to align with RCW 36.70A.681(1)(j). Please note: If the city does not adopt ADU regulations consistent with state law on or before June 30, 2027, they will be preempted by state law. For more information see ADU guidance, page 8.

**E. Floor area of at least 1,000 sq ft.**



**F. Height limit is no less than 24 ft.**



**G. Requirements no more restrictive for ADUs**



**H. Detached ADUs may be sited at rear lot line**

**H. Comments** Proposed section 17.03.090(5) does not identify detached ADUs to be sited at a lot line if the lot line abuts a public alley. As proposed, we do not believe this is consistent with RCW 36.70A.681(1)(i) allowing detached ADUs to be sited at a lot line when abutting a public alley. We recommend modifying section 17.03.090(5) to align with RCW 36.70A.681(1)(i). For more information see ADU guidance, page 15.

**I. Does not require owner occupancy**



**J. Allows sale  
by condo** ☒

**K. No parking  
req'd within  
1/2 mile major  
transit** ☒

**L. Req'd  
parking  
consistent  
based on lot  
size** ☒

**M. Impact  
fees** ☐

**M. Comments** Please note that state law requires to not assess impact fees on the construction of ADUs that are greater than 50 percent of the impact fees that would be imposed on the principal unit. Typically, this is found within a fee schedule or other documents and not within development regulation submittals. It is recommended to review and ensure this is included for your jurisdiction.

**Positive  
comments,  
best  
practices,  
addt'l notes**

**Send review  
to regional  
planner/  
coordinator** ☐

## EXHIBIT B

### Newport, WA Development Regulations Update

#### Proposed Amendments

##### 17.01.090 Definitions.

##### B. Specific Provisions.

1. "Accessory use or structure" means a building, part of a building or structure or use which is subordinate to, and the use of which is common or incidental to, that of the main building, structure or use on the same lot.

2. "Accessory dwelling unit" means a dwelling unit located on the same lot as a single-family housing unit, duplex, triplex, townhome, or other housing unit.

~~3~~2. "Adult entertainment uses" means any establishment wherein any portion of total revenues at or above 20 percent comes from, or a substantial portion of interior business or advertising is devoted to, the sale or rental for any form of consideration of any one or more of the following which depicts or describes sexual activities or anatomical areas represented in a sexual context: books, magazines, periodicals, other printed matter, photographs, films, video cassettes, slides or any other visual representation; nightclubs, bars or similar establishments which feature persons who appear nude or semi-nude; live performances which are characterized by the exposure of sexual activities or anatomical areas; any motel or hotel which offers accommodations to its patrons with closed-circuit television transmissions, videos, films, or other photographic reproductions of sexual activities or anatomical areas, or offers accommodations for a period of time less than 20 hours; any adult motion picture theatre or any model studio wherein persons may appear nude or semi-nude to be drawn, sketched, observed, photographed, painted or similarly depicted.

##### 17.03.090 Accessory buildings, structures, dwelling units, and uses.

A. Accessory structures or buildings shall not occupy any parcel or lot independent of the primary building unless approved by the city and shall comply with the following provisions:

1. Accessory buildings may include the following or similar structures and shall only not be used as a livable space, in accordance with the provisions of this title, as determined by the city:

- a. Detached and attached accessory dwelling units;
- b. Garages;
- c. Shops;
- d. Buildings utilized by an approved home business;



- e. Storage sheds;
- f. Greenhouses and potting rooms;
- g. Children's playhouse; and
- h. Park model or tiny home.

2. The following shall not be converted to, or used as, a storage building, accessory building, or accessory dwelling unit, unless specifically authorized in this title:

- a. Trailer;
- b. Bus;
- c. RV, unless utilized for temporary use while a primary home is constructed. Subject to permit approval by city manager;
- d. Vehicle;
- e. Camper;
- f. Mobile home; or
- g. Tent.

3. Accessory buildings, dwelling units, or structures shall only be permitted on parcels with a legally established primary residence, primary building, and/or primary use.

4. All accessory buildings and structures shall comply with the applicable provisions of this title, including setback, lot coverage, building height, and storm water management, as well as the provisions of the International Codes, as adopted and administered by the city, unless otherwise specifically authorized in this title. (Ord. 2118 § 1 (Exh. B), 2024)

5. Additionally, accessory dwelling units shall adhere to the following requirements:

- a. Up to two accessory dwelling units shall be allowed per residential lot that meets the minimum lot size and all development regulations.
- b. The gross floor area shall not exceed 1,000 square feet.

- c. The accessory dwelling unit square footage shall be included in the calculation of the overall lot coverage and may not exceed the maximum lot coverage in the applicable zoning district.
- d. An accessory dwelling unit located in the front or side yard shall have a minimum setback of five (5) feet from the front of the primary residence provided setback requirements are met.
- e. Meet applicable height requirements for the zoning district and shall not exceed the height of the primary residence.
- f. The accessory dwelling unit must have independent water and sewer connections and may not have services connected with the primary unit.
- g. Off-street parking shall be provided consistent with 17.03.010. Established parking may satisfy parking requirements upon evaluation by the city.
- h. If the accessory dwelling unit is attached to the primary residence, it must have a separate exterior entrance and shall not be accessible within the primary dwelling unit.
- i. Legally established structures converted to accessory dwelling units are exempt from setback and lot coverage standards.
- j. Detached accessory dwelling units may be sited at a lot line when abutting a public alley.