



City of Manzanita

P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 812-2514 | Fax (503) 368-4145 | TTY Dial 711
ci.manzanita.or.us

Planning Commission

Zoom Video Webinar
<https://ci.manzanita.or.us/planning-commission/>

AGENDA

September 18, 2023
04:00 PM Pacific Time

Video Meeting: The Planning Commission will hold this meeting through video conference. The public may watch live on the [City's Website: ci.manzanita.or.us](http://ci.manzanita.or.us) or by joining the Zoom Meeting:

<https://us02web.zoom.us/j/89504727529>

Dial in number:

(253) 215 8782

Please note that a passcode is not required to enter the webinar.

Note: Agenda item times are estimates and are subject to change.

1. **CALL TO ORDER** (4:00 p.m.)
2. **APPROVAL OF MINUTES** (4:01 p.m.)
3. **AUDIENCE PARTICIPATION** (4:02 p.m.)
4. **AGENDA ITEMS** (4:10 p.m.)
 - A. Steeplejack Extension, West Lot
 - B. Steeplejack Extension, East Lot
 - C. Discussion on Parks and Open Space Definitions
5. **GENERAL UPDATES** (5:55 p.m.)
6. **ADJOURN** (6:00 P.M.)

**CITY OF MANZANITA
PLANNING COMMISSION MEETING MINUTES
AUGUST 21, 2023**

I. CALL MEETING TO ORDER: Chair Karen Reddick-Yurka called the meeting to order at 4:02 p.m.

II. ROLL: Members present were: Karen Reddick-Yurka, Frank Squillo, Phil Mannan, John Collier, Thomas Christ, Lee Hiltenbrand and Bert Gregory. Staff present were: Building Official Scott Gebhart, City Manager Leila Aman, City Planner Scott Fregonese and Permit Technician Chris Bird.

III. AUDIENCE: There were 8 persons in the audience.

IV. APPROVAL OF MINUTES: July 17 & July 31, 2023

Commissioner Gregory mentioned that his name was misspelled.

A motion was made by Hiltenbrand, seconded by Mannan to approve the minutes of the July 17 and July 31, 2023, Planning Commission meeting as amended. Motion passed unanimously minus Commissioner Squillo who was not yet present at the meeting.

V. STAFF UPDATE OF THE TRANSPORTATION SYSTEM PLAN: City Manager Leila Amen updated the planning commission on the status of the and the timetable for the zoning ordinance changes to implement the transportation plan.

VI. COMMISSIONER COMMENTS AND QUESTIONS: It was asked of staff about the notices that needed to be given to satisfy state requirements. Staff was then asked about the ordinance changes and how that would shape the comprehensive plan update.

VII. RECCOMENDATION TO COUNCIL TO APPROVE OR NOT THE ANNEXATION OF 2.6 ACRES OF PART OF THE PROPERTY THAT IS CURRENTLY THE MANZANITA TRANSFER STATION: Tillamook County Program Manager for Solid Waste Justin Weiss presented the reasoning and rationale for why the city of Manzanita should annex the county's portion of the Transfer Station property. Following the county presentation, Manzanita City Planner Scott Fregonese gave the city staff report concurring that the county property be annexed by the city.

VIII. COMMISSIONER COMMENTS AND QUESTIONS: Staff was asked about potential liability the city could face by annexing the property and the economic impact one way or the other to the city. It was explained that there would be no downside to annexation of the property. It was then asked about if maintenance of Dump Rd. and the sewer would change due to the annexation. Conversation turned to environmental monitoring and liability and who that responsibility would fall on to. It was determined that the county, as owners of the property, would be responsible for any environmental liability.

IX. MOTION TO RECOMMEND TO COUNCIL THE ANNEXATION OF 2.6 ACRES OF PART OF THE PROPERTY THAT IS CURRENTLY THE MANZANITA TRANSFER STATION:

A motion was made by Bert Gregory seconded by John Collier to recommend to council annexation of the county property into the city of Manzanita city limits. Motion passed unanimously.

X. PROPOSED PROJECT DISCUSSION: MANZANITA PINES, WORKFORCE HOUSING: The potential applicants to a future housing development presented their hopes and plans for their project. Their presentation focused on the need for more workforce housing and how their project would help address that need.

XI. COMMISSIONER COMMENTS AND QUESTIONS: It was asked of the presenters what type of variances they are seeking for their project and what the timeline of their discussion with the planning commission would be. The conversation then turned to how much traffic would be added and impacted with the development. The presenters were then asked about how many units would be built and what type of housing would comprise the development. It was then asked about the average bedroom count for the application and how it was higher than past applications and the median income for the area that is tied to rents. The presenters were then asked about the ownership structure and management of the development. It was then asked if there would be separate applications for the various phases of the project.

XII. STAFF REPORT ON OPEN SPACES, PARKS, AND THE 40% STANDARD: City Manager Leila Amen presented a report on the precedence of the 40% standard as well as definitions of parks and open space as it pertains to cluster development. Staff recommended that the planning commission remove “park area” and “golf course” from the zoning ordinance and to provide staff more clarity on how to apply that standard.

XIII. COMMISSIONER COMMENTS AND QUESTIONS: It was asked of staff if the planning commission should refrain from enforcing the current codes prior to re-writing the codes and definitions. Conversation then turned to what and how to re-define what an open space is and how open space and setbacks interact. There was a consensus amongst the commissioners that “park” and “golf course” should be stricken from the ordinances with a redefinition of what “open space” is.

XIV. GENERAL ANNOUNCEMENTS: Development Manager Scott Gebhart informed the planning commission that the Steeplejack Brewery Project would be asking for an extension of time for permits, a continuation of the “parks” debate, and more Transportation System Plan discussion.

XV. ADJOURNMENT:

Chair Reddick-Yurka adjourned the meeting at 6:02 p.m.

**MINUTES APPROVED THIS 18TH
DAY OF SEPTEMBER 2023**

Karen Reddick-Yurka, Chair

ATTEST:

Leila Aman, City Manager/Recorder



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COMMERCIAL LAND USE APPLICATION

Date: / /

File #:

Pre-App. File #:

PRE-APPLICATION CONFERENCE REQUIRED PRIOR TO SUBMITTING APPLICATION

Once submitted, application materials and applicant information become public record.

APPLICANT INFORMATION:

Project Contact Name: Bob Carbaugh	Company: Scott Edwards Architecture, LLP
Mailing Address: 2525 E Burnside St.	Zip: 97214
Phone(s): 503-896-5369	Email: bcarbaugh@seallp.com
City Limits: <input checked="" type="checkbox"/>	Urban Growth: <input type="checkbox"/>

SITE INFORMATION:

Site Address: 220 Laneda Ave, Manzanita, OR 97130	
Map & Tax Lot(s): LOT 4, BLOCK 14, Manzanita Beach SE 1/4, NW 1/4, SECTION 29, T3N R10W	Zone: C-1

PROPOSAL (brief description):

The property owner and applicant are requesting an extension on the expiration date of the land use review approval decision made on 10/18/2022 by the City of Manzanita Planning Commission.

Contractor bids and construction cost escalation have proven to be higher than anticipated for the project. The owner is requesting an extension of 12 months to pursue local contractor pricing, focused re-engineering of structural systems from specialty CLT framing to conventional framing systems, and value engineering that will reduce cost in an effort to make the project pencil.

REQUIRED DOCUMENTS

(Please submit electronic copies of all documents as a PDF to buidling@ci.manzanita.or.us)

Commercial, Industrial, other- \$682.50

1. Completed Request Form & fee. (Payable by check or ePermitting. An invoice will be sent, if paying by credit card through ePermitting, along with payment instructions)
2. Email a PDF Copy of all documents to building@ci.manzanita.or.us. Provide Seven (7) paper copies of submittal documents. All drawings must be to scale.
3. Approval letters from the following:
 - a. Public Works, 503-368-5343
 - b. Nehalem Bay Wastewater, 503-368-5125
 - c. Nehalem Bay Fire & Rescue, 503-368-7590
 - d. Tillamook County Environmental Health Program Manager, 503-842-3909 (When required)
4. Wetland Delineation Study (When required)
5. Stormwater Retention
6. Traffic impact Analysis (When required)
7. Narrative: A detailed description of your proposal. Include a brief description of the physical context of the site, including a map showing the site and surrounding properties.

8. The design plan must identify: **(Manzanita Zoning Ordinance 95-4, Section 4.156 Architectural and Landscape Design Evaluation Criteria)**
- a. Natural and man-made features, including trees and structures onsite and on adjacent properties having a visual or other significant relationship with or that may affect the development. **(Section 4.155 Site Design Evaluation Criteria)**
 - b. The location and external dimensions of proposed buildings and structures, and of existing buildings and structures to be retained. **(Section 3.040 Commercial Zone, C-1 (3) Standards)**
 - c. The location of fences, retaining walls, mechanical equipment, garbage disposal areas, utility appurtenances and similar structures.
 - d. Pedestrian, parking, **(Section 4.090 Off-Street Parking Requirements)** and vehicular circulation areas including service areas for the loading and delivery of goods.
 - e. Private and shared outdoor areas, including walkways, plazas, courtyards, seating areas, street furniture and permanent outdoor features including sculptures and artwork.
 - f. Exterior lighting on all buildings and in landscape areas, including type, intensity and area to be illuminated.
 - g. Location, size and method of illuminating signs. **(Section 4.070 Sign Requirements)**
 - h. Points of access and interior floor plans on architectural plans to the extent required to clarify access functions and the relationship to decks, porches, balconies, stairs or other exterior features.
 - i. The color and texture of finish materials, window and door placement and materials, light fixtures, stairways, unique architectural elements, especially in development plans that are unique or innovative.
 - j. Location and proposed living plant material for landscaped areas, including type, number and size of living plant materials and including visual representations of the living plant materials relative to building elevations. [Added by Ord. 14-02, passed April 9, 2014]. **(Section 3.040(3)(d))**

In the Matter of the)	
)	
Application of)	Manzanita Commercial and Hotel Space
)	Design Review Approval Extension
Bob Carbaugh)	

I. NATURE OF THE APPLICATION

II. GENERAL INFORMATION

- 1

- F. ADJACENT ZONING AND LAND USE: Property to the west, north and east is also zoned C-1 and contains a mix of commercial businesses. Land to the south is zoned High Density Residential/Limited Commercial (R-4) and will be developed with a single family subdivision (Merton Land Subdivision).
- G. REQUEST: The applicant is requesting an extension of a Design Review Approval (Approved on 10/18/2022 and expires on 10/18/2023) for the commercial retail space and three-unit hotel.
- H. DECISION CRITERIA: This application is evaluated against the design review standards listed in Sections 4.080, 4.090 and 4.137 through 4.156 of Ordinance 95-4, and the standards for the Commercial C-1 zone listed in Section 3.040 of Ordinance 95-4.

III. APPLICATION SUMMARY

- A. The subject Tax lot is part of the Manzanita Beach subdivision and is composed of Lot 3 and lot 4 of Block 14. The applicant submitted two project applications, one for each subdivision lot. As this is a recorded subdivision, these lots remain discrete properties and may develop independently from each other. This application and report focus on the request for extension of one of these two applications for Tax lot 18100, which had an approval decision of 10/18/2022.
- B. Upon removing the existing structures on lot 3, the applicant wishes to construct a restaurant. The applicant submitted a Design Review application and due to unforeseen budgeting issues, is now requesting an extension of decision in order to complete the development. Section 3.030(2)(h) permits a "motel, hotels, including an eating and drinking establishment therewith" in the Special Residential/Recreation Zone. In addition, Subsection (4)(c) requires the Planning Commission to use the Planned Development procedures in Section 4.136 when evaluating an application.
- C. This application and review are only considering the extension of the existing Design Review Approval.
- D. The applicant intends on meeting the original conditions of approval that were included in the decision.

E. One item for clarification:

1. The applicant submitted two separate applications for projects on adjacent tax lots. Therefore, this the second of two extension requests that has been submitted.

IV. PROCEDURAL HISTORY

The Planning commission conducted a public hearing on October 17th, 2022 to discuss this application. The original application was approved the following week on October 26, 2022 with conditions of approval. Standard procedure is that there is a week between the decision made by the commission and the signing of the final order by the planning commission chair.

The applicant is submitting this request for a timeline extension of 12 months as a result of contractor construction cost escalation. If approved the applicant will pursue bids for a local contractor and focus on the re-engineering of the structural systems reduce costs. The exterior of the buildings are proposed to remain the same.

V. CONCLUSION

Under section 4.514 of the Manzanita Development Code, this Design Review originally met design criteria and was approved with conditions based on these findings. Specifically meeting compliance with 4.154 sections (1) and (2). The application was deemed complete and approved it with conditions on 10/26/2022.

Staff finds that the application does meet the requirements of Commercial Land Use application timeline extension request and recommends the application should be approved.



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SITE INFORMATION:

Site Address: 220 Laneda Ave, Manzanita, OR 97130	
Map & Tax Lot(s): LOT 3, BLOCK 14, Manzanita Beach SE 1/4, NW 1/4, SECTION 29, T3N R10W	Zone: C-1

PROPOSAL (brief description):

The property owner and applicant are requesting an extension on the expiration date of the land use review approval decision made on 9/26/2022 by the City of Manzanita Planning Commission.

Contractor bids and construction cost escalation have proven to be higher than anticipated for the project. The owner is requesting an extension of 12 months to pursue local contractor pricing, focused re-engineering of structural systems from specialty CLT framing to conventional framing systems, and value engineering that will reduce cost in an effort to make the project pencil.

REQUIRED DOCUMENTS

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 - d. Tillamook County Environmental Health Program Manager, 503-842-3909 (When required)
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6. Traffic impact Analysis (When required)
7. Narrative: A detailed description of your proposal. Include a brief description of the physical context of the site, including a map showing the site and surrounding properties.

8. The design plan must identify: **(Manzanita Zoning Ordinance 95-4, Section 4.156 Architectural and Landscape Design Evaluation Criteria)**
- a. Natural and man-made features, including trees and structures onsite and on adjacent properties having a visual or other significant relationship with or that may affect the development. **(Section 4.155 Site Design Evaluation Criteria)**
 - b. The location and external dimensions of proposed buildings and structures, and of existing buildings and structures to be retained. **(Section 3.040 Commercial Zone, C-1 (3) Standards)**
 - c. The location of fences, retaining walls, mechanical equipment, garbage disposal areas, utility appurtenances and similar structures.
 - d. Pedestrian, parking, **(Section 4.090 Off-Street Parking Requirements)** and vehicular circulation areas including service areas for the loading and delivery of goods.
 - e. Private and shared outdoor areas, including walkways, plazas, courtyards, seating areas, street furniture and permanent outdoor features including sculptures and artwork.
 - f. Exterior lighting on all buildings and in landscape areas, including type, intensity and area to be illuminated.
 - g. Location, size and method of illuminating signs. **(Section 4.070 Sign Requirements)**
 - h. Points of access and interior floor plans on architectural plans to the extent required to clarify access functions and the relationship to decks, porches, balconies, stairs or other exterior features.
 - i. The color and texture of finish materials, window and door placement and materials, light fixtures, stairways, unique architectural elements, especially in development plans that are unique or innovative.
 - j. Location and proposed living plant material for landscaped areas, including type, number and size of living plant materials and including visual representations of the living plant materials relative to building elevations. [Added by Ord. 14-02, passed April 9, 2014]. **(Section 3.040(3)(d))**

BEFORE THE MANZANITA PLANNING COMMISSION

In the Matter of the)	
)	
Application of)	Manzanita Steeplejack Brewing
)	Design Review Approval Extension
Bob Carbaugh)	

ORDER

I. NATURE OF THE APPLICATION

This matter comes before the Manzanita Planning Commission to request an extension on the expiration date of the land use review approval decision made on 9/26/2022. An extension of a Design Review application approval to establish restaurant on property zoned Commercial (C-1).

II. GENERAL INFORMATION

- A. APPLICANT: Harder Holdings Coastal, LLC. (Steeplejack Brewing)
- B. PROPERTY LOCATION: The subject site is located on the southside of Laneda Avenue, approximately 100-feet west of the South 3rd Street intersection. The property address is 220 Laneda Ave, Manzanita, OR 97130 and the Assessor map places the property within Township 3 North; Range 10 West; Section 29BD; Tax lot #18100. The site is also identified as the Manzanita Beach subdivision, Block 14, Lot 3.
- C. MAPPED AREA: The subject site contains 5,000 square feet.
- D. EXISTING DEVELOPMENT: The lot contains two buildings, fronts a public street, and is served by public sewer and water. The site contains minor slopes.
- E. ZONING: The parcel is zoned commercial (C-1)
- F. ADJACENT ZONING AND LAND USE: Property to the west, north and east is also zoned C-1 and contains a mix of commercial businesses. Land to the south is zoned High Density Residential/Limited Commercial (R-4) and will be developed with a single family subdivision (Merton Land Subdivision).
- G. REQUEST: The applicant is requesting an extension of a Design Review Approval (Approved 9/27/22 and expires 9/27/23)
- H. DECISION CRITERIA: This application is evaluated against the design review standards listed in Sections 4.080, 4.090 and 4.137 through 4.156 of Ordinance 95-4, and the standards for the Commercial C-1 zone listed in Section 3.040 of Ordinance 95-4.

III. APPLICATION SUMMARY

- A. The subject Tax lot is part of the Manzanita Beach subdivision and is composed of Lot 3 and lot 4 of Block 14. The applicant submitted two project applications, one for each subdivision lot. As this is a recorded subdivision, these lots remain discrete properties and may develop independently from each other. This application and report focus on the request for extension for one of these two applications for Lot 3, which had an approval decision of 9/26/2022.

- B. Upon removing the existing structures on lot 3, the applicant wishes to construct a restaurant. The applicant submitted a Design Review application and due to unforeseen budgeting issues, is now requesting an extension of decision in order to complete the development. Section 3.030(2)(h) permits a "motel, hotels, including an eating and drinking establishment therewith" in the Special Residential/Recreation Zone. In addition, Subsection (4)(c) requires the Planning Commission to use the Planned Development procedures in Section 4.136 when evaluating an application.

- C. This application and review are only considering the extension of the existing Design Review Approval.

- D. The applicant intends on meeting the original conditions of approval that were included in the decision.

- E. One item for clarification:
 - 1. The applicant submitted two separate applications for projects on adjacent tax lots. Therefore, this is the first of two extension requests that has been submitted.

IV. PROCEDURAL HISTORY

The Planning commission conducted a public hearing on September 19th, 2022 to discuss this application. The original application was approved the following week on September 26, 2022. Standard procedure is that there is a week between the decision made by the commission and the signing of the final order by the planning commission chair.

The applicant is submitting this request for a timeline extension of 12 months as a result of contractor construction cost escalation. If approved the applicant will pursue bids for a local contractor and focus on re-engineering to the structural systems to reduce costs.

V. CONCLUSION

Under section 4.514 of the Manzanita Development Code, this Design Review originally met design criteria and was approved with conditions based on these findings. Specifically meeting compliance with 4.154 sections (1) and (2). The application was deemed complete and approved it with conditions on 09/26/2022.

Staff finds that the application does meet the requirements of Commercial Land Use application timeline extension request and recommends the application should be approved.