



City of Manzanita

P.O. Box 129, Manzanita, OR 97130-0129

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ci.manzanita.or.us

Planning Commission

Zoom Video Webinar

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

AGENDA

February 12, 2024

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/broadcast](https://ci.manzanita.or.us/broadcast) or by joining the Zoom Meeting:

<https://us02web.zoom.us/j/82759655720?pwd=WmVjbTZsbFU4QXZPNTNDK3V0NVpJZz09>

Passcode: 487287

Dial in number:

(253) 215 8782

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. **HEARING ITEMS** (4:10 p.m.)
 - A. 3RD & Laneda Design Review - Lauren Antolin, COLAB Architecture
5. **GENERAL UPDATES** (5:55 p.m.)
6. **ADJOURN** (6:00 P.M.)

**CITY OF MANZANITA
PLANNING COMMISSION MEETING MINUTES
December 11, 2023**

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, Bert Gregory, Phil Mannan, John Collier, Frank Squillo and Lee Hiltenbrand. Staff present were: Building Official Scott Gebhart, City Manager Leila Aman, Head of Public Works Dan Weitzel, City 3rd Party Planner Scott Fregonese, and Permit Technician Chris Bird. Commissioner Crist was logged into the meeting.

III. APPROVAL OF MINUTES: NOVEMBER 13, 2023

There were no corrections noted.

A motion was made by Squillo, seconded by Mannan to approve the minutes of the November 13, 2023 Planning Commission meeting. Motion passed unanimously.

IV. AUDIENCE: There were 26 persons in the audience.

V. PUBLIC COMMENTS: There was no public comment.

LEGISLATIVE ITEM

VI. UPDATE ON THE STATUS OF THE REGIONAL TRANSPORTATION PLAN

A. STAFF REPORT – Third party city planner Scott Fregonese stated to the commission that the staff report was not ready and if the staff report presentation could be postponed until the next planning commission meeting.

B. DECISION BY COMMISSION WITH MOTION - There was no objection by any commission member to postpone the staff report presentation to the next planning commission meeting in January.

QUASI-JUDICIAL ITEMS

ANNOUNCEMENT OF PUBLIC HEARING PROCEDURES: Chair Reddick-Yurka introduced the application being considered, described the public hearing process, and opened the hearing at 4:06 p.m.

**VII. PUBLIC HEARING: REQUEST FOR A DESIGN REVIEW FOR THE NEW CITY HALL;
ZONE: COMMERCIAL (C-1); LOCATION: 655 MANZANITA AVE; APPLICANT:
BERING ARCHITECTURE AND THE CITY OF MANZANITA**

- A. WRITTEN COMMENTS - None**
- B. OBJECTION TO THE NOTICE SENT ANNOUNCING THE HEARING – None**
- C. CHALLENGE TO PLANNING COMMISSION JURISDICTION – None**
- D. CONFLICT OF INTEREST, BIAS OR EX PARTE CONTACTS INCLUDING SITE VISITS –** Each of the Commissioners declared that they had no conflict of interest, no bias, or ex parte contact and they visited the site or were familiar with it
- E. CHALLENGE TO ANY COMMISSIONER FOR CONFLICT OF INTEREST, BIAS OR EX PARTE CONTACT – None**
- F. APPLICANTS PRESENTATION -** The applicant, Chris Keane of Bering Architecture provided an overview of the design aspects of the proposed new city hall.
- G. STAFF REPORT -** City Planner Scott Fregonese presented the staff report and described the application. He then presented the staff's findings of facts, conclusions, and recommended conditions of approval.
- H. GENERAL COMMENTS AND QUESTIONS –** It was asked if the number of required parking spaces mandated by code could be reduced in any way. The conversation turned to the number of bicycle parking spaces the new city hall would have.
- I. STAFF REPORT -** City Planner Scott Fregonese continued on with the staff report presentation.
- J. GENERAL COMMENTS AND QUESTIONS –** The commission had questions regarding the proposed new city hall's fencing and adjacent residential housing.
- K. STAFF REPORT -** City Planner Scott Fregonese continued with the staff report presentation.
- L. GENERAL COMMENTS AND QUESTIONS –** Staff were asked about the vegetation and landscaping on the site and if it would inhibit any future use of the entire site. It was then asked if there would be screening of machinery and what type of emergency power would the police department building be using. It was broached that screening of all external machinery be a condition of approval. The commission then asked for clarification on all the different zones adjacent to the proposed new city hall. With a residential area to the west of the proposed city hall, it was asked why the parking lot was placed in the southwest corner of the site and if the parking lot could be placed on the east side of the lot. The conversation pivoted to concerns about the parking lot maybe being too big and the possible need to diminish the required parking spaces. It was then asked of traffic controls for the two

parking lots on the proposed and the possible traffic impact to the surrounding area. The commission then asked about the HVAC as well as other mechanical vents that may or may not be in the plans. It was then asked about the outdoor seating that will be provided. The applicant was asked if the utilities would be above or underground and where and what type of signage would be used. It was then asked if the right of way on Manzanita Ave would be graveled and the lighting from the rear field area to the bathrooms. The commission asked if the west parking lot could be moved to be even with the eastern parking lot with a sidewalk being created.

M. PUBLIC COMMENTS - A member of the audience asked if the staff parking lot would be restricted parking and voiced concern about there being enough parking for events. Other members of the audience mentioned that in the future a new sidewalk would be needed along Manzanita Ave and the need for fire safety at the new city hall. The last public commenter wanted the location of the police shower.

N. DISCUSSION BY COMMISSION MEMBERS – The commission members discussed what conditions they wanted to set for design approval of the proposed city hall.

O. DECISION BY COMMISSION WITH MOTION –

A motion was made by Gregory seconded by Squillo to approve the staff report with conditions. Motion passed unanimously. Commissioner Hiltenbrand was excused from the meeting.

VIII. GENERAL UPDATES: City Manager Leila Aman stated the Regional TSP would be on the next meeting agenda and the Request For Proposal is out for the Comprehensive Plan.

IX. ADJOURNMENT:

Chair Reddick-Yurka adjourned the meeting at 6:05 p.m.

**MINUTES APPROVED THIS 13TH
DAY OF NOVEMBER 2023**

Karen Reddick-Yurka, Chair

ATTEST:

Leila Aman, City Manager/Recorder

Planning Commission
December 11, 2023

CITY OF MANZANITA
PLANNING COMMISSION MEETING MINUTES
January 8, 2024

- I. CALL MEETING TO ORDER:** Chair Karen Reddick-Yurka called the meeting to order at 4:12 p.m.
- II. ROLL:** Members present were: Karen Reddick-Yurka, Bert Gregory, Phil Mannan, John Collier, Frank Squillo, Thomas Crist, and Lee Hiltenbrand. Staff present were: Building Official Scott Gebhart, City Manager Leila Aman, City 3rd Party Planner Scott Fregonese, and Permit Technician Chris Bird.
- III. AUDIENCE:** There were 18 persons in the audience.
- IV. PUBLIC COMMENTS:** There was no public comment.
- V. APPROVAL OF MINUTES: DECEMBER 11, 2023** – Minutes for the previous meeting weren't available and will be approved at the next meeting.

LEGISLATIVE ITEM

VI. RECOMMENDATIONS TO CITY COUNCIL FOR THE ADOPTION OF CHANGES TO CITY ORDINANCES 91-2 STREET STANDARDS, ZONING ORDINANCE 95-4, AND THE SUBDIVISION ORDINANCE 95-5.

- A. STAFF REPORT** – Third party city planner Scott Fregonese presented the staff report showing updated recommendations for amendments to the city ordinances in question.
- B. GENERAL COMMENTS AND QUESTIONS** - Staff was asked about green street improvements as well as street pavement standards. It was then asked about relaxing of standards and the impact of the development. Staff was asked about bonds and different ways to guarantee street improvements. Conversation turned to local streets with advisory bike lanes and the minor collector width. A question was then asked about maximum block length and depth and the maintenance of pedestrian paths. It was then asked of staff about off-street and bicycle parking requirements for businesses and places of assembly. Staff was asked about lot access and having a length to width ratio of 3 to 1 as well as fire department access of flag lots.

VII. PUBLIC COMMENTS: There was no public comment.

VIII. PLANNING COMMISSION DECISION - There was unanimous consensus among all the planning commissioners adopting the staff report findings of fact and conclusions with minor revisions from Planning Commission
January 8, 2024

today to recommend to the council that the revisions to the ordinances as presented in the staff report be adopted to align city ordinances with the transportation system plan.

IX. GENERAL UPDATES: Building Official Scott Gebhart informed the Commission that there would be a commercial design review at the next meeting.

X. ADJOURNMENT:

Chair Reddick-Yurka adjourned the meeting at 5:16 p.m.

**MINUTES APPROVED THIS 8TH
DAY OF JANUARY 2024**

Karen Reddick-Yurka, Chair

ATTEST:

Leila Aman, City Manager/Recorder



NOTICE OF DESIGN REVIEW APPLICATION

The City of Manzanita Planning Commission will hold its regular meeting on Monday, February 12, 2024 at 4:00 PM via Zoom. Go to www.ci.manzanita.or.us for log in information. This meeting will include a public hearing to consider the following application:

Request: Design Review to establish a mixed-use commercial/residential building.
Applicant: COLAB Architecture & Urban Design (property owned by Ankeny Nest, LLC).
Location: Northwest corner of the intersection of Laneda Avenue and North 3rd Street.
Assessor's Map: 3N-10W-29BD-16900
Zoning: Commercial (C-1).
Criteria: Approval or denial of this application will be based on the following criteria: 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.

Persons interested in the proposal should become involved in the land use decision-making process. Anyone desiring to speak for or against the proposal may do so in person or by representative at the hearing. Written comments may also be filed with the City of Manzanita prior to the public hearing. All documents, evidence, and staff reports relied upon by the applicant, including a list of Manzanita Zoning Ordinance approval criteria applicable to the request, are available for inspection at Manzanita City Hall at no cost, or copies can be obtained for \$.25/page.

The Planning Commission's review is for the purpose of making a decision on the proposal. A decision by the Planning Commission to approve or deny the application will be based upon the above-listed criteria and these criteria only. At the hearing it is important that comments relating to the request pertain specifically to the applicable criteria. Failure of an issue to be raised in the hearing, in person or by letter, or failure to provide sufficient specificity to afford the decision-maker an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

A copy of the staff report will be available at least seven days prior to the hearing for inspection at no cost, or a copy can be obtained for \$.25/page. If you need any special accommodation to participate in the hearing, please notify City Hall at least 24 hours before the meeting. For further information please contact Leila Aman, City Manager, Manzanita City Hall, 368-5343, P.O. Box 129, Manzanita, Oregon 97130.



City of Manzanita

P.O. Box 129, Manzanita, OR 97130-0129
Phone (503) 368-5343 Fax (503) 368-4145

December 28, 2023

Lauren Antolin
COLAB Architecture + Urban Design
1189 NW Pettygrove Street
Portland, Oregon 97209

RE: Completeness Letter – N 3rd Street and Laneda Avenue

Mrs. Antolin:

The City of Manzanita received your Land Use application and Design Review application for a new mixed-use building with (2) ground floor retail spaces, (2) dwelling units on the 2nd floor. The building will be located on the corner of Laneda and North 3rd Street.

City staff reviewed the application against the submittal requirements and determined the application is **COMPLETE**. The City will begin processing the application and provide a separate Notice of Public Hearing.

Please contact me if you have any questions.

Respectfully,

Scott Fregonese
City Planner
(503) 946-9365 x248



STAFF REPORT

TO: Manzanita Planning Commission

FROM: Walt Wendolowski, Contract Planner

SUBJECT: Planning File – 3rd and Laneda Mixed-Use Design Review

DATE: January 22, 2024

I. BACKGROUND

- A. **APPLICANT:** COLAB Architecture & Urban Design (for property owned by Ankey Nest, LLC).
- B. **PROPERTY LOCATION:** The site is located on the northwest corner of the intersection of Laneda Avenue and North 3rd Street. There is no site address, and the County Assessor places the property within Township 3 North; Range 10 West; Section 29BD; Tax Lot #16900.
- C. **PARCEL SIZE:** The property contains approximately 5,000 square feet.
- D. **EXISTING DEVELOPMENT:** The vacant lot fronts two public streets and is served by public sewer and water.
- E. **ZONING:** The parcel is zoned Commercial (C-1).
- F. **ADJACENT ZONING AND LAND USE:** Property to the west, south and east is zoned C-1 with adjacent properties containing a mix of commercial businesses. To the north are single family homes on property zoned High Density Residential/Limited Commercial (R-4).
- G. **REQUEST:** The applicant is requesting Design Review approval to construct a mixed-use commercial/residential building.
- H. **DECISION CRITERIA:** Approval or denial of this application will be based on the following criteria: 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.

- I. SUBMITTED MATERIAL: In addition to the staff report, the application includes the following documents:
1. Land Use Application
 2. Schematics and Plans for site
 3. Schematics and Plans for structures
 4. Agency Comments – Manzanita Public Works, Nehalem Bay Fire & Rescue, Nehalem Bay Wastewater

II. APPLICATION SUMMARY

- A. The applicant wishes to construct a two-story, mixed-use building with ground floor retail spaces and second floor apartments. The project will feature the following:
1. The commercial ground floor will contain two spaces: one of 850 square feet, the second 175 square feet, with both fronting Laneda Avenue. The larger space is on the west side of the building, includes a potential outdoor seating area, as well as a retractable awning above the entrance. The smaller space is on the east side of the building. Both spaces will share an ADA accessible bathroom located in the northwest corner of the building.
 2. The second floor will contain two, one-bedroom apartments, each containing approximately 660 square feet of area. The 3rd Street building entrance provides access to the apartments.
 3. The parking area will include three new spaces, with one being an ADA space. There is a second ADA space available through a shared easement. Driveway access to the spaces is off 3rd Street.
 4. Landscaping includes planter boxes along Laneda, Third, and on the building's west side. Walkways will be a mix of paving stones and concrete. A trash enclosure is located on the northeast corner of the site and will be bordered by landscaping on the north and west of the enclosure.
 5. The building's exterior is cedar shake with cedar plank and copper panel trim. The site includes two blade signs, one on Laneda the second on 3rd Street.
- B. The City sent notice of this application to affected public agencies. The Nehalem Bay Fire & Rescue noted there were no issues associated with the project as there is adequate access and a nearby fire hydrant to address emergencies. Nehalem Bay Wastewater indicated the property is served by sanitary sewer. The Department of Public Works noted public right-of-way work permits are required and backflow assembly must be installed at the meter. Applicable system charges will be based on the water meter size. No other comments were submitted.

- C. Pursuant to Section 4.152.2, a Design Review is mandated for all new construction. As a new project, this action is subject to a public hearing and review by the Planning Commission.

III. CRITERIA AND FINDINGS –DESIGN REVIEW

- A. As noted, the site is located within the C-1 zone with Section 3.040(3) of the Code contains development requirements for the C-1 zone. The below sections review the applicable provisions:

1. Setbacks - The proposed building meets the minimum setback requirements of 10-feet for the front yard, and 5-feet for the remaining yards.
2. Height - The building does not exceed the maximum 28-feet 6-inch height limitation of the zone.
3. Landscaping - At least 10% of the 5,000 square foot site must be landscaped, or a minimum of 500-square feet, of which 50% must be living plant material. In addition to paving stone walkways, the site contains 682 square feet of landscaped area, or 13.6%.
4. Extensions - Signs, awnings, marquees, and sidewalk coverings shall extend not more than 10-feet from a building or more than 5-feet over a sidewalk, whichever is less. No part of the building extends more than 10-feet from the building, or over a sidewalk, and the sign on 3rd Street extends only 4-feet over the adjacent sidewalk.
5. Storm Drainage - Under pavement catch-and-release system will be provided as determined by the city and engineering considerations to address drainage.
6. Design Review - A design review is required, which is addressed in the following sections of this report.
7. Floor Area Ratio - The first floor contains 1,634.82 square feet, the second floor 1,590.43 square feet. Based on the 4995.63 square foot site, this establishes a Floor Area Ratio of 0.645, which does not exceed the 0.65 limit for the C-1 zone.
8. The sign limit is 32-square feet total. The site includes two signs each approximately 8 square feet in area for a total of 16 square feet.

Based on the above findings, the building conforms to the development provisions of the C-1 zone.

- B. Section 4.080 establishes the City's parking requirements. It specifically notes that "(A)t the time a new structure is erected, or the use of an existing structure is changed or enlarged, off-street parking spaces, loading areas and access thereto shall be provided as set forth in this section unless greater requirements are otherwise established."

FINDINGS: As a new structure, parking is required. All required spaces will be on the same lot and accessed by a private driveway. The identified spaces meet the

minimum 9-foot by 18-foot space requirement. Staff concludes the proposal complies with provisions in this Section.

- C. Section 4.090 establishes the City's parking standards.

FINDINGS: Per 4.090.2, other than compliance with ADA requirements, no parking is required in the C-1 zone if the parcel does not exceed 5,000 square feet in size and contains no more than two retail, restaurant or office spaces. This standard applies to the project.

For the apartments, Section 4.090.3(b) requires one space for the first residential unit and two spaces for each additional unit. The site includes three parking spaces which complies with the residential requirements. There is one ADA space and access to a second. The proposal meets the parking space requirement.

- D. Provisions in Sections 4.137 to 4.142 address site plan reviews (4.137), the use of fill for structural elevation (4.138), parking structures in the front yard (4.141) and matters regarding trees (4.142).

FINDINGS: This application and process are consistent with provisions in Section 4.137 which describe the submittal requirements. While minimal site grading may be necessary, fill is not required to construct the building (Section 4.138). As noted, all parking will be located on the north side of the property while the front and side yards, in turn, will be appropriately landscaped (Section 4.141). The site is cleared; no additional vegetation will be removed (Section 4.142).

- E. Section 4.150 identifies the purpose of the design review process:

"The purpose of Sections 4.150 through 4.158 is to provide design standards for commercial and mixed-use development in Manzanita's commercial zones and in the High Density Residential/Limited Commercial zone. Design review provides aesthetic judgment over development projects in order to maintain the unique character of the community by keeping buildings to human scale and reflecting the natural beauty of the city's setting, to encourage the traditional style of the Pacific Northwest, and to protect the viability of the commercial zones. The standards provide for originality, flexibility and innovation in site planning and development and encourage development where structures, use areas, artistic expression and site elements are integrated in a manner that is harmonious within the site and with adjacent properties. Design review criteria shall be applicable to all new construction, alteration of site improvements, or exterior alteration of commercial and mixed-use development in the C-1, LC, and R-4 zones."

FINDINGS: Section 4.150 seeks to determine whether the proposal maintains the unique characteristics of the community. The exterior finish is cedar shake siding. Trim, including the entrance way and windows, includes a mix of cedar plank and copper panel. This is a natural finish, without coloration or use of primary colors,

creating an overall effect of coastal building. On balance, while the design is modern, it offers a coastal Pacific Northwest appeal, and certainly does not offer a jarring contrast to other structures in the vicinity.

- F. Section 4.151 lists applicable definitions while Section 4.152 identifies when a design review is required. The definitions are applicable to the design review process but do not by themselves establish design criteria (Section 4.151). Finally, as previously noted, a design review is required as the proposal involves the construction of a new building (Section 4.152).
- G. Section 4.153 outlines the review procedures. For this Section, a pre-application conference occurred, and the applicant submitted the required material. Further, the City mailed notice to area property owners in compliance with applicable provisions.
- H. Section 4.154 outlines the purpose behind the design review criteria. This Section states *“(T)he design review criteria are intended to provide a frame of reference for the applicant in the development of site, building and landscape plans and to provide the city with a means of reviewing proposed plans. These criteria are not intended to be inflexible requirements, nor are they intended to discourage creativity or innovation. The criteria do not intend to specify a particular architectural style.”* Further: *“(T)he Design Review Board is not authorized to approve projects which do not adhere to specific development standards provided by this ordinance (e.g., building height or setbacks.)”*
- I. Section 4.155 contains the specific decision criteria; each item is reviewed below:
 - 1. In terms of setback from street or sidewalk, the design creates a visually interesting and compatible relationship between the proposed structure and the surrounding area.

FINDINGS: The structure will be setback 10-feet from the front property line (Laneda), complying with the setback requirement. This area provides an entrance to the commercial portion of the building and includes paving stones and planters. The frontage area has potential for outdoor seating. Generally, the space complements the building style and proposed finish.
 - 2. The design incorporates existing features such as rocks, slopes, and vegetation.

FINDINGS: The applicant cleared the site to accommodate the new structure and parking. To provide some landscaping, there will be a series of planters on the perimeter of the site. Otherwise, the property does not contain existing features that can be incorporated into the site's design.
 - 3. Where appropriate, the design relates or integrates the proposed

landscaping/open space to the adjoining space in order to create pedestrian pathways and/or open system that connects other properties.

FINDINGS: Most of the commercial buildings along Laneda are located close, or next to, the sidewalk fronting the buildings. However, the proposal does complement the outdoor dining space of the Winery of Manzanita to the west by including an open space area that may provide outdoor seating.

4. The design gives attention to the placement of storage or mechanical equipment so as to screen it from view.

FINDINGS: Based on submitted drawings, the roof does not contain any mechanical equipment. The HVAC equipment will be located on the northeast corner of the building and sharing space with the waste/recycling equipment behind an enclosure.

5. All functions, uses and improvements are arranged to reflect and harmonize with the natural characteristics and limitations of the site and adjacent properties.

FINDINGS: As noted, the building complies with height and FAR requirements and includes an exterior finish that is common for coastal structures.

- J. Section 4.156 contains the decision criteria evaluating architectural and landscaping design; each item is reviewed below:

1. The design integrates and harmonizes the existing and proposed development with the existing surroundings and future allowed uses. This standard shall be applied in a manner that encourages village design and visual diversity within development projects and the surrounding area. Corrugated siding is prohibited as it does not harmonize with siding used on most existing buildings.

FINDINGS: The structure utilizes a wooden exterior and finish – as are many adjacent structures - and does not include the use of corrugated siding or similar metal finishes.

2. The landscape design acknowledges the growing conditions for the climatic zone, and provisions are made for the survival and continuous maintenance. The landscape design shall include the use of local native species of trees and shrubs.

FINDINGS: Plantings include a mix of stonecrop broadleaf and English lavender. Based on submitted comments and plans, an in-ground water

system will serve the vegetative improvements.

3. The minimum lot area required to be landscaped under Section 3.040(3)(d) for commercial, mixed use, or non-residential uses shall be located in the front and side yards and the portion of the lot adjacent to the front or street side yards and not within the foundation footprint or rear yard. Living plant material shall cover at least 50% of this required minimum landscape area. For corner lots, at least 25% of the living plant material required by this section shall face each street frontage.

FINDINGS: As noted above, only 500 square feet of landscaping is required, of which 50% or 250 square feet must be in living plant material. The site contains 682 square feet are in living plant material, exceeding both requirements.

4. [Reserved]

5. The grading and contouring of the site, and on-site drainage facilities, shall be designed so there is no adverse effect on neighboring properties or public rights-of-way.

FINDINGS: Downspouts were identified on the architectural plans and the site plan identifies an under pavement catch-and-release system. Regardless, final building and/or engineering plans will need to show an approved point of discharge for any storm water generated by the development.

6. The design avoids monotony and provides visual interest by giving sufficient attention to architectural details and to design elements.

FINDINGS: The building generates visual interest by the type of siding, wooden and copper trim, and the placement and size of windows. A downward sloping roof effectively splits the front of the building. On balance, these provide a visual interest to the structure.

7. The design adequately addresses the pedestrian nature of the commercial area and places structures in relation to sidewalks and open areas to foster human interaction.

FINDINGS: The front setback creates an open space area that may be used for outdoor seating thereby improving interaction with pedestrians.

8. Lighting is non-industrial and non-invasive in character and contributes to the village character.

FINDINGS: Plans and schematics for the structure placed the lighting

primarily near the doorway entrances and in the parking lot. These are downward directing, surface mounted lights with a copper finish.

9. Compatibility. All new commercial and mixed-use buildings and exterior alterations shall be designed consistent with the architectural context in which they are located. This standard is met when the Design Review Board finds that all of the criteria in a.- c., below, are met.
 - a. There is compatibility in building sizes between new and existing commercial and mixed use buildings;
 - b. The size, shape and scale of the structures are architecturally compatible with the site and with the village character of the surrounding neighborhood. Particular attention will be paid to addressing the visual impact of the structures on residential uses that are adjacent or on the opposite side of the same street.
 - c. All buildings and developments shall provide human scale design. The design avoids a monolithic expanse of frontages and roof lines, diminishes the massing of buildings by breaking up building sections, and/or by use of such elements as visual planes, projections, bays, dormers, second floor setbacks or changes in the roof line, and/or similar features generally shown in the following figure (see Ordinance). Changes in paint color and features that are not designed as permanent architectural elements, such as display cabinets, window boxes, retractable and similar mounted awnings or canopies, and other similar features will not independently satisfy this criterion.

FINDINGS: This report previously reviewed the compatibility with area properties (items a., and b.). While not an exact architectural “match” with these structures, the design and finish establish a building that follows a coastal pattern common in the Pacific Northwest. In combination with the large expanse of windows on the first floor, the design avoids creating a single monolithic structure (c.). On balance, staff finds the improvement consistent with the intent of the design standards.

- K. Section 4.158 includes provisions on performance assurance, including building permit requirements and time limitations.

FINDINGS: These are administrative requirements applicable to both the City and applicant.

IV. RECOMMENDATION AND CONDITIONS OF APPROVAL

City staff finds the proposal complies with the applicable Design Review criteria and recommends the Planning Commission approve the application subject to the following Conditions:

- A. The developer shall submit engineering plans to the City of Manzanita addressing water, storm water, street improvements and similar private facility improvements. Sanitary sewer plans shall also be submitted the Nehalem Bay Wastewater Agency (NBWA). These plans shall be reviewed and approved by the City and NBWA prior to construction.
- B. The developer shall submit a building permit for construction of the mixed-use building, conforming to the applicable building code requirements. The submitted site plan shall substantially conform to the approved layout. While building plans may be simultaneously submitted with engineering plans, building permits shall not be issued until all engineering plans are reviewed and approved.
- C. Prior to occupancy, the developer shall complete the following:
 - 1. Install and/or extend public facility improvements, consistent with City and/or NBWA approved engineering plans.
 - 2. Install parking improvements consistent with approved building and engineering plans.
- D. The structure shall comply with the building permit requirements and conform to the submitted site plan. The applicant is advised that modifications to the approved plan may require a new design review application and decision.
- F. Compliance with these conditions, the requirements of the Manzanita Zoning Ordinance, Nehalem Bay Wastewater Agency, Nehalem Bay Fire & Rescue, and applicable building code provisions shall be the sole responsibility of the developer.

V. PLANNING COMMISSION ACTION

- A. The Planning Commission has the following options:
 - 1. Approve the application, adopting findings and conditions contained in the staff report;
 - 2. Approve the application, adopting modified findings and/or conditions;
 - 3. Continue the hearing to a date and time certain; or,
 - 4. Deny the application, establishing findings as to why the application fails to comply with the decision criteria.
- B. Staff will prepare a document for the Chair's signature.



CITY OF MANZANITA

P.O. Box 129, Manzanita, OR 97130-0129
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planning@ci.manzanita.or.us

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: Lauren Antolin	Company: COLAB Architecture and Urban Design L+
Mailing Address: 1189 NW Pettygrove Street, Portland OR	Zip: 97209
Phone(s): 503-416-0148	Email: lauren@colabarchitecture.com
City Limits: <input checked="" type="checkbox"/>	Urban Growth: <input type="checkbox"/>

SITE INFORMATION:

Site Address: Corner of Laneda Avenue and North 3rd Street	
Map & Tax Lot(s): 16900	Zone: C-1

PROPOSAL (brief description):

The proposed project is a mixed use building with (2) commercial spaces on the ground floor and (2) dwelling units on the second floor.

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))**

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A3.10 PRODUCT EXAMPLES

PROJECT NARRATIVE

The proposed project, to be located on tax lot 16900, is a mixed-use two-story building consisting of (2) retail spaces on the ground floor and (2) dwelling units on the second floor. Retail space 1 will have approximately 850 usable square feet and a collapsible bi fold door leading to an outdoor patio area. Retail Space 2 will have approximately 175 usable square feet. Both ground floor retail spaces will have access to an ADA accessible bathroom located in the NW corner of the building. The (2) second story dwelling units are comparable in size (approximately 658 – 668 usable square feet) and will each have (1) bedroom, (1) full bathroom, (1) kitchen, and (1) living area with large operable windows. Exterior finishes include cedar shingles for the main massing with cedar tongue and groove plank accents. Copper roof, gutters and trim will be utilized throughout the building with a focus on the 2nd story large collapsible accordion windows.

The proposed site work will consist of maintaining the existing access easement/driveway while adding 3 new parking spaces in addition to the existing ADA accessible parking space. There will be an accessible concrete walkway from the parking lot to the various building entry points on site. Retail Space 1 will have access to an outdoor patio seating area with a retractable awning. 50% of the required landscaped area will be composed of living plant material primarily located on the street fronts of N. 3rd and Laneda Ave.

Proposed stormwater management will consist of infiltration chambers and permeable pavers located at the new parking area front patio.

COLAB
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MANZANITA
3RD STREET AND LANEDA AVENUE

REVISIONS:

DESIGN REVIEW

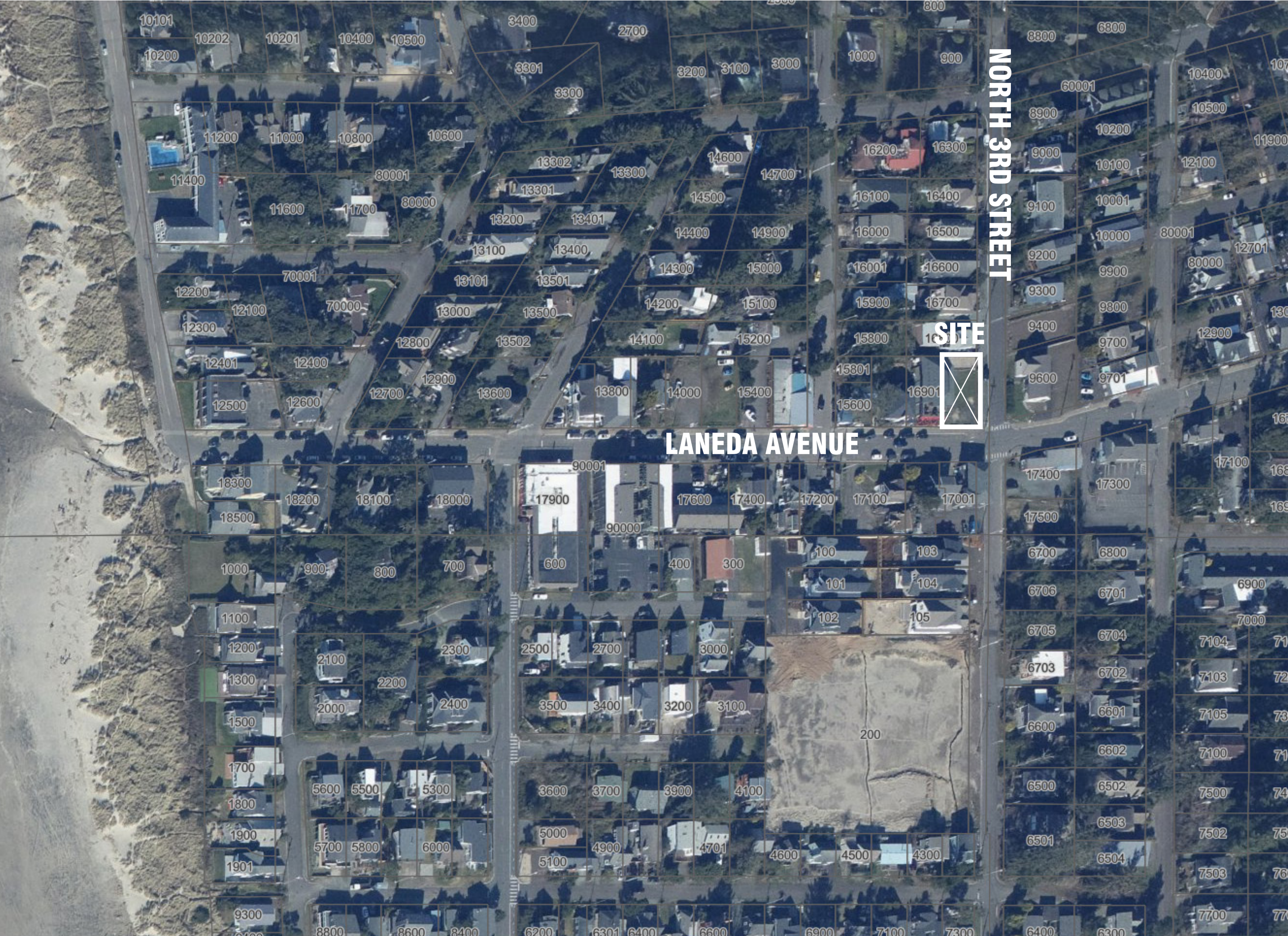
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DRAWING TITLE:

TABLE OF CONTENTS
+
NARRATIVE

DATE: 12/08/2023

A0.01



REVISIONS:

DESIGN REVIEW

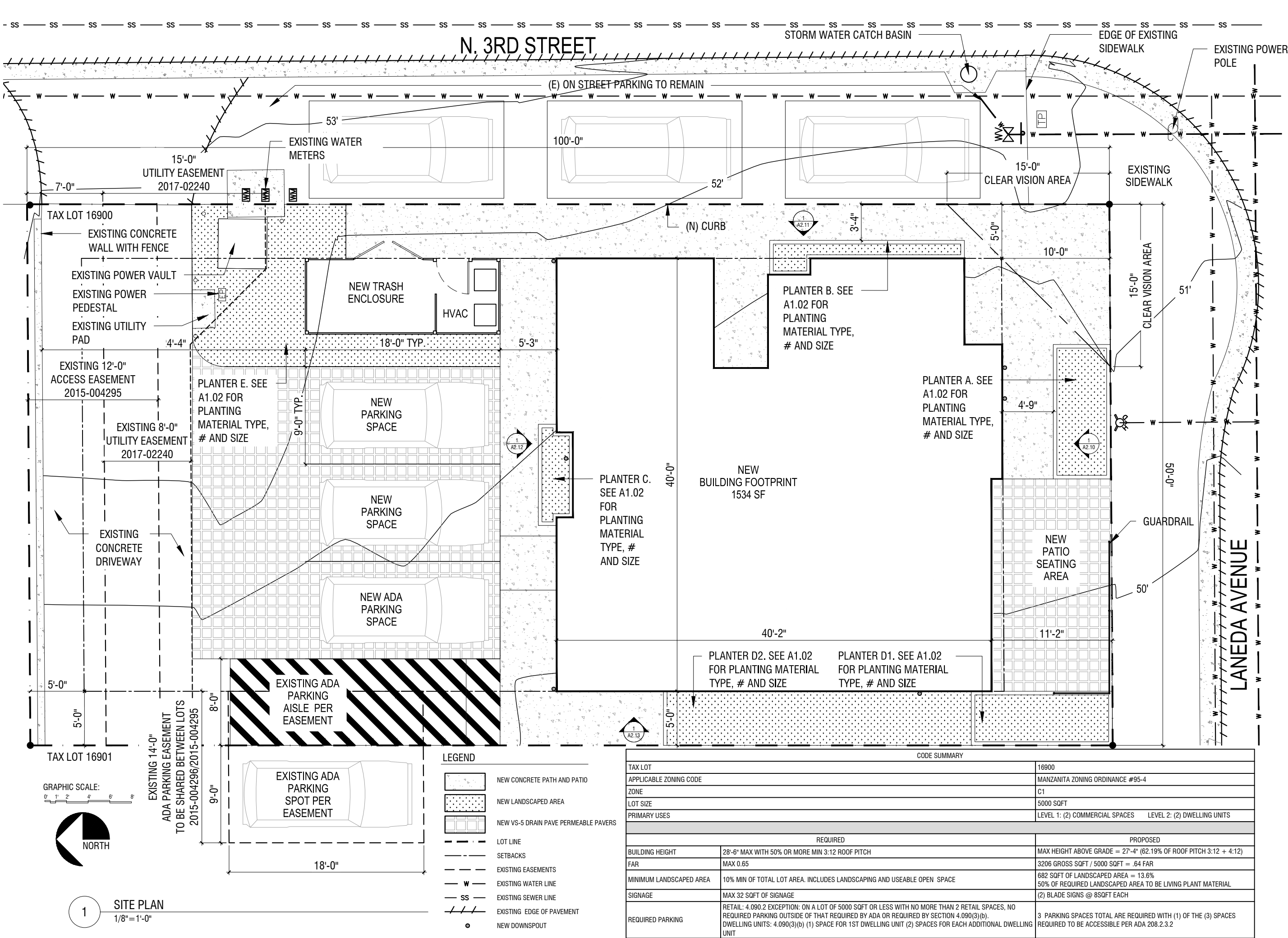
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DRAWING TITLE:

VICINITY MAP

DATE: 04/05/2023

A0.02



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1188 W FULTON GROVE STREET Portland, Oregon 97268
T: 1.503.627.5339 | F: 1.503.627.8164

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REVISIONS:

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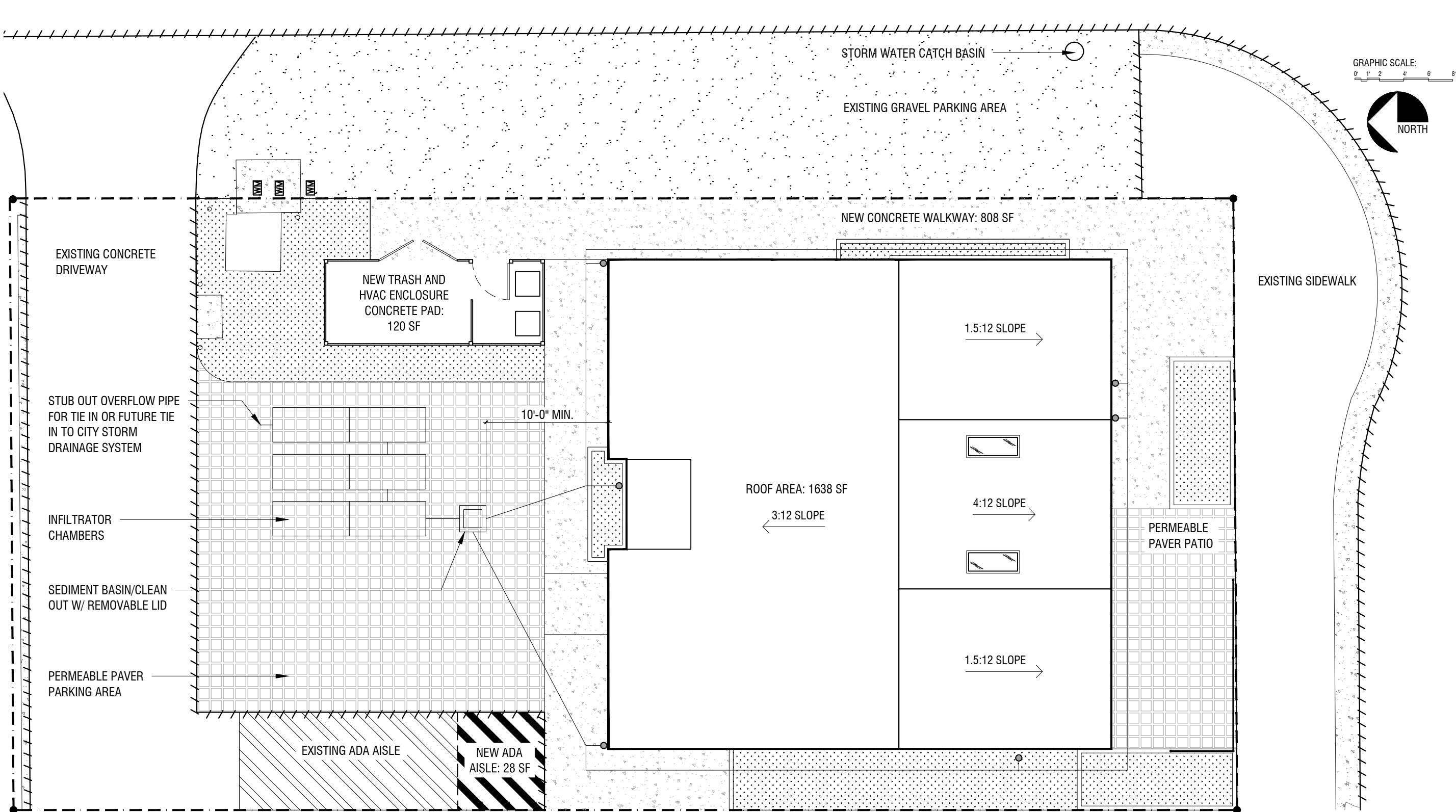
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SITE PLAN

DATE: 12/08/2023

A1.00



1 STORM WATER RETENTION PLAN	
1/8"=1'-0"	
NEW IMPERVIOUS SURFACES	
NEW ROOF AREA	1638 SF
NEW CONCRETE WALKWAY AREA	808 SF
NEW TRASH RECEPTACLE CONCRETE PAD	120 SF
NEW PAVED ADA AISLE	56 SF
NEW IMPERVIOUS SURFACE TOTAL	2622 SF

STORM WATER STORAGE CAPACITY: FOR TRAFFIC INSTALLATION, INSTALL ONE INFILTRATOR CHAMBER FOR EVERY 500 SF OF IMPERVIOUS SURFACE

$2622/500 = 5.24 = 6$ INFILTRATION CHAMBERS REQUIRED

LEGEND	
	NEW CONCRETE PATH AND PATIO
	NEW LANDSCAPED AREA
	NEW PERMEABLE PAVERS
	LOT LINE
	NEW DOWNSPOUT

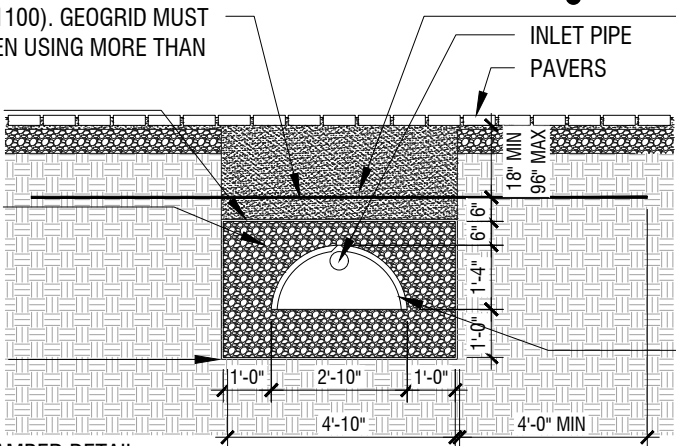
GEOGRID (ISI 14,000 OR TENSAR BX1100). GEOGRID MUST OVERLAP ITSELF AT LEAST 2'-0" WHEN USING MORE THAN ONE ROLL

PERMEABLE GEOTEXTILE DRAIN FABRIC, MIRAFY 140S AMOCO 4535 OR APPROVED EQUAL

DRAIN ROCK. 2"-3" CLEAN WASHED CRUSHED STONE OR ROUND RIVER ROCK. NO FINES, WRAPPED IN PERMEABLE GEOTEXTILE DRAIN FABRIC,

COMPACT THE BASE TO A MINIMUM OF 95% OF THE MODIFIED PROCTOR DENSITY

2 TYPICAL INFILTRATION CHAMBER DETAIL
1/4"=1'-0"



COMPACTED, WELL GRADED GRANULAR BACKFILL (PER INFILTRATOR SYSTEM REQUIREMENTS) WHICH CONTAINS AN EVEN DISTRIBUTION OF A PARTICLE SIZES WITH NO MORE THAN 10% FINES (PARTICLES PASSING THE 200 SIEVE) RANGING FROM SILT THROUGH SAND TO GRAVEL (MIN 95% OF THE MODIFIED PROCTOR DENSITY)

HIGH CAPACITY H-20 INFILTRATOR CHAMBER OR APPROVED EQUAL. W=34" H=16" L=75" EACH CHAMBER

REVISIONS:

DESIGN REVIEW

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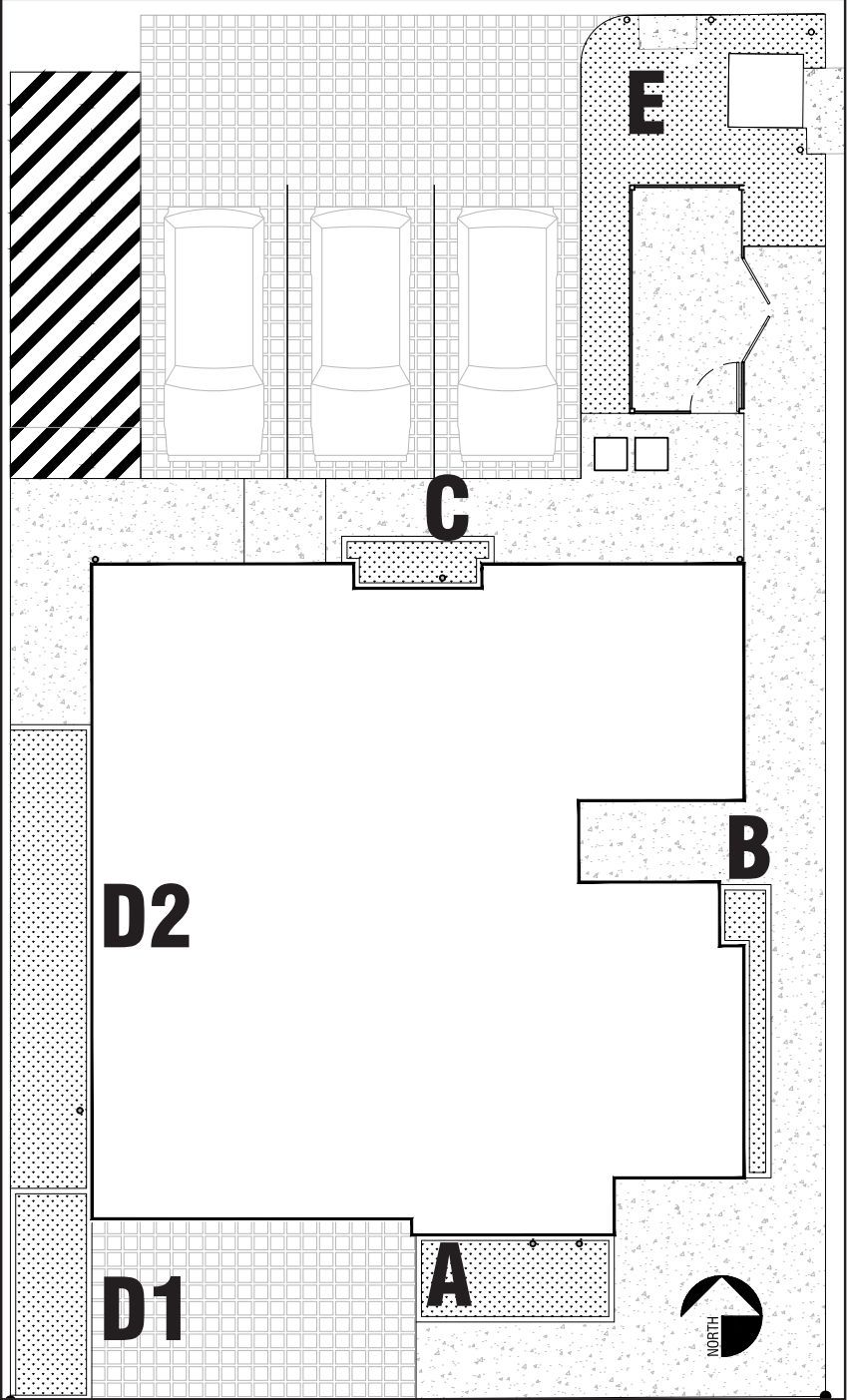
DRAWING TITLE:

STORM WATER
RETENTION PLAN

DATE: 12/08/2023

A1.01

KEY PLAN



GROUND COVER

Stonecrop, broadleaf (spoonleaf stonecrop) *Sedum spathulifolium*



PLANTER A

STONECROP BROADLEAF - GROUND COVER INFILL
ENGLISH LAVENDER - APPROX. 10 PLANTS

PLANTER B

ENGLISH LAVENDER - APPROX. 8 PLANS
BLUEBLOSSOM - APPROX. 1 PLANT

PLANTER C

ENGLISH LAVENDER - APPROX. 8 PLANTS

NOTE: SEE RENDERINGS ON A2.20 THRU A2.25 FOR SCALED REPRESENTATIONS OF PROPOSED PLANT MATERIALS IN RELATIONSHIP TO PROPOSED BUILDING AND SITE.

SMALL PLANTS 2FT TALL

English Lavender *Lavandula angustifolia*



PLANTER D1

STONECROP BROADLEAF - GROUND COVER INFILL
ENGLISH LAVENDER - APPROX. 10 PLANTS

PLANTER D2

STONECROP BROADLEAF - GROUND COVER

PLANTER E

BLUEBLOSSOM - APPROX 14 PLANTS

SHRUBS 4FT-9FT TALL

Blueblossom (California lilac, mountain lilac) *Ceanothus thyrsiflorus*



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MANZANITA
3RD STREET AND LANEDA AVENUE

REVISIONS:

DESIGN REVIEW

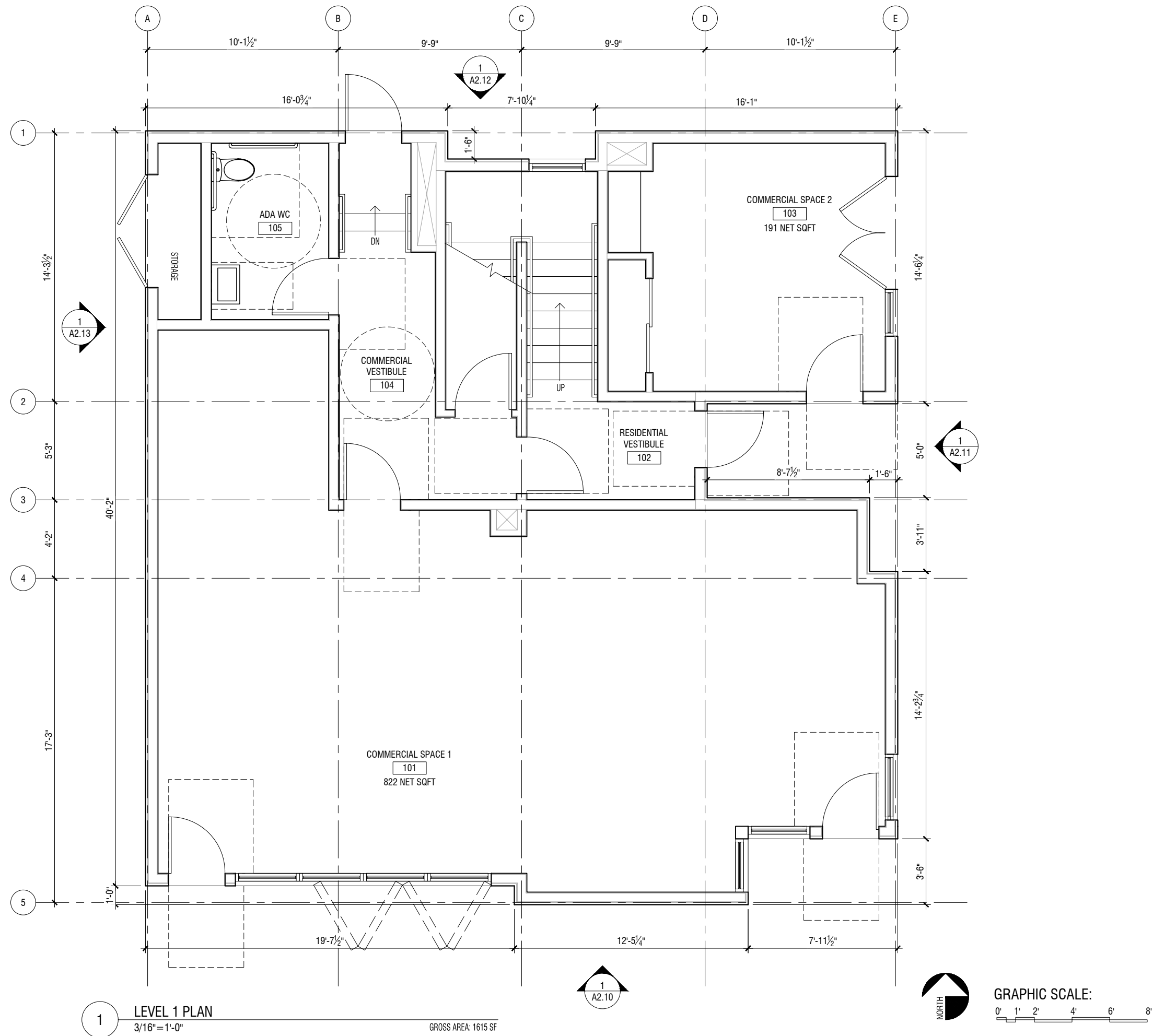
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DRAWING TITLE:

PLANTING MATERIAL

DATE: 12/08/2023

A1.02



REVISIONS:

DESIGN REVIEW

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DRAWING TITLE:

LEVEL 1 PLAN

DATE: 12/08/2023

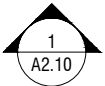
A1.11



LEVEL 2 PLAN

$$3/16'' = 1'-0''$$

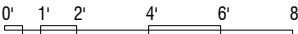
GROSS AREA: 1591 SF



A2.10



GRAPHIC SCALE:



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3RD STREET AND LANEDA AVENUE

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REVISIONS:

DESIGN REVIEW

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DRAWING TITLE:

LEVEL 2 PLAN

DATE: 12/08/2023

A1.12

REVISIONS:

DESIGN REVIEW

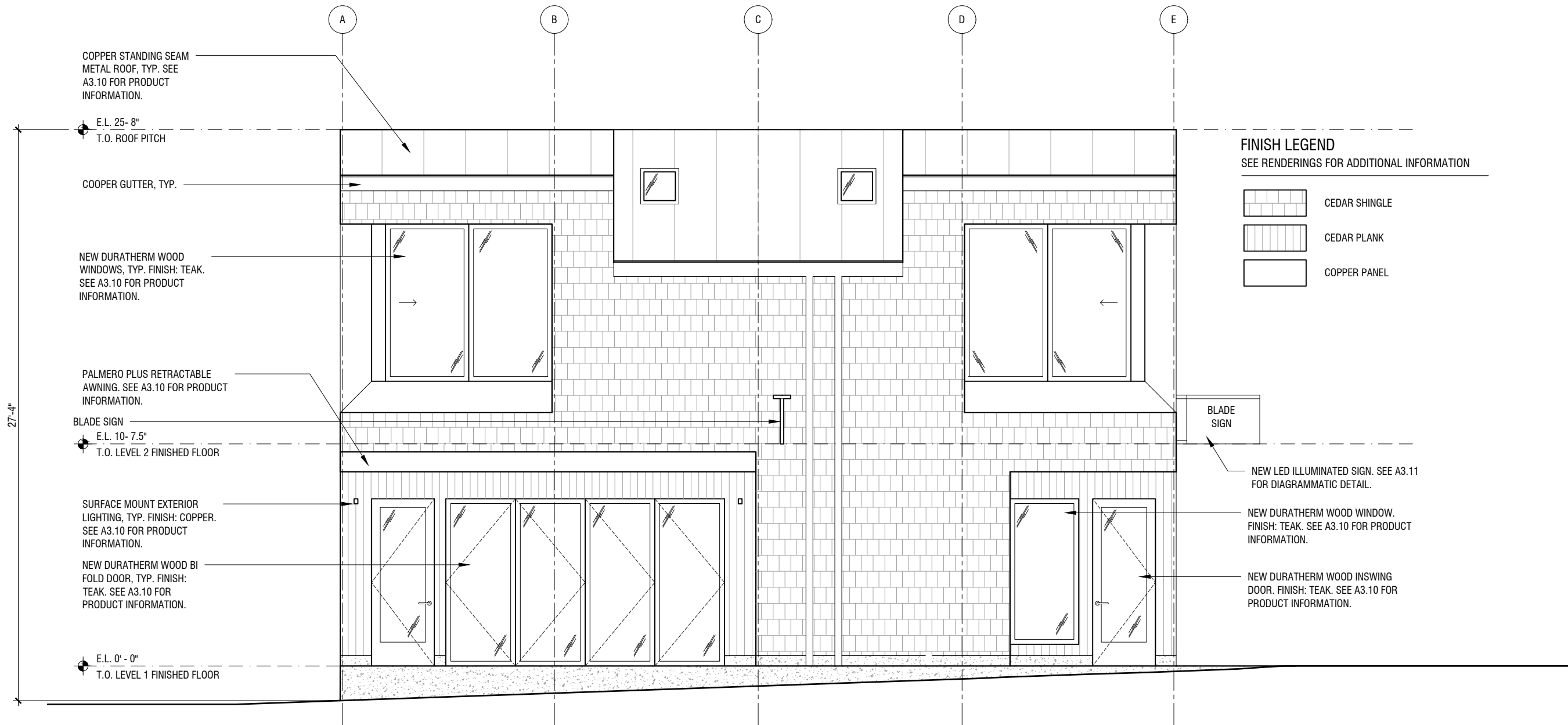
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DRAWING TITLE:

SOUTH ELEVATION

DATE: 12/08/2023

A2.10



1

SOUTH ELEVATION
3/16"=1'-0"

REVISIONS:

DESIGN REVIEW

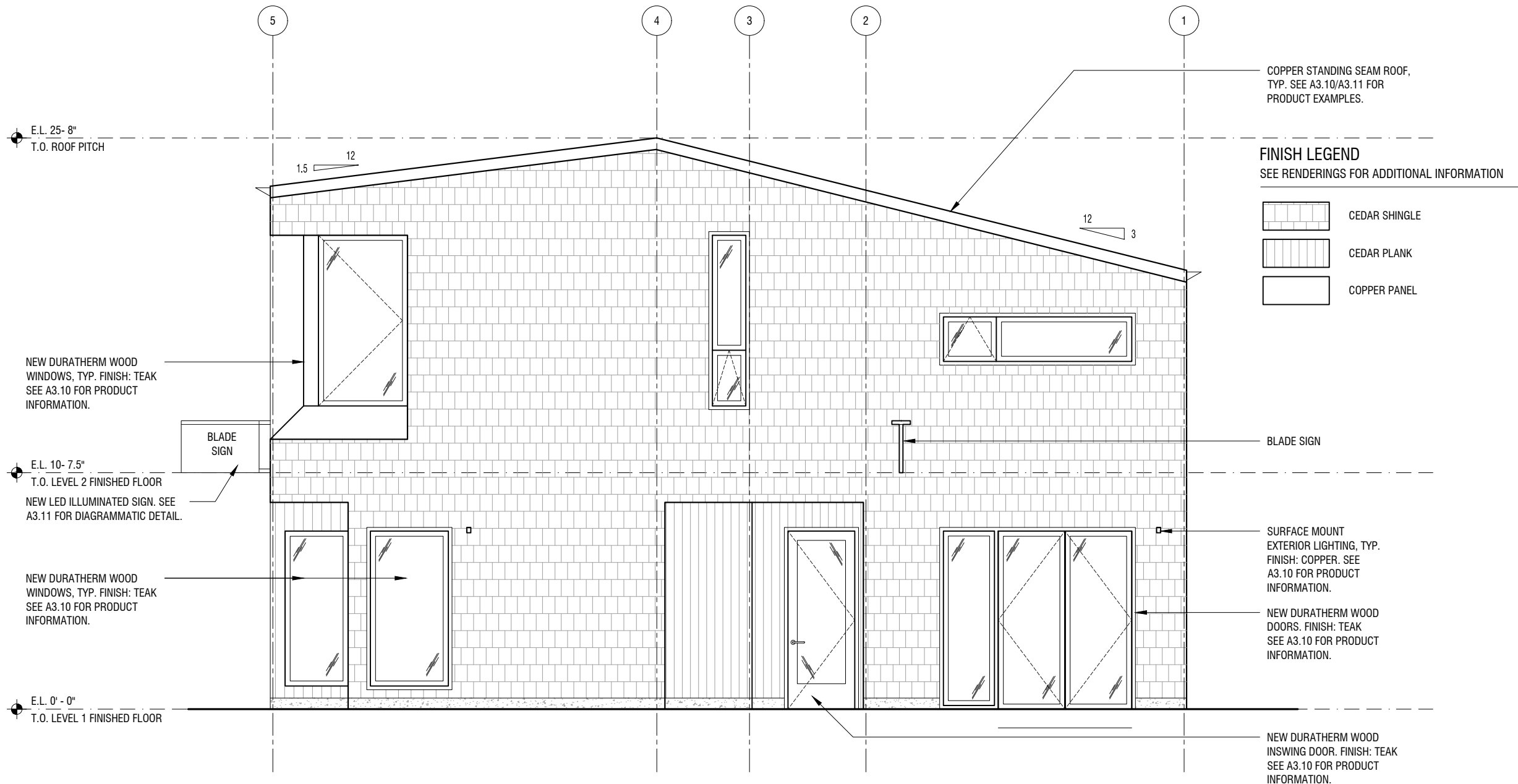
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DRAWING TITLE:

EAST ELEVATION

DATE: 12/08/2023

A2.11



1 EAST ELEVATION
3/16" = 1'-0"

REVISIONS:

DESIGN REVIEW

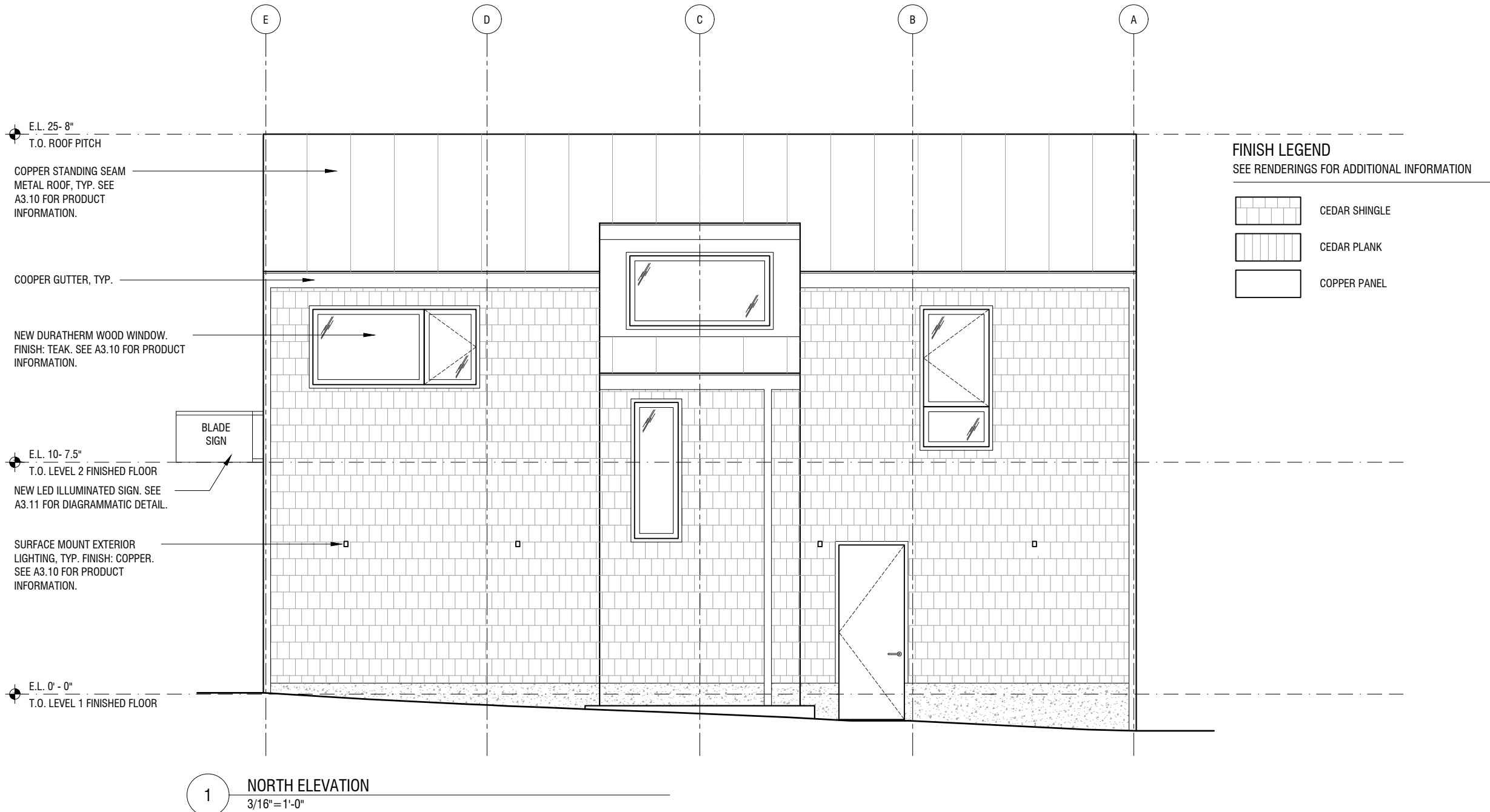
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DRAWING TITLE:

NORTH ELEVATION

DATE: 12/08/2023

A2.12



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3RD STREET AND LANEDA AVENUE

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DESIGN REVIEW

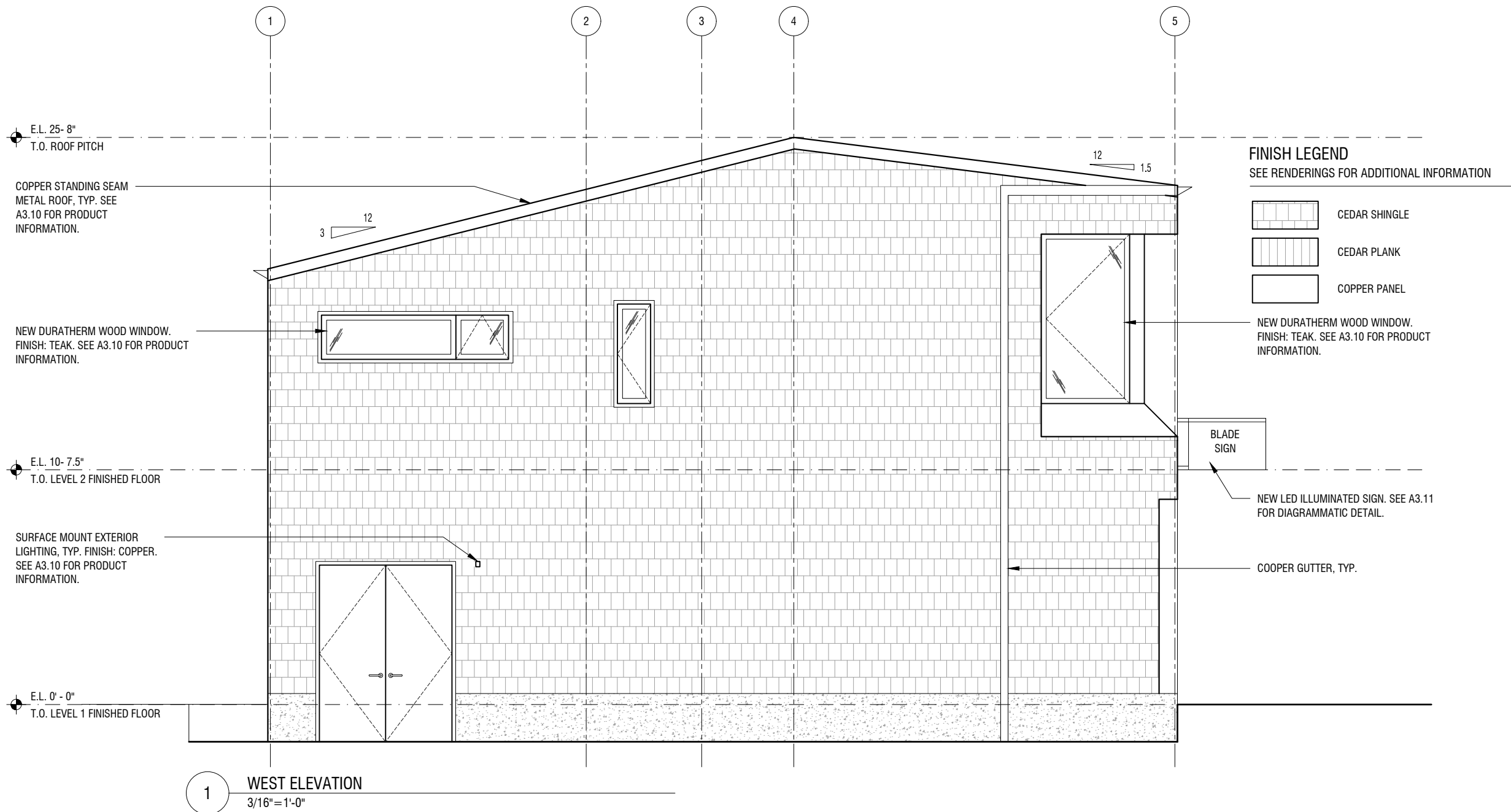
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DRAWING TITLE:

WEST ELEVATION

DATE: 12/08/2023

A2.13





REVISIONS:

DESIGN REVIEW

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DRAWING TITLE:

SOUTH WEST
VIEW

DATE: 12/08/2023

A2.20



MANZANITA
3RD STREET AND LANEDA AVENUE

REVISIONS:

DESIGN REVIEW

NOT FOR CONSTRUCTION

DRAWING TITLE:

SOUTH VIEW

DATE: 12/08/2023



REVISIONS:

DESIGN REVIEW

NOT FOR CONSTRUCTION

DRAWING TITLE:

SOUTH EAST
VIEW

DATE: 12/08/2023

A2.22



REVISIONS:

DESIGN REVIEW

NOT FOR CONSTRUCTION

DRAWING TITLE:

EAST VIEW

DATE: 12/08/2023



MANZANITA
3RD STREET AND LANEDA AVENUE

REVISIONS:

DESIGN REVIEW

NOT FOR CONSTRUCTION

DRAWING TITLE:

NORTH EAST
VIEW

DATE: 12/08/2023



MANZANITA
3RD STREET AND LANEDA AVENUE

REVISIONS:

DESIGN REVIEW

NOT FOR CONSTRUCTION

DRAWING TITLE:

NORTH VIEW

DATE: 12/08/2023

RETRACTABLE AWNING - PALERMO PLUS



- **TRADITIONAL ITALIAN DESIGN**
- **COMMERCIAL GRADE**
- **POWDER COATED NON RUSTING 6063 ALUMINUM FRAME**
- **ADJUSTABLE PITCH FOR SUN PROTECTION**
- **RESILIENT SOLUTION DYED ACRYLIC FABRIC**

WESTERN LOCK STANDING SEAM COPPER ROOF



- **LIGHTWEIGHT AND STRONG**
- **HIGHLY RESISTANT TO CORROSION, FIRE, HAIL AND MILDEW**
- **ENERGY REDUCTION BENEFITS**

PERMEABLE PAVERS - WESTERN INTERLOCK V5 DRAIN PAVE



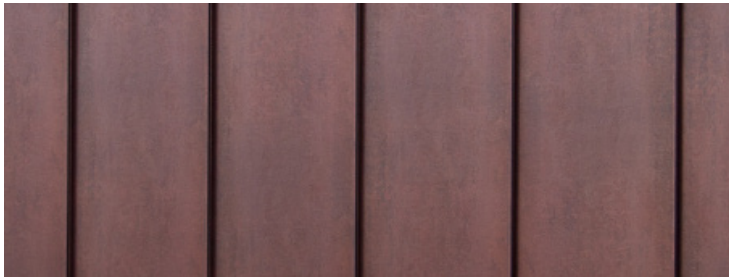
- **PASSES 2X MORE WATER THAN A STANDARD PAVER**
- **GUARANTEES STABILITY WILE ALLOWING FOR PENETRATION OF RAIN AND STORM WATER**
- **COMMERCIAL GRADE**

PAMRICK SURFACE MOUNT LIGHT



- **COPPER HOUSING WITH INTEGRATED LED LIGHT**
- **125 LUMENS**
- **2700K COLOR TEMPERATURE**
- **FOCUSED DOWNWARD LIGHT**

AGED COPPER PANEL EXAMPLE



DURATHERM SOLID WOOD WINDOWS AND DOORS



- **NFRC CERTIFIED**
- **FINISH: TEAK**
- **COMMERCIAL GRADE**
- **EFFICIENT: LOW U VALUES AND LOW AIR INFILTRATION**

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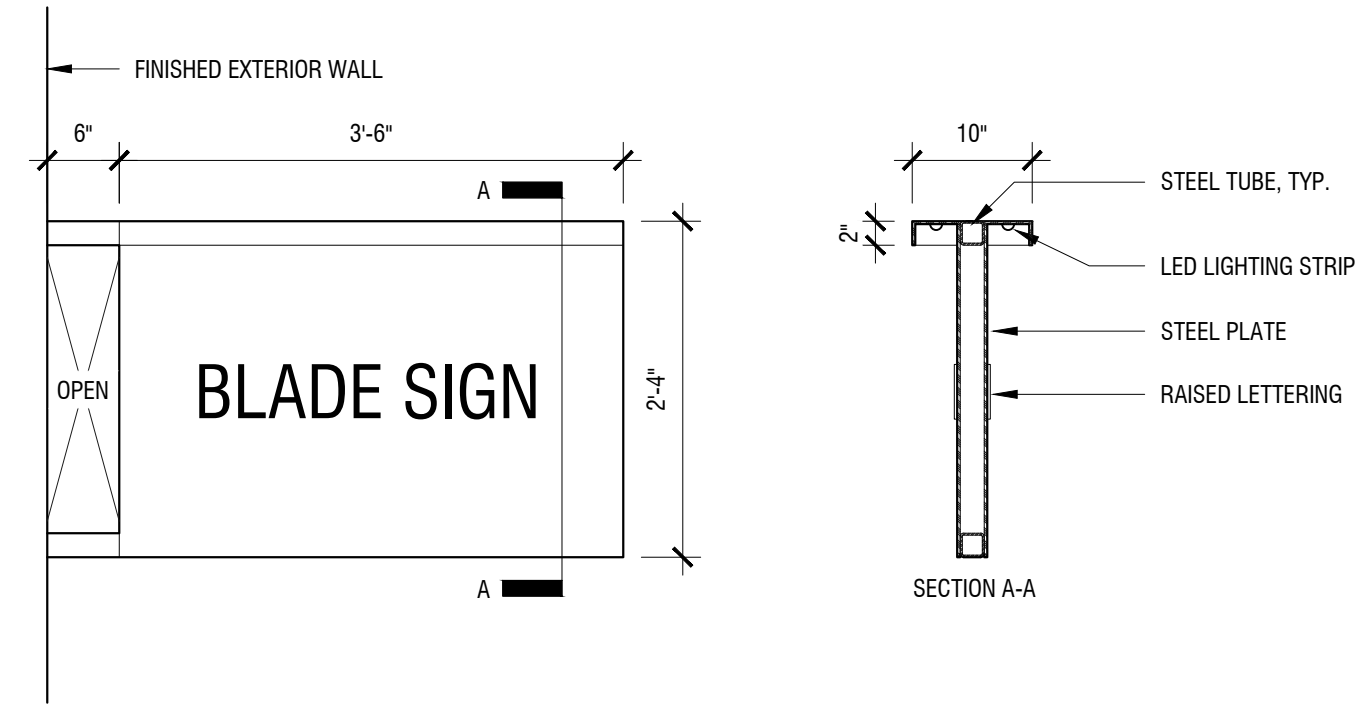
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DRAWING TITLE:

PROPOSED
PRODUCTS

DATE: 12/08/2023

A3.10



1 BLADE SIGN DETAILS
3/4" = 1'-0"

REVISIONS:

DESIGN REVIEW

NOT FOR CONSTRUCTION

DRAWING TITLE:

ILLUMINATED SIGN
DETAIL

DATE: 12/08/2023

Lauren Antolin

To: Dan Weitzel
Cc: City Planning
Subject: Commercial Land Use Application Approval Letter

From: Dan Weitzel <dweitzel@ci.manzanita.or.us>
Sent: Monday, December 4, 2023 5:00 PM
To: Lauren Antolin <lauren@colabarchitecture.com>
Cc: City Planning <planning@ci.manzanita.or.us>
Subject: RE: Commercial Land Use Application Approval Letter

Hello Lauren,

I apologize for the tardiness of this. I have CC the Planning department in this email for approval from Public Works. All work in the public Right-of-Way will require permits at time of work. Commercial property is required per City Ordinance to have a Reduced Pressure Backflow Assembly (RPBA) installed right after the meter. City SDCs for water and storm water are based on plan's submitted and meter size. Water mains are storm mains are located in both the Laneda Ave and Third St N. ROW

Thanks,

Dan Weitzel
Public Works Director
[City of Manzanita](#)
1090 Oak St.
P.O. Box 129
Manzanita, OR 97130
Phone (503) 368-5347
Cell (503) 812-2727

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Nehalem Bay Wastewater Agency
SEWER AVAILABILITY

Date: November 2, 2023
To: City of Manzanita Building Department
From: Nehalem Bay Wastewater Agency
RE: Sewer Availability & System Development Charges and Fees

As an Agent of Nehalem Bay Wastewater Agency, I confirm that sewer is available to the following lot within our service area boundary:

3N10 29BD 16900

Owner of Record: Ankenynest, LLC
Project Information: 3 EDU Mixed Use Building

This letter shall not create a liability on the part of Nehalem Bay Wastewater Agency, or by an agent, or employee thereof, for the services described above.

Fees must be paid in full, to Nehalem Bay Wastewater Agency, along with completed sewer connection application and a copy of the building permit, before any connection to the sewer can be completed.

\$4,258.00 System Development Charge (\$4,258 per EDU)
\$20.00 Permit Fee (\$20)
\$54.00 Inspection Fee (\$54)
\$145.00 Sewer Saddle (\$110 = 4", \$145 = 6")
Tap Machine Rental (\$85 per rental)

\$12,993.00 Total *Fees are subject to change



Ashley Myers, Office Assistant NBWA