



**CITY OF NEWPORT  
PLANNING COMMISSION MEETING MINUTES  
NEWPORT CITY HALL  
June 8, 2021**

**1. CALL TO ORDER**

Vice-Chair Brandon Leyde called the Planning Commission Meeting to order at 5:30 p.m. on June 8, 2021.

**2. ROLL CALL**

Present (4): Vice-Chair Brandon Leyde, Commissioner Maria Bonilla, Commissioner Tami Fuelling, and Commissioner Michael Kermes.

Not Present (1): Chair Anthony Mahmood

**3. MEETING MINUTES**

**A. May 11, 2021**

Vice-Chair Leyde motioned to approve the Planning Commission Minutes from May 11, 2021. Seconded by Commissioner Kermes. Approved 4-0.

**4. SEWER SERVICE IN RE DISTRICT**

City Planner Sherri Buss stated the Planning Commission held a public hearing for the sewer service in the Residential Estates (RE) district. Based on the public comments that were received, the Planning Commission decided to reconsider the language for this ordinance. This ordinance states which houses are required to connect to City sewer and water when utility services are extended in the RE district. The previous proposal was any home or parcel within 100 feet of the extension must connect to the new system. The amended language states that any building used for human use or habitation and located on property that is adjacent to a public right-of-way or utility easement where a sanitary sewer main exists and the parcel is within 100 feet of the sanitary sewer main, shall be connected to the municipal sanitary sewer system within two years from the time a connection is available to any such property. With this ordinance change, we are only requiring new subdivisions to connect to both sewer and water.

Vice-Chair Leyde continued the public hearing from May 11, 2021 at 5:49 p.m. on June 8, 2021.

Vice-Chair Leyde closed the public hearing at 5:50 p.m. on June 8, 2021.

Vice-Chair Leyde motioned to recommend both amended ordinances to the City Council. Seconded by Commissioner Fuelling. Approved 4-0.

**5. TREE REPLACEMENT REQUIREMENTS**

Planner Buss stated at the last meeting the Commission requested a draft ordinance for tree replacement requirements. This ordinance is based on the last discussion and is also a blend from neighboring cities. There are definitions and classifications to determine which trees need to be replaced if development occurs. Generally, anyone who applies for a land use, a grading permit, or a building permit would need to submit a tree replacement plan and replace trees that are lost to development. The Commission also needs to look at what percent of trees can be removed without needing to be replaced during development.

Vice-Chair Leyde inquired if the City would rely on the developer to tell us the percentage of trees. Planner Buss stated the developer would need to hire a professional arborist to take inventory. Staff would then review the plan and see if it is reasonable.

Commissioner Bonilla inquired if there is a method as to how cities came up with the percentage of trees that are allowed for removal. Planner Buss stated they most likely looked at typical removals. Woodbury allows 30%. Cottage Grove allows 35% for single family, 50% for multi-family or business development, and 60% for industrial sites.

Planner Buss stated if the Commission is in general agreement, she can write up this ordinance stating the City would allow 30% removal without replacement, which is similar to Woodbury’s ordinance. Planner Buss will bring a draft ordinance back for a public hearing at the next meeting.

**6. COMMISSION REPORTS**

City Administrator Deb Hill introduce and welcomed our new City Planner Harry Davis, from Bolton & Menk. Planner Davis stated he has been a planner for about five years. He has worked in Indiana and Arkansas. He has been with Bolton and Menk for about 9 months and has worked for cities including Plainview, Wabasha, Brooklyn Center, and Hamburg.

**7. ADJOURNMENT**

Commissioner Fuelling motioned to adjourn the Planning Commission Meeting. Seconded by Commissioner Kermes. Approved 4-0.

The Planning Commission Meeting was adjourned at 6:15 p.m. on June 8, 2021.

Respectfully Submitted:  
Jill Thiesfeld,  
Administrative Assistant II

Signed: \_\_\_\_\_  
Anthony Mahmood, Chairman