

**CITY OF MANZANITA  
PLANNING COMMISSION MEETING MINUTES  
FEBRUARY 22, 2022**

**I. CALL MEETING TO ORDER:** Chair Karen Reddick-Yurka called the meeting to order at 4:05 p.m.

**II. ROLL:** Members present were: Karen Reddick-Yurka, Burt Went, Phil Mannan, John Nanson, Steve Bloom, Lee Hiltenbrand. Jenna Edginton was absent and excused. Staff present: City Manager Leila Aman, City Planning Consultant Walt Wendoloski, Public Works Director Dan Weitzel, Building Official Scott Gebhart and License & Ordinance Specialist Judy Wilson.

**III. AUDIENCE:** There were 15 persons in the audience.

**IV. APPROVAL OF MINUTES:** January 24, 2022

Commissioner Nanson noted that his name should have been included under agenda item VI. b. on page 1 of the minutes.

**A motion was made by Hiltenbrand, seconded by Bloom, to approve the minutes of the January 24, 2022, Planning Commission meeting as amended. Motion passed unanimously.**

**V. ELECTION OF OFFICERS:**

Reddick-Yurka offered to continue as Chair. Commissioner Hiltenbrand offered to continue as Vice Chair.

**Went made a motion to retain Karen Reddick-Yurka as the Planning Commission Chair and to retain Commissioner Lee Hiltenbrand as the Vice Chair. Mannan seconded the motion. Motion passed unanimously.**

**VI. PUBLIC COMMENTS:** Kim Rosenberg commented on the need for City Ordinances to concur with the Comprehensive Plan.

**QUASI-JUDICIAL ITEMS**

**ANNOUNCEMENT OF PUBLIC HEARING PROCEDURES:** Chair Reddick-Yurka described the process for the public hearings.

**VII. PUBLIC HEARING: DESIGN REVIEW – WINERY AWNING; ZONE: COMMERCIAL (C-1); LOCATION: 253 LANEDA AVENUE; APPLICANT: MARK PRODEN**

The applicant withdrew his application prior to the meeting.

**VIII. PUBLIC HEARING: VARIANCE FOR NONCONFORMING STRUCTURE; ZONE: HIGH DENSITY RESIDENTIAL/ LIMITED COMMERCIAL (R-4); LOCATION: 180**

**NORTH CARMEL AVENUE; APPLICANT: MATTHEW LEWIS FOR PROPERTY OWNERS DAVID E. GREIN AND MARGARET MOORE**

- a. **CHALLENGE TO PLANNING COMMISSION JURISDICTION** – None
- b. **CONFLICT OF INTEREST, BIAS OR EX PARTE CONTACTS INCLUDING SITE VISITS** – Mannan, Hiltenbrand, Nanson, Bloom and Went each noted that they had no conflict of interest, bias or ex parte contact, and had been by the site. Reddick-Yurka stated she had no conflict of interest, bias or ex parte contact, and had visited the site.
- c. **CHALLENGE TO ANY COMMISSIONER FOR CONFLICT OF INTEREST, BIAS OR EX PARTE CONTACT** – None
- d. **APPLICANTS' PRESENTATION** – The owner's representative and contractor, Matthew Lewis, explained the need for the requested variance.
- e. **STAFF REPORT** - City Planning Consultant Walt Wendoloski presented the variance request, the staff report and findings, and recommendations.
- f. **GENERAL COMMENTS AND QUESTIONS** –  
The Commissioners, staff and the applicant discussed the structure's current non-compliance, the location of the additional non-conforming part of the structure and how it came about, how it was reported and handled, the age of the structure and that there were probably no setbacks to conform with when it was built. Discussion followed of the need to determine if the structure as a single-family dwelling or a duplex and correct the staff report as needed.
- g. **CORRESPONDENCE** – None
- h. **APPLICANT REBUTTAL** – None
- i. **CLOSE PUBLIC HEARING** – Reddick-Yurka closed the public testimony at 4:52 p.m.
- j. **DISCUSSION BY COMMISSION MEMBERS** – The Commissioners discussed the age of the building, if it should be considered a single-family dwelling or a duplex, whether the Commission was considering a non-conforming use or a non-conforming structure, concern about setting a precedent with their decision, and concern about this type of situation happening again. Commissioners expressed that they would like the City to establish a process to prevent non-conformances from being brought before the Commission for variances after they have been created.
- k. **DECISION BY COMMISSION WITH MOTION** -

Reddick-Yurka stated the need to determine if the structure is a duplex before issuing the final order on this. Nanson noted that in Section 4 item 8 of the staff report, the term "non-conforming use" needs to be changed to "non-conforming structure".

**A motion was made by Hiltenbrand, seconded by Bloom, to approve the staff report on the**

**property at 180 North Carmel Avenue and to accept the variance as proposed. Motion passed unanimously.**

**IX. GENERAL UPDATES:** Building Official Gebhart informed the Commission of upcoming projects that will be coming before them. Reddick-Yurka stated that she would be out of town for the March meeting date. Reddick-Yurka also expressed the need to formulate the language related to Accessory Dwelling Units (ADUs).

**X. ADJOURNMENT:**

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

**Chair Reddick-Yurka adjourned the meeting at 5:15 p.m.**

**MINUTES APPROVED THIS 21st  
DAY OF MARCH 2022**

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Karen Reddick-Yurka, Chair

**ATTEST:**

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Leila Aman, City Manager/Recorder