

**CITY OF MANZANITA
PLANNING COMMISSION MEETING MINUTES
FEBRUARY 16, 2021**

- I. CALL MEETING TO ORDER:** Chair Karen Reddick-Yurka called the meeting to order at 4:00 p.m.
- II. ROLL:** Member's present were: Karen Reddick-Yurka, Phil Mannan, John Nanson, Steve Bloom, and Lee Hiltenbrand. Burt Went and Jenna Edginton were absent and excused. There was a quorum. Staff present: Assistant City Manager Kristin Grassetth, City Planner John Morgan, and License and Ordinance Specialist Judy Wilson.
- III. AUDIENCE:** There were 7 persons in the audience.
- IV. APPROVAL OF MINUTES:** January 19, 2021

A motion was made by Nanson, seconded by Mannan to approve the minutes of the January 19, 2021 Planning Commission meeting as submitted. Motion passed unanimously.

QUASI-JUDICIAL ITEMS

- V. PUBLIC HEARING: FINAL SUBDIVISION PLAT PHASE 1I FOR THE HIGHLANDS (PACIFIC DUNES NO. 8) WITHIN THE SPECIAL RESIDENTIAL/RECREATIONAL ZONE; LOCATION: CLASSIC STREET AND NECARNEY CITY ROAD; APPLICANT: ENCORE INVESTMENTS, LLC (JIM PENTZ AND RICK HINKES)**

ANNOUNCEMENT OF PUBLIC HEARING PROCEDURES: Chair Reddick-Yurka introduced the proposed project and described the process for this public hearing. Reddick-Yurka opened the public hearing at 4:08 p.m.

- A. CHALLENGE TO PLANNING COMMISSION JURISDICTION – None**
- B. CONFLICT OF INTEREST, BIAS OR EX PARTE CONTACTS INCLUDING SITE VISITS –** Mannan, Nanson, and Bloom stated that they had no conflict of interest, bias or ex parte contact and had visited the site. Hiltenbrand disclosed that he saw one of the owners, Jim Pentz, a few weeks ago at the Public Works Department, had visited the site several times, and had no bias or ex parte contact. Reddick-Yurka stated that she had no conflict of interest, bias, or ex parte contact, and had not visited the site since the last hearing on this property in August 2020.
- C. CHALLENGE TO ANY COMMISSIONER FOR CONFLICT OF INTEREST, BIAS OR EX PARTE CONTACT – None**
- D. APPLICANTS' PRESENTATION –** Jim Pentz and Rick Hinkes gave an overview and update on their development.

E. STAFF REPORT - City Planner John Morgan addressed the staff report and stated that the final plat complies with the approved preliminary plan and should be approved with the condition that it not be signed until the Public Works Director is satisfied with the arrangements for the public infrastructure. Reddick-Yurka stated that in the preliminary approval, there were a couple of things the Planning Commission had required. One was that the Covenants, Conditions and Restrictions (CC&Rs) indicate that post lamps were required on each lot; however, this was not in the CC&Rs that were submitted. Also, the location of the lamps was to be shown on the building plans for each lot as well as in the CC&Rs. Pentz and Hinkes explained that this requirement is not in the CC&Rs but is in the architectural review guidelines. It was not recorded in the CC&Rs, but they are willing to record them. Reddick-Yurka expressed that if it were recorded in the CC&Rs it would be on record for the future and not overlooked.

F. GENERAL COMMENTS AND QUESTIONS – Reddick-Yurka asked the applicants if they planned to annex Phase II into the Seaview neighborhood in the CC&Rs or if they expect to have a separate set of CC&Rs for Phase II. Pentz responded that they would be annexed into the Seaview neighborhood by recording an amendment to the existing CC&Rs. The applicants agreed to add the requirement related to the lamp posts to the CC&Rs when they do this amendment. Hiltenbrand asked the applicants about the status of the requirements in Section 21 and 22 related to a predevelopment agreement with the City. Pentz explained and stated that the only thing they have not worked out yet are the details related to moving the location of the hammerhead.

There were no additional comments from the audience.

G. CORRESPONDENCE – None

H. APPLICANT REBUTTAL – None

I. CLOSE PUBLIC HEARING – Reddick-Yurka closed the public testimony at 4:27 p.m.

J. DISCUSSION BY COMMISSION MEMBERS – Hiltenbrand asked whether short-term rentals would be allowed in the development. Pentz responded that there is no mention of short-term rentals in the CC&Rs because they plan to adhere to the cap.

K. DECISION BY COMMISSION WITH MOTION -

A motion was made by Bloom to approve the Final Subdivision Plat of lots 16-29 for The Highlands submitted by the applicant subject to all conditions being met and maintained and subject to the following additional conditions:

- 1. The Planning Commission Chair will not sign the plat until advised by the Public Works Director that all provisions for public improvements have been met including entering into an agreement and bond if those improvements are not completed by the time of the recording of the plat.**
- 2. Tentative approval of The Highlands (Pacific Dunes # 8), a 29-lot subdivision was made July 15, 2019. Applicant has 4 years from that date in which to complete entire**

project, Phase 1, 16 lots must be developed in the first two years. Phase 2, final 13 lots must be completed within two years of the completion of phase 1 but no later than July 2023.

- 3. The Highlands II development will be annexed into the Seaview neighborhood in the CC&Rs and that those CC&Rs cover this property as well.**
- 4. A reference to the post lamp requirement will be included in the CC&Rs.**

The motion was seconded by Nanson. Motion passed unanimously.

Reddick-Yurka closed the public hearing at 4:34 p.m.

VIII. GENERAL UPDATES: Grasseth informed the Commissioners of some requests that may be coming before them soon. There will be a public workshop on March 4, 2021 for discussion of ADUs (Accessory Dwelling Units) and the definition of a dwelling unit.

IX. ADJOURNMENT:

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

Chair Reddick-Yurka adjourned the meeting at 4:38 p.m.

**MINUTES APPROVED THIS 19th
DAY OF APRIL 2021**

Karen Reddick-Yurka, Chair

ATTEST:

Kristin Grasseth, Assistant City Manager