

**CITY OF MANZANITA  
PLANNING COMMISSION MEETING MINUTES  
NOVEMBER 16, 2020**

**I. CALL MEETING TO ORDER:** Chair Karen Reddick-Yurka called the meeting to order at 4:01 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 John Kunkel, Assistant City Manager Kristin Grassetth, and License and Ordinance Specialist Judy Wilson.

**III. AUDIENCE:** There were 6 persons in the audience.

**IV. APPROVAL OF MINUTES:** October 19, 2020

**A motion was made by Nanson, seconded by Hiltenbrand to approve the minutes of the October 19, 2020 Planning Commission meeting as submitted. Motion passed unanimously.**

**V. DISCUSSION OF COVID RELATED ISSUES DURING EMERGENCY ORDER**

Assistant City Manager Grassetth and the Commissioners discussed whether, if requested by a business, an exemption for a temporary awning or structure could be allowed without design review by the Planning Commission in order to help that business during Covid-19 related restrictions. It was noted that awnings can only extend 10 feet from a building or 5 feet over a sidewalk. This discussion was only to provide feedback to staff. No decision was made.

**LEGISLATIVE ITEM**

**VI. DISCUSSION ON ACCESSORY DWELLING UNITS**

The Planning Commission continued discussion of the recommended siting and design standards for Accessory Dwelling Units (ADUs) to determine where they stand on the recommendations before taking the topic to the public for feedback. Chair Reddick-Yurka presented the difference between a duplex and an ADU. The Commissioners expressed agreement with recommending that only one ADU be allowed per residential lot; that ADUs not be allowed on lots with duplexes on them; that a single-family dwelling with an ADU may not be converted into a duplex; and that existing non-conforming lots may have ADUs as long as maximum lot coverages are maintained. There was not total agreement on the recommendation related to required setbacks. The Commissioners agreed that stormwater run-off and containment requirements should follow public works standards.

and that ADUs could be allowed on lots with legal non-conforming structures as long as the non-conformance is not increased. There was agreement that the floor area of a new detached ADU or an ADU inside a new structure should not exceed 800 or 900 square foot or 75% of the primary dwelling's floor area, but consideration of the which maximum number of square feet will be carried forward to the public. The recommendation on the maximum allowed size of ADUs created inside existing structures is pending further review by the Commission.

The Commission next discussed the elements that an ADU should contain. They agreed that ADUs need to have separate entrances unless they are internal, do not have to have a separate sleeping area, and need to have a separate address. They also agreed that definitions of kitchen, bathroom and sleeping area will need to be established and that those elements of ADUS must be unshared. No changes to existing height limitations or roof-pitch requirements were recommended. There was agreement that recommendations related to exterior materials or finishes, trim, eaves, and windows will not be made because they are not within the Commission's residential purview.

There was agreement that ADUs should be allowed in the side, back and front yards if the setback standards are met. There was agreed they would not make a recommendation concerning lights at entries because it is a Building Codes requirement. They also agreed to refer the standard related to the distance and surface between an ADU and a dwelling to the local Fire Chief. The Commissioners expressed agreement to not recommend the standard related to the screening of outdoor storage and garbage areas because it is not required by the City for any other dwellings. Discussion followed of the need for fire separation between the units, what initiates a part of a dwelling unit to be considered an ADU, that Tillamook County will be the enforcement agency, and how ADU information will be presented in the Zoning Ordinance. Reddick-Yurka will put her notes and other information into a document for distribution to members for their review.

## **VII. GENERAL UPDATES**

Assistant City Manager Grassetth noted that the December Planning Commission meeting will be cancelled as in past years and that there is currently nothing pending for their January meeting.

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

**Chair Reddick-Yurka adjourned the meeting at 6:08 p.m.**

**MINUTES APPROVED THIS 19<sup>TH</sup>  
DAY OF JANUARY 2021**

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Karen Reddick-Yurka, Chair

**ATTEST:**

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John Kunkel, Interim City Manager/Recorder