

**CITY OF MANZANITA  
PLANNING COMMISSION MEETING MINUTES  
JULY 20, 2020**

**I. CALL MEETING TO ORDER:** Chair Karen Reddick-Yurka called the meeting to order at 4:03 p.m.

**II. ROLL:** Members present were: Karen Reddick-Yurka, Burt Went, Phil Mannan, John Nanson, Steve Bloom, Lee Hiltenbrand and Jenna Edginton. There was a quorum. Staff present: City Manager Cynthia Alamillo, Assistant City Manager Kristin Grassetth, License and Ordinance Specialist Judy Wilson, and Scott Gebhart with Building and Planning.

**III. AUDIENCE:** There was 1 person in the audience.

**IV. APPROVAL OF MINUTES:** February 19, 2020 and June 15, 2020

**A motion was made by Nanson, seconded by Mannan, to approve the minutes of the February 19, 2020 Planning Commission meeting. Motion passed unanimously.**

**A motion was made by Hiltenbrand, seconded by Mannan, to approve the minutes of the June 15, 2020 Planning Commission meeting. Motion passed unanimously.**

**QUASI JUDICIAL ITEMS**

**V. DISCUSSION OF ACCESSORY DWELLING UNITS (ADUs)**

City Manager Alamillo presented a document which illustrated some of the changes that the Planning Commission needs to consider concerning implementing the accessory dwelling unit (ADU) requirement set forth by Oregon Senate Bill (SB) 1051 in Manzanita's Urban Growth Boundary (UGB). She noted that this was only a discussion and laid out a tentative timeline for amending the Zoning Ordinance to include appropriate ADU language to comply with SB 1051 and asked for a volunteer to work with staff to refine language to propose to the City Council for consideration.

Staff and the Commission discussed preliminary standards related to the siting and design of ADUs which included: short term rentals; how compatibility and character could be addressed using clear and objective standards; whether one or two ADUs should be allowed per single family dwelling; if nonconforming lots could have an ADU provided the lot coverage was not exceeded; that if an HOA was created before SB 1051 and disallows ADUs, the prohibition is grandfathered; if ADUs should be held to the same lot coverage and setbacks as other residential uses; the number of nonconforming lots in the UGB; that lots size may be a limiting factor for some property owners who may want an ADU; conversions of existing nonconforming dwellings; how to determine the number of parking spaces that should be required for each ADU and the need to not set a precedence; if an

additional water connection should be required for each ADU; that requiring an additional water service could be restrictive for someone wanting an ADU; that a separate address will be required for an ADU; that requiring a separate water meter and electric service would be expensive and restrictive; what the maximum square floor size should be for an ADU and that an entire basement could be converted according to the senate bill; what elements should be contained in the definition of an ADU; the definition of a kitchen; if the city can or should require that the owner live in either the primary residence or the ADU; that clarification is needed as to whether the ADU could be used for overflow housing whether a short term rental or not; that a note will be added stating that the construction of an ADU must follow the same current building codes, permitting and inspection processes as a new single family dwelling; and that there are no SRR zone properties in the UGB.

Related to design standards, the Commission discussed the entrance requirements for ADUs; that finish materials should resemble those of the primary dwelling; that the roof pitch should be the same as the primary dwelling; that the window orientations and dimensions should be the same or visually match those of the primary dwelling; that ADUs need to have their own addresses so they can be easily identified during an emergency; that placement of ADUs on lots should be the same as accessory structures; that trim and eaves should be the same type and finish as the primary dwelling and the eaves should project from the ADU the same distance as the eaves of the primary dwelling; that entry lights should be required; whether there should be standards for the distance and walkway between an ADU and a primary dwelling; whether outdoor storage and garbage areas should be screened; if the ADU should match the primary dwelling; if there should be a separation between shared space when an ADU is within a primary dwelling; the issues that the City currently deals with concerning duplexes; and the potential problems concerning short term rentals and ADUs. Alamillo will do more research on whether the primary dwelling unit could be a rental and if it could continue to be one if they have an ADU.

Alamillo asked the Chair and the Planning Commissioners for direction on whether to allow one or two ADUs per single family dwelling so that she can proceed with drafting the code language and determining the next steps.

Chair Reddick-Yurka stated that she was muted during the entire Zoom conversation and unable to contribute until this point. She asked that Alamillo circulate the document to the Commissioners for their comments on each item. Commissioner Edginton volunteered to work with staff on creating proposed draft language to present to the Commissioners for discussion at their August meeting. Reddick-Yurka suggested that they think about adopting the same language that would be used for an area in the UGB that may be brought into the City in the future or for use inside the City limits if ADUs are allowed in the future so that there are not different standards in different areas.

**VI. GENERAL UPDATES**

Assistant City Manager Grasseh informed the Commissioners that Encore Investments has submitted the final plat for their first 16 lots, so they will have a public hearing at the August 17, 2020 regular Planning Commission meeting.

**VII. PUBLIC COMMENTS:** None

**VIII. ADJOURNMENT**

**A motion was made by Nanson, seconded by Hiltenbrand, to adjourn the meeting. Motion passed unanimously.**

Chair Reddick-Yurka adjourned the meeting at 5:33 p.m.

**MINUTES APPROVED THIS  
17<sup>TH</sup> DAY OF AUGUST 2020**

---

Karen Reddick-Yurka, Chair

**ATTEST:**

---

Cynthia Alamillo, City Manager/Recorder