

#### **COUNCIL REGULAR SESSION**

Manzanita City Hall https://ci.manzanita.or.us

#### CITY OF MANZANITA

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

#### **AGENDA**

August 6, 2025 06:00 PM Pacific Time

#### Council will hold this meeting at the Manzanita City Hall: 655 Manzanita Ave

Video Information: The public may watch live on the

<u>City's Website: ci.manzanita.or.us/broadcast</u> or by joining via Zoom:

https://us02web.zoom.us/j/86779863292?pwd=TYYj57AvRbPlBfbfqq1PPqlwrveDLi.1

Meeting ID: 867 7986 3292 Passcode: 459557 Call in number: +1 253 215 8782

If you would like to submit written testimony to the City Council on items included on the agenda, please send your comments to <a href="mailto:cityhall@ci.manzanita.or.us">cityhall@ci.manzanita.or.us</a> and indicate the agenda item and date of meeting.

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

1. **CALL TO ORDER** (6:00 p.m.)

#### 2. AUDIENCE PARTICIPATION

Comments must be limited to city business topics that are not on the agenda. A topic may not be discussed if the topic record has been closed. All remarks should be directed to the whole Council. The presiding officer may refuse to recognize speakers, limit the time permitted for comments, and ask groups to select a spokesperson. Comments may also be submitted in writing before the meeting, by mail, e-mail (to cityhall@ci.manzanita.or.us), or in person to city staff

#### 3. CONSENT AGENDA

Consent items are not discussed during the meeting; they are approved in one motion and any Council member may remove an item for separate consideration.

- **A.** Approval of Minutes
  - a. July 09, 2025, Regular Session
  - b. July 16, 2025, Work Session
  - c. July 22, 2025, Special Session
- **B.** Approval of Bills

#### 4. INFORMATION

- **A.** City Manager Report Leila Aman, City Manager
- **B.** Tillamook County Housing Commission Update
  Mark Kuestner, Tillamook County Housing Commission

#### 5. OLD BUSINESS

- **A.** Wayfinding Update and Next Steps

  Nan Devlin, Executive Director of Tillamook Coast Visitors Assoc.
- **B.** Housing Ordinance Update Kathryn Stock, Mayor
- C. Planned Unit Development Zoning Map Amendment Manzanita Lofts Ordinance 25-01 Leila Aman, City Manager
- D. Planned Unit Development Zoning Map Amendment Manzanita Pines Ordinance 25-02 Leila Aman, City Manager

#### 6. NEW BUSINESS

- **A.** Event Permit Block Party Nancy Anderson
- **B.** Strategic Planning for City Council Kathryn Stock, Mayor

#### 7. COUNCIL UPDATES

#### 8. ADJOURN (8:00)

Meeting Accessibility Services and Americans with Disabilities Act (ADA) Notice

The city is committed to providing equal access to public meetings. To request listening and mobility assistance services contact the Office of the City Recorder at least 48 hours before the meeting by email at <a href="mailto:cityhall@ci.manzanita.or.us">cityhall@ci.manzanita.or.us</a> or phone at 503-812-2514. Staff will do their best to respond in a timely manner and to accommodate requests. Most Council meetings are broadcast live on the ci.manzanita.or.us/broadcast.

## CITY OF MANZANITA JULY 9, 2025 CITY COUNCIL REGULAR SESSION

**1. CALL TO ORDER:** The meeting was called to order on July 9, 2025, at 6:02pm at the Pine Grove Community Center by Mayor Kathryn Stock.

**Roll:** Council members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, and Tom Campbell. Brad Hart was absent and excused. Staff present: City Manager Leila Aman, Police Chief Erik Harth, Sergeant Mike Sims, Police Officer Sean Mumey, Police Officer John Garcia, Police Officer Max Halverson, and Assistant City Recorder Nancy Jones. Staff present via Zoom: None. Panelist's present: None.

**2. AUDIENCE PARTICIPATION:** There were 8 people in attendance, 8 that attended via zoom, 24 attended via website. There were no public comments.

#### 3. CONSENT AGENDA:

- A. APPROVAL OF MINUTES
  - a. May 28, 2025, Budget Hearing
  - b. June 04, 2025, Regular Session
  - c. June 11, 2025, Work Session
- B. APPROVAL OF BILLS FOR PAYMENT

A motion was made by Kozlowski, seconded by Campbell, to approve the consent agenda that included approval of the May 28, 2025, Budget Hearing Minutes; June 04, 2025, Regular Session Minutes; June 11, 2025, Work Session Minutes; Approved payment of bills and all subsequent bills subject to approval by the Mayor or Council President and City Manager; Motion passed unanimously.

#### 4. INFORMATION:

- A. City Manager Report City Manager Leila Aman
- -Aman stated that the Planning Commission meeting has been rescheduled from July 14, 2025, to July 21, 2025.
- -Aman reported that Municipal Court is scheduled for Friday July 11, 2025, and is the last time it will be held at the Nehalem Bay Fire Station. Starting in August, the Municipal Court will be held at the new city hall.
- Aman reported that the move to the new city hall has been completed and specified the city is currently working on technical installation and other items, so everything is ready for the offices to open on August 4<sup>th</sup>. The city hall grand opening has been scheduled for August 2<sup>nd</sup> at 11am.

#### B. Fourth of July and Police Department Update – Chief Erik Harth

Chief of Police Erik Harth announced that Max Halverson has been promoted to a city of Manzanita police officer and now has full police authority while still performing the code enforcement duties. He said that Halverson will attend the police academy starting July 28<sup>th</sup> and will graduate in November. Halverson will then be assigned to field training with Manzanita officers for approximately two months. Harth stated that while Halverson is at the police academy, Manzanita officers will share the code enforcement duties.

Chief of Police Erik Harth reported that the fourth of July parade went very well and communicated that there were a lot of helpful volunteers. He appreciated the assistance of the volunteers that helped with the setting up of signs and handling all traffic control. He said that the officers didn't observe any illegal fireworks set off within the city limits and stated that there has been an improvement in this area compared to years past. He said that awareness improvements this year consisted of a reader board near the beach, posters placed around town, and flyers were handed out to Short Term Rentals.

#### 5. OLD BUSINESS:

#### A. Classic Street Connection Update – City Manager Leila Aman

City Manager Leila Aman spoke about the Classic Street Connection Project and provided an update to the Request for Proposal (RFP) status. She stated that the city rejected the first round of bids due to discrepancies in addition to the high cost. She specified that the city requested two bid schedules and made the retaining wall an alternate for the second Request for Proposal (RFP). The city received six bids and issued a notice of intent to reward on June 23. She said the city received a protest on June 30<sup>th</sup>. She explained the appeal process and stated that Oregon Administrative Rules 1370490450 allows any proposer who is adversely affected or grieved to file a protest in writing citing factual and legal grounds. Aman asked the council to authorize the city manager to resolve protests and issue written decisions. She stated that the governor's budget has passed which includes rolling over our funds to the next biennium which gives the city more time to complete the work.

A motion was made by Campbell to authorize the City Manager to resolve Protests and Issue Written Decisions under OAR 1370490450. Seconded by Kozlowski; Motion passed unanimously.

#### 6. NEW BUSINESS:

### A. Planned Unit Development Zoning Map Amendment – Manzanita Lofts – City Manager Leila Aman

City Manager Leila Aman spoke about the Manzanita zoning ordinance and said it is an administrative map amendment. She communicated that when a planned unit development is approved, the zoning map needs to be updated indicating the planned development. The

developer for the Manzanita Lofts has submitted the update site plans to ensure it aligns with the final approval.

A motion was made by Kozlowski to accept the First Reading of Ordinance 25-01 Amending Ordinance 95-03 and Ordinance 95-04 by Adopting a Planned Development Overlay Zone for a Residential Planned Development (Manzanita Lofts) Seconded by Campbell; Motion passed unanimously.

### **B. Planned Unit Development Zoning Map Amendment – Manzanita Pines – City**Manager Leila Aman

City Manager Leila Aman spoke about the Manzanita zoning ordinance and said it is an administrative map amendment. She communicated that when a planned unit development is approved, the zoning map needs to be updated indicating the planned development. The developer for the Manzanita Pines has submitted the update site plans to ensure it aligns with the final approval.

A motion was made by Kozlowski to accept the First Reading of Ordinance 25-02 Amending Ordinance 95-03 and Ordinance 95-04 by Adopting a Planned Development Overlay Zone for a Residential Planned Development (Manzanita Pines) Seconded by Spegman; Motion passed unanimously.

#### C. Amendment to Resolution 24-11 - City Manager Leila Aman

City Manager Leila Aman spoke about a clerical error that occurred in Resolution 24-11. She said the Court Department and Parks Department numbers were transposed and asked the council to approve Resolution 25-18, to correct this scrivener's error.

A motion was made by Campbell to accept Resolution 25-18, Amending Resolution 24-11 Adopting the Budget, Levying Taxes, Categorizing Taxes and Making Appropriations for Fiscal Year 2024-2025. Seconded by Kozlowski; Motion passed unanimously.

#### D. Establish an Off-Leash Area at Underhill Plaza - City Manager Leila Aman

City Manager Leila Aman proposed the possibly of establishing an off-leash dog area at Underhill Plaza. She said that a change would require an update to Ordinance 79-06 and signage to be placed on the site. She asked for council feedback and received a consensus to proceed to the next steps.

Allowed for public comment: There was one public comment.

#### 7. COUNCIL UPDATES:

Council members took turns sharing information and updates of what they were involved in for the month.

#### 8. INFORMATION AND ADJOURN:

- -The Planning Commission was cancelled for July 8, 2025.
- -Conversations with the city will be on July 25, 2025, from 10:30am to 12:30pm at the Manzanita Library.
- -Manzanita Municipal Court will be held July 11, 2025, at 1:30pm and is open to the public.

Mayor Stock adjourned the meeting at 7:05PM.

**MINUTES APPROVED THIS** 6<sup>th</sup> Day of August 2025 Kathryn Stock, Mayor Attest: Leila Aman, City Manager

## CITY OF MANZANITA JULY 16, 2025 CITY COUNCIL WORK SESSION

**1. CALL MEETING TO ORDER:** The meeting was called to order on July 16, 2025, at 2:00pm via Zoom by Mayor Kathryn Stock.

**ROLL:** Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: City Manager Leila Aman, Accounting Manager Nina Crist, and Assistant City Recorder Nancy Jones. Panelist present: Urbsworks Marcy McInelly.

- 2. Housing Ordinance Amendment Update: City Manager Leila Aman and Urbsworks Marcy McInelly Mayor Kathryn Stock spoke about middle housing ordinance amendments that obligate all cities within Tillamook County to enforce Oregon large cities' middle housing model code. She specified that some amendments are mandated by state law, and some are the city's options. She communicated that the Planning Commission has recommended the proposed city amendments and stated that it is the city council's duty to discuss, understand and evaluate the proposed changes. She spoke about issues and concerns from the meeting that was held on June 11, 2025, and led a discussion focused on the changes that are the city's options. Council discussed housing types, floor area ration (FAR), form base standards, parking and driveway requirements, and the proposed zone changes to MH1- MH2 MH3. Aman and McInelly answered the councilor's questions, presented documentation for clarification, spoke about Development Capacity, and explained floor area and floor area ratio (FAR). It was decided to continue this discussion at a Special Session on July 22, 2025, at 10am. This topic will also be discussed at Conversations with Counselors scheduled for July 25 at 10:30am at the Manzanita Library. Additionally, an informal community session is scheduled for August 5th at 4pm at that new city hall.
- **3. Adjourn:** Mayor Stock adjourned the meeting at 4:34pm.

	MINUTES APPROVED THIS 6 <sup>th</sup> Day of August 2025
Attest:	Kathryn Stock, Mayor
Leila Aman, City Manager	

# CITY OF MANZANITA July 22, 2025 CITY COUNCIL SPECIAL SESSION

**1. CALL MEETING TO ORDER:** The meeting was called to order on July 22, 2025, at 10:00am via Zoom by Council Mayor Kathryn Stock.

**ROLL:** Members present: Kathryn Stock, Linda Kozlowski, Jerry Spegman, Brad Hart, and Tom Campbell. Staff present: City Manager Leila Aman, and Accounting Manager Nina Crist. Panelist present: Urbsworks Marcy McInelly.

#### 2. Classic Street Connection Project - Construction Contract: Leila Aman, City Manager

City Manager Leila Aman provided an update to the Classic Street Connection Project. She spoke about the alternate contracting method and the Request for Proposals (RFP) to hire a contractor. She stated that the city received four bids during the first round of Request for Proposals (RFP) and rejected them due to inconsistencies and cost. She communicated that the city received six bids for the second Request for Proposal (RFP) and issued a notice of intent to reward on June 23, 2025, to Advance Excavation Inc. She reported that the city received a protest on June 30<sup>th</sup>, which was rejected, and she stated that the protester now has sixty days to file an appeal in circuit court. She asked the council to approve the base bid from Advanced Excavation Inc. so the first phase of the project can begin, which excludes the retaining wall. She shared that the governor's budget has passed which includes rolling over our funds to the next biennium which gives the city more time to complete the work.

A motion was made by Hart to accept Resolution 25-19, Authorizing the City Manager to Execute a Contract with Advanced Excavation Inc for the Construction of the Classic Street Connection Project. Seconded by Kozlowski; Motion passed unanimously.

- **3. Housing Ordinance Amendment Discussion:** City Manager Leila Aman and Urbsworks Marcy McInelly Mayor Kathryn Stock spoke about middle housing ordinance amendments that obligate all cities within Tillamook County to enforce Oregon large cities' middle housing model code. She specified that some amendments are mandated by state law, and some are the city's options. She provided a recap of the council work session that took place on 7/16/2025 and led a discussion focused on the changes that are the city's options. The council spoke about the proposed zones changes, facade articulation, garage setbacks, window requirements at front of house, landscaping in areas of clustered parking, and pedestrian access and accessibility. Aman and McInelly answered the councilor's questions and presented documentation for clarification. This topic will also be discussed at Conversations with Counselors scheduled for July 25 at 10:30am at the Manzanita Library. Additionally, an informal community session is scheduled for August 5<sup>th</sup> at 4pm at that new city hall.
- **4. Adjourn:** Mayor Stock adjourned the meeting at 12:41pm.

# Kathryn Stock, Mayor Attest:

MINUTES APPROVED THIS 6<sup>th</sup> Day of August, 2025

Leila Aman, City Manager

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Center	WATER
3J CONSULTING (CITY PLANNER)	\$38,513.00	\$38,513.00							
ADVENTIST HEALTH (EMPLOYEE TESTING)	\$1 <i>57</i> .00							\$1 <i>57</i> .00	
ASSOCIATED CLEANING (CLEANING SERVICE)	\$171.16	\$171.16							
BOGH ELECTRIC (GENERATOR SALES)	\$18,612.50								\$18,612.50
BOYDS ELECTRIC (ELECTRICIAN SERVICE)	\$455.87								\$455.87
CASELLE (FINANCIAL SOFTWARE)	\$2,741.00	\$2,130.15							\$610.85
CHARTER (INTERNET)	\$734.90	\$219.99	\$129.98					\$124.97	\$259.96
CHAVES (SOFTWARE RENEWAL)	\$390.65				\$390.65				
CIS (ANNUAL INSURANCE PREMIUM)	\$110,915.45	\$24,764.15	\$23,072.47	\$456.87		\$2,451.53	\$1,790.74		\$58,379.69
CITY OF NEHALEM (FINES & ASSMNTS)	\$1,333.00				\$1,333.00				
CITY OF WHEELER (FINES & ASSMNTS)	\$612.00				\$612.00				
COASTAL HEALTH CENTER (EMPLOYEE TESTING)	\$120.00		\$120.00						
DATA CENTER (WATER BILLING)	\$1,170.66								\$1,170.66
DAY WIRELESS (MTRLS & SUPP.)	\$3,136.51	\$3,136.51							
DMV (RECORDS REQUEST)	\$1.40				\$1.40				

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Center	WATER
EC COMPANY (ELECTRICIAN)	\$1,650.00								\$1,650.00
ENCORE INVESTMENTS (REIMBURSEMENT	\$5,000.00	\$5,000.00							
EVERGREEN AUTO (VEHICLE MAINT.)	\$1,022.00								\$1,022.00
FERGUSON (MTRLS & SUPP.)	\$15.00								\$15.00
HASCO (FUEL)	\$1,559.49		\$674.55	\$100.11		\$32.21	\$161.04	\$140.66	\$450.92
HEADLIGHT HERALD (ADVERTISING)	\$285.00	\$285.00							
LARRY BLAKE (MUNICIPAL JUDGE)	\$400.00				\$400.00				
LCOG (ANNUAL MEMBERSHIP)	\$250.00	\$250.00							
LWR NEHALEM COMM. (ANNUAL CONTRIBUTION)	\$2,000.00					\$2,000.00			
LOC (ANNUAL MEMBERSHIP)	\$686.88	\$686.88							
MILLER NASH (CITY ATTORNEY)	\$1 <i>5</i> ,929.50	\$8,801.50					\$4,274.80		\$2,853.20
MORGAN CPS (PLANNING CONSULTANT)	\$5,907.50	\$5,907.50							
NC CIVIL DESIGN (CIVIL ENGINEER)	\$9,060.50						\$5,454.30		\$3,606.20
NEHALEM LUMBER (MTRLS & SUPP.)	\$71.30	\$57.94							\$13.36
NORTHSIDE FORD TRUCK (AUTO DEALERSHIP)	\$70,556.10								\$70,556.10

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Center	WATER
ONE CALL (STATE LOCATE FEES)	\$30.80								\$30.80
ONE ELEVEN (IT SERVICES)	\$4,060.00	\$4,060.00							
ONE ELEVEN (EQUIPMENT)	\$532.99							\$532.99	
OR. DEPT REV (FINES & ASSMNTS.)	\$629.00				\$629.00				
PACIFIC OFFICE (PSTG & COPIER)	\$545.28	\$508.83							\$36.45
RTI (PHONE SERVICE)	\$1,175.64	\$734.25	\$97.67						\$343.72
SAIF (ANNUAL INSURANCE PREMIUM)	\$12,864.91	\$175.59	\$6,779.93	\$543.65	\$11.70	\$93.90	\$1,242.73	\$90.05	\$3,927.36
STAPLES (MTRLS & SUPP.)	\$89.06	\$89.06							
STATE OF OREGON (QTRLY BUILDING SURCHARGE)	\$11,374.90			\$11,374.90					
SWEET SEPTIC (PORTABLE TOILETS)	\$340.00							\$340.00	
TILL. CO. CREAMERY (MTRLS & SUPP.)	\$118.00								\$118.00
TILL. CO. EMERGENCY COM. (TECH SUPPORT & SOFTWARE)	\$8,545.54		\$8,545.54						
TILL. CO. PAYABLE (FINES & ASSMNTS.)	\$224.00				\$224.00				
TCVA (VC COORD.)	\$6,119. <i>7</i> 0							\$6,119.70	
TPUD (ELECTRICITY)	\$3,416.42	\$267.15				\$116.33	\$692.00	\$130.06	\$2,210.88

VENDOR	TOTAL	ADMIN	POLICE	BLDG	COURT	PARKS	ROADS	Visitors Center	WATER
US BANK (ADMIN FEES - WATER BOND)	\$900.00								\$900.00
US BANK (CITY VISA)	\$8,097.86	\$1,646.91	\$1,882.31	\$711.08				\$444.34	\$3,413.22
VERIZON (TELEPHONE)	\$1,347.38	\$449.77	\$346.64					\$109.79	\$441.18
VITO CERELLI (REIMBURSEMENT)	\$3,642.50						\$2,335.57		\$1,306.93
WALTER NELSON (MTRLS & SUPP.)	\$427.00							\$427.00	
WALTER WENDOLOWSKI (CITY PLANNER)	\$300.00	\$300.00							
TOTALS	\$358,239.35	\$98,155.34	\$41,649.09	\$13,186.61	\$3,601.75	\$4,693.97	\$15,951.18	\$8,616.56	\$172,384.85

# Manzanita Branding / Part 1

Wayfinding Plan / Part 2

Partners in Design / June 2025













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#### Introduction

On the Tillamook coast rests the quaint town of Manzanita—a calm haven where ocean views are broad and residents are creative and welcoming. Snuggled within a landscape of spruce and pines, Manzanita weather is perfect, spend a day at the beach with the sun, while other areas of the Oregon coast are covered in clouds.

Lots of outdoor activities and boutique shopping. Manzanita is a lovely, walkable town, offering boutique shopping, golfing, surfing, horseback riding, kayaking, paddle boarding and bicycle rentals, as well as a fabulous seasonal farmers market. Drive up to nearby Oswald West State Park perched atop legendary Neahkhanie Mountain.

Today the population is near 603. The indigenous Tillamook people have lived here for 12,000 years. At least two of Oregon's historical shipwrecks occurred off the Manzanita coast: the Glenesslin in 1913, and the Santo Cristo de Burgos (disappeared 1693) which has generated rumors of treasure buried on Neahkahnie Mountain.

Named for the manzanita (Arctostaphylos sp.) plants that grow in the area. Manzanita means 'little apple' in Spanish.



As communities grow and develop, reflecting back on the past can offer a positive and creative way to look ahead to the future.

### The Visitor Experience: Connecting People to Place

A memorable visitor experience on the Tillamook Coast connects people to place. Its success depends on travelers easily finding their way around unfamiliar areas, locating the attractions they traveled here to see, feeling a sense of welcome, and helping them discover new adventures along the way. These all must work together to meet travelers' needs and expectations.

For long-term residents the ideal of everyday peace and tradtion is important. A balance of a small town and a thriving coast destination is at hand, and "wayfinding" can temper both experiences. Here in Manzanita, sharing special places and making friends is the easy part.

Effective wayfinding—making sure travelers have all the information they need to enjoy their time in Manzanita—and for them to create their own special stories during their visit. At the same time the community builds cohesion and economic benefits.

How? By developing tools unique to each coast community, wayfinding and brand provides a unified connection to a visitor's overall Tillamook Coast visitor experience.

A village theme that reflects the core of your community will be retained more strongly in a visitor's memory. Manzanita's unique persona will then have successfully created a point of interest— connecting people to place.

The experience of travelers, or the sense of coming home by residents will be based in respect... this will be done through messaging, interpretives, wayfinding, color, and signage. The goal is to communicate welcome, nature, home, integrity, and awe.





#### 6

### The Case for Good Wayfinding

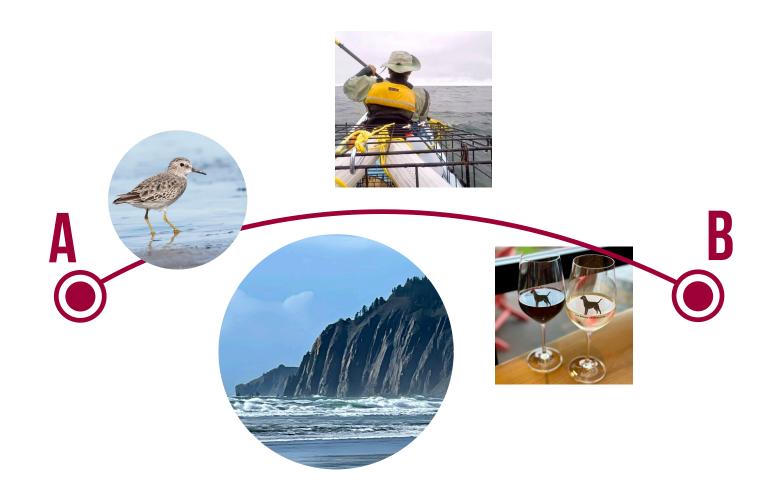
Beyond the need for basic navigation, identification and information, wayfinding systems serve an important role by defining a sense of place. Today, it is not enough for visitors to simply know "You are Here." Instead, it's essential to engage the visitor and build an environment that illuminates and promotes what exactly "here" offers. This is an important stepping stone for **economics, respect, sustainability,** and **learning** about Manzanita.

Wayfinding—knowing where you are, where you want to go, and how to get there—was one of the primary needs identified when the tourism program was first established in the 2014 Tillamook County Tourism Asset Mapping Report, and one which was given high priority.

A clear and attractive wayfinding system is essential to developing a program of tourism promotion and marketing, capable of guiding residents and visitors alike throughout the county while also enhancing their understanding and experience of these amazing places.

Kiosks, directories, banners, interpretive elements and even regulatory signs can all enrich a visitor's experience. Taken together, they bring awareness of different points of interest in Manzanita—retail district, nature, historical areas, and landmarks that visitors may not know about and may not be included in navigation technologies.

These added benefits of wayfinding not only enhance the spirit and pride of Manzanita but in a very tangible way help to create a cohesive vision and brand thgat begins to explain the mission of this unique, Oregon coastal treasure.



Wayfinding is more than moving visitors from point A to point B—rather, it is providing an exceptional experience along the way.

#### References

Tillamook, Wayfinding Technical Memo, Tillamook Area Chamber of Commerce, November 2016

"Visit Tillamook Coast Wayfinding Master Plan, Final Plan 2017"

### Methodologies

To ensure the success of the process, a new Wayfinding Plan should be guided by the following principles:

- Systematic—a plan becomes a system when each component plays a role in guiding visitors and residents. Wayfinding elements should fit together and be recognized as part of a system even though they may be different sizes and designs.
- **Consistent**—wayfinding elements should be consistent in their branding and use.
- Adaptable—wayfinding components need to be adaptable to serve a variety of purposes, including branding, visitor and resident orientation, improved traffic flow and support of economic development.
- Sustainable—as the wayfinding system is installed and built out, it will be critical to develop a maintenance schedule with clear lines of responsibility for inventory, inspection and cleaning. Managing the addition or subtraction

- of destinations, as well as expansion into new areas will be ongoing. Annual budgets should allow for regular maintenance and for future replacement as needed.
- Growth—once the initial components are completed, they should be evaluated and any changes incorporated. Future phases may evaluate a downtown wayfinding connection to city parks; recreation locations; an interpretive plan telling the City of Manzanita story and highlighting the visitor experience.



### Streetscape and Servicescape

A welcoming streetscape should strive to convey a city's inherent sense of pride. Throughout the world, visitors are drawn to quality environments that effectively blend the natural with the man-made. Attention should be paid to **reduce streetscape sign clutter** which distracts from the visitor experience visually and economically and at a minimum, offers unclear messages. With too many types of signs in the streetscape, it is far too easy for a town's appeal to become overwhelmed by signage. Guidelines can assist placement and quality of all streetscape elements:

- Wisely allocate space: when street space is limited, elements can conflict with one another, limit visibility, and create a sense of clutter.

  All streetscape elements should be located with consideration for the requirements and constraints of other streetscape elements that may also be placed on the street.
- Strive for "wholeness:" the layout of streetscape elements should emphasize "wholeness"— placements that look at an entire block or corridor rather than individual elements situated in a piecemeal fashion. Be consistent with long-term goals.
- Accommodate pedestrian needs: for Manzanita we're recommending that wayfinding encourage visitors have an "on foot" experience. It's the ideal pace, and the best way to see Manzanita in beautiful detail. Who needs all that road rage?
- Be enjoyable: streetscapes should provide a diversity of amenities and spaces for public enjoyment and include elements of discovery that reflect the spirit of Manzanita. The placement of streetscape elements... art, benches, interpretives and signage will contribute to "living" streets.

pictured, top left:

The current gateway is considered by some community members—dated, worn, lacking color, and that the piers are misrepresenting the city as a port

top right:

Some signs are less than helpful

below left:

Current signage requires updating

below right:

Missing continuity, city brand. Adding to street clutter









### Manzanita Locator Map and Signage Types

#### Identity Signage (ID)

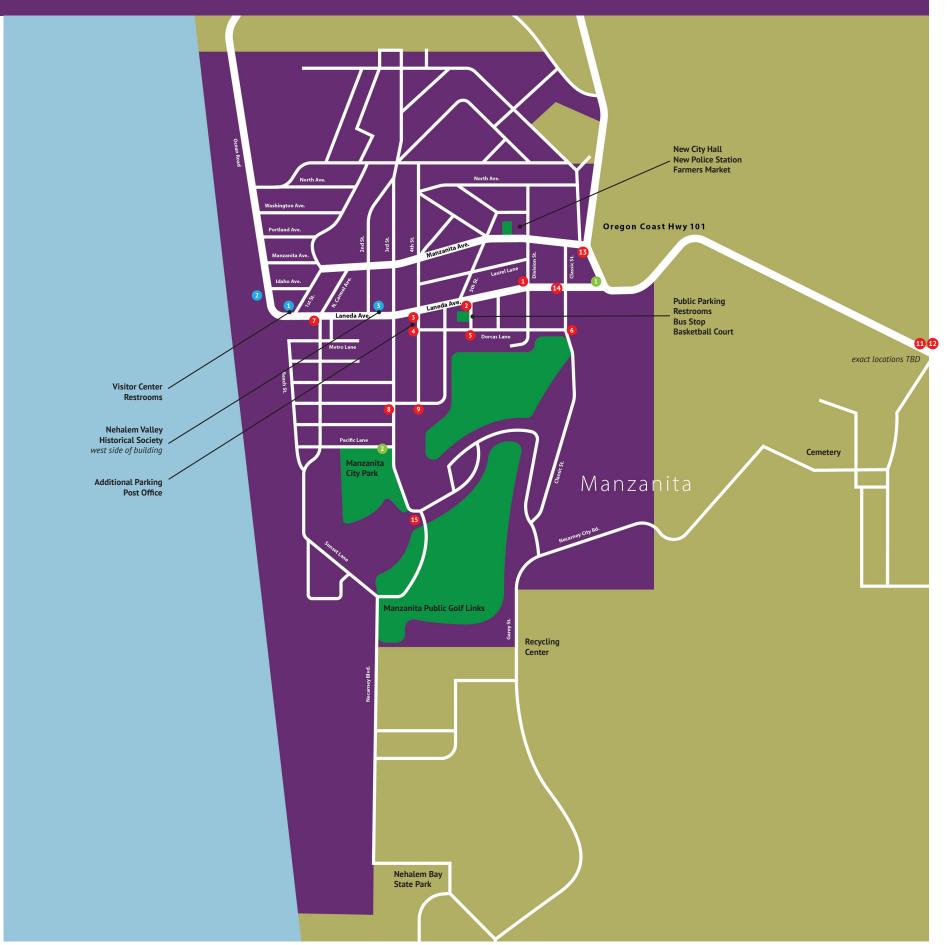
- Gateway
- Manzanita City Park and kids playground

#### **Directional Signage / Vehicule and Pedestrian (DR)**

	arrow direction	destination denoted
1	north	New City Hall and Police Station, farmers market
2	south west	Public parking, restrooms, bus stop, city park, Visitor center, historical society
3	south west	Additional public parking, post office Visitor center, historical society, bike trail
4	diag NW south	Additional public parking, post office City park, golf links, recycling center
5	west east north	Additional parking, city park, public golf links Recycling center, Nehalem State Park Downtown, restrooms, farmers market
6	south north west	Recycling center, Nehalem State Park Highway 101, visitor center, farmers market Restrooms, parking, bus stop, visitor center
7	south west	Public golf links, bike trail, Nehalem State Park Visitor center, restrooms
8	south north	City park, public golf links, Nehalem State Park Visitor center, downtown
9	west north	City park, public golf links, Nehalem State Park Downtown, restrooms, parking
10	south east north	Recycling center, Nehalem State Park Cemetery Downtown, restrooms, city park, visitor center
12	east	RV & Campers / Nehalem Bay State Park (2 locations on 101- <i>TBD</i> )
B	south	RV & Campers / Nehalem Bay State Park, ahead to Necarney City Road (located on 101 directing beyond gateway)
14	east	RV & Campers / Nehalem Bay State Park, Hwy 101 South to Necarney City Road
15	north south	Downtown, restrooms, city park, visitor center RV & Campers / Nehalem Bay State Park

#### Interpretive/Information (INT)

- 1 Visitor Center, 3-sided kiosk: fire safety, no fireworks, beware of riptides and king tides, beach safety, indigenous story, original building & founder story (Ben Lane)
- 2 Sunset Beach, 4-sided kiosk: fire safety, no fireworks, beware of rip and king tides, beach safety, shipwrecks, beeswax, Neahkahnie Mountain, wildlife (County property)
- 3 Pine Grove Community Center: historical building (west side of building)



### Design Toolbox

Creating a cohesive and effective wayfinding program involves many elements. Visuals, fabricated materials and messages unite to make a compelling experience for visitors and residents. Each of these components is one tool in creating signage, gateways and displays that will celebrate the City of Manzanita. The Design Toolbox brings together different disciplines, aesthetics and standards to make a public connection:

TYPOGRAPHY & LEGIBILITY
DIRECTIONAL ARROW
MANZANITA COLOR PALETTE & COLORSCAPE
LOGO
WAYFINDING SYMBOLS
MATERIALS
FABRICATION METHODS

### Schematic Designs

Schematic designs show how an integrated family of sign types—identity, directional, interpretive and safety—work together. Each sign type has its own visitor service goal, but all are united by a single design standard. The nature of schematic designs is to convey concepts and directions which can then be fulfilled and detailed further in the future if the community adopts this design direction. Figures of people are included in these designs to provide a sense of scale.

WELCOME GATEWAYS
DIRECTIONAL WAYFINDING
PEDESTRIAN WAYFINDING
VISITOR KIOSKS & INTERPRETIVES



### Colorscape

Directly or indirectly, colors reflect a sense of place and add insight to understanding the city's historic past, and its vibrant and charming present. The Manzanita **colorscape** tells a particular story. Its colors are distinctive—connecting visitors to your city's environment and back to nature which imbues it. Color also brings unity to design and promotion endeavors, while complementing community branding.

Color is inspirational and on a practical level, it's the glue that holds Manzanita branding together. It's evident in nature, when we consistently identify a unique landscape, or a time of day by color. We are all aware of color—consciously or unconsciously—and we use it to make decisions, take action and qualify emotion.











### Manzanita Color Palette

Color is one of the most powerful design elements available in your design toolbox.

The color palette will be extended to branding and a broad range of visual communication. These colors exhibit a confluence of sea, mountain, sky and air. Manzanita community members created this unique palette for this project.

It was necessary for the wayfinding team to add a few colors for contrast, legibility, and a balance with nature, visibility and message.





### Logo + Branding

A major component to creating a vibrant and distinct sense of place for any community is strong visual branding. Logos often form the cornerstone of this communication for both tourists and residents providing a clear visual reference to understand your special community.

Logos are especially useful in that they can be utilized in wayfinding instances where they quickly help identify a "sense of place." The Welcome Gateways, for example, are an ideal application. Logos can also be used effectively in instances where interpretives are offered, tourism websites, banners, posters, event promotion and merchandise.

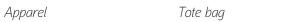
The Manzanita logo was developed concurrently with the Wayfinding Plan. The initial concept of Manzanita's logo was developed Partners in Design, and completed by the Community of Manzanita.











City Hall version

Black & white version



Signage

### Typography + Legibility

Typography is one of the most powerful tools available to support Manzanita's Wayfinding Plan. Used consistently, both residents and visitors will quickly recognize the value it adds to the streetscape by creating a strong, unified and recognizable wayfinding design. Future expansion of the program will be made stronger and easier by the consistent use of these fonts.

**Neutra and Neutra Display** has been selected as the primary branding font. As a logotype it's utilized in all caps. On interpretive panels it's used as a display font for titles and subheads, bringing a "Manzanita feel" to the graphics and communications.

**PT Sans Pro Regular + Bold** is an important primary and secondary font family, utilized for messaging applications. This multipurpose face is clean and easy to use in all applications. PT Sans Pro is also part of the VTC Master Plan.

Where does scale and legibility matter? The critical issue for any wayfinding sign is finding the right dimensions for the unique needs of a particular place. For transportation departments, the legibility issues that matter most are size and contrast on vehicular signs. Testing for scale in various environments should not only be part of the approval process, but should also be a key step to evaluate the effectiveness of wayfinding elements in the environment.

When deciding letter height on signage, there are many factors to consider. The rule of thumb in most studies is letter forms should be clearly legible from 30 feet per inch of height. If the typography is used along a road, speed and time are other key factors to consider.

LETTER HEIGHT	READABLE DISTANCE FOR MAXIMUM IMPACT	MAXIMUM READABLE DISTANCE
1"	10'	30'
2"	20'	60'
3"	30'	90'
5"	50'	150'
7"	70'	210'
10"	100'	300'
12"	120'	360'
15"	150'	450'
18"	180'	540'
24"	240'	720'
30"	300'	900'
36"	360'	1080'

Example: if a sign will be viewed from 300' the recommendation is for letter height to be between 10" and 30" tall

#### NEUTRA

abcdefghijklmnopqrstuvwxyz

### **ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890&**

abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890&

PT Sans Pro Bold

abcdefghijklmnopqrstuvwxyz ABCDEFGHIJKLMNOPQRSTUVWXYZ 1234567890&

### DURATION OF READABILITY (TIME IN SECONDS)

		Letter Height						
		4" 6" 8" 10"						
	25	5.5	8.2	10.9	13.6			
ij	35	3.9	5.8	7.8	9.7			
M.P.H.	45	3.0	4.5	6.1	7.6			
_	55	2.5	3.7	5.0	6.2			
	65	2.1	3.1	4.5	5.7			

Example: if a car passes a sign at 45 mph, 6" high letters will be legible for 4.5 seconds

Source: Stouse Signs http://blog.stouse.com/4-critical-factorssignage-letter-size-visibility/

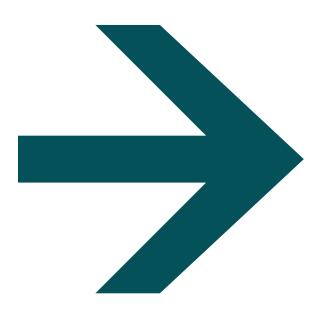
### Directional Arrow

In its simplest form, an arrow is a line with a triangle affixed to one end, used to point to or indicate direction. For the Manzanita wayfinding program, the arrow extends navigation and points to the next visitor attraction and experience.

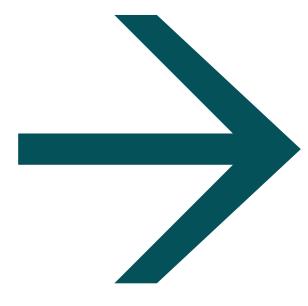
Two arrows have been designed for the Tillamook County Wayfinding Master Plan, with clarity and uniqueness in mind. Each has its own distinct function and application. The **bolder arrow** is used for vehicular directional signage. The **light weight arrow** is used on sidewalk pedestrian wayfinding. These alternate weights ensure the best legibility standards.

NOTE: These Directional Arrow standards apply only to signs in this plan that are NOT located and regulated by ODOT and County Sign Policy Guidelines.









**Light Arrow:**Pedestrian Wayfinding Signs

### Wayfinding Symbols

Picture reading is universal and fun in wayfinding communication.

Non-verbal pictograms help reinforce written messages and are recognized quickly. Since bringing diverse symbols together is sometimes a challenge, there is often a benefit to creating a distinct set of symbols unique to a project. The pictograms shown here are being developed for Tillamook County directional signage and used on map and guides.



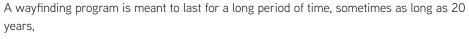
A sampling of symbol forms utilized in the Manzanita program. Symbol forms designate and clarify instances of safety, visitor services, businesses, recreation destinations and information/education. Some are differentiated in some applications by color.



#### Materials + Fabrication Methods



Manzanita's sign structures will honor its architecture and heritage. The plan's materials palette incorporates regional materials such as substantial unfinished timber (which will weather), river rock, exposed craftsman hardware and slotted sign faces. The graphics create a unified program and give visual cues to this village on the Oregon Coast.



so specified technologies and fabrication are crucial to longevity in the field. With the client, we will evaluate the elements of cost, performance, environment, vandalism, maintenance and flexibility.



#### **Posts**

Western red / Port Orford Cedar—UV inhibitor. Some directionals are pressure treated wood—UV inhibitor. A few directionals and interpretives incorporate aluminum—powder coated posts.



#### Kiosks Structure

Western red / Port Orford Cedar—UV inhibitor. Steel framing with powder coated hardware and framing.



Local river rock, concrete, custom hardware, bases must be engineered.



#### Sign Faces

Gateway signage is painted aluminum "boards" mounted to solid background of same color, with "grooves" created by spaces between boards. Additional graphics layer cut from aluminum, flush mounted to minimize vandalism. Directional signs are powder coated aluminum panels with laser cut vinyl graphics. Kiosk panels are High Pressure Laminate with powder coated aluminum panel frames.



#### Hardware

Galvanized steel, welded joints. Break-away bases where required by County and/or City. Painted finish and/or sealed finish. Kiosk roof tops are painted metal. Directionals are direct bury in new concrete footing or buried J-bolts with plate and through-bolts.



#### Lamps

Gateway, with electrical source supplied by the City of Manzanita.



#### Vinyl

Polyvinyl chloride (PVC) film that, in sign-making, is backed with an adhesive that creates a strong bond to a variety of impervious surfaces when pressure is applied. The application and removal process is fairly easy for a professional sign shop. Vinyl graphics typically last an average of twice the life expectancy of most paints used in traditional applications. Long-term UV exposure can shorten the life of this process.



#### High Pressure Laminate (HPL)

This signage process uses heat and pressure in fabrication, resulting in a final product that is a permanent fusion of image and HPL that does not de-laminate, separate, crack or peel. Signs and murals are generally impervious to moisture and resistant to UV rays, scratching, impact damage, and graffiti. Digitally printed subsurface images, with unlimited color, are fused into a single panel with phenolic and melamine resins. HPL lifespan is generally guaranteed for 10 years.



#### **Paints and Coating**

These items generally have the most visual evidence of wear over time. Technology has extended longevity greatly in the last few years, but it is important not to underestimate the environment's impact on fading.

### Approaching Manzanita – First Impressions Count

Between the road and the sky, communities rely on signage and gateways to engage a visitor's attention and herald a resident's hometown.

Partnering with Visit Tillamook Coast there's now an opportunity for Manzanita to refresh the primary Hwy. 101 gateway. This plan recommends design and installation locations to replace the current signage which is in poor repair.

At this time the Manzanita community would like to retain the current look of Manzanita's gateway sign and have it rebuilt in metal. The new city logo would replace the stylized gulls and unique typography.



The design team questions a metal sign which will mimic a wooden sign. The designs on this page are based on stakeholder comments.



A non-logo version has been requested as an option.







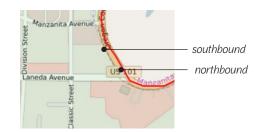


### Manzanita Gateway / Designs Explored

The Manzanita gateway is a complex wayfinding component which resulted in a number of alternative solutions. In brief, this brainstorming, is included in the design team's report. The primary objectives being: harmonize with the landscape, respect Manzanita's heritage, greet new and returning visitors, and this is a place we call home.



Manzanita's Hwy. 101 turnoff is located on a curve with poor sightlines. A driver has very little warning before a turnoff decision needs to be made. The current gateway is installed on a crowded median with other signs, utilities, and heavily planted. This gateway design recommends that twin signs be installed. One for the south approach, and one for the north approach. Materials include substantial timber and craftsman style hardware. Sign faces are aluminum panels that give the appearance of tongue and groove.



When designing for a new gateway, materials and aesthetics are a high priority. The city is considered a special jewel on the Oregon Coast. There is also the synergy and respect of nature. Manzanita takes this seriously and the gateway can acknowledge the marriage of nature, human culture and history. This design utilizes basalt stone as an atypical standout sign material. The gateway honors local geology and nods to both Cube and Pulpit Rocks.

A 2-sided sign, each at angles to be best seen on Hwy. 101.



sided sign, each angled for the



2-sided sign, each angled for the best sight-lines on Hwy. 101

This gateway is referencing craftsman timber and mortise and tenon joints. Substantial horizontal runners and unique hardward. This design references architecture in the village rather than the "dock" theme of the current gateway. The sign faces have a tongue and groove appearance.







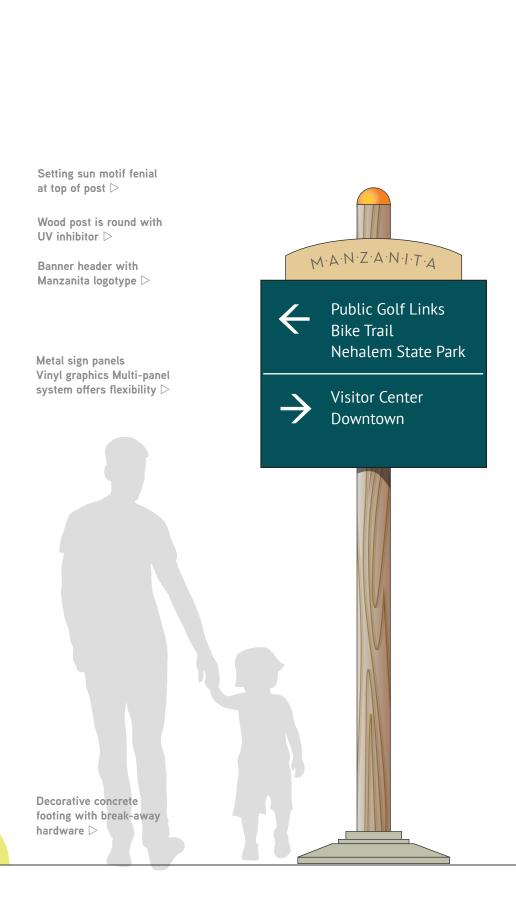
#### Pedestrian + Vehicular Directionals

Directional signs are an important tool in wayfinding. Pedestrian directionals enliven the visitor experience by encouraging walking around downtown, and creating a sense of place. Well designed wayfinding make businesses and destinations more accessible, fun to find, and can add appeal to streetscapes. The design on top of the round post has an eyecatching setting sun as a fenial.

A pedestrian directional system can greatly reduce wayfinding confusion and help everyone to find destinations in efficient ways. Public amenities will be a priority.

Each sign will incorporate city styles to remind guests of Manzanita's legacy. Signs will follow standards and utilize the Manzanita's materials and color palette, resulting in a unique system which is distinctive and memorable.

Road and traffic wayfinding is pivotal to Manzanita's downtown goals. Confused and wandering drivers create the worst environment for both utility and tourism. A secondary size and grid will be well suited for vehicular traffic. With a 'double-duty' design style from the pedestrian directionals the overall system will be very identifiable and a sense of unity will prevail and delight.





### Identity Signage / City Park

The City Park is the first of several destinations which will be a part of Manzanita's wayfing system. The sign materials are consistent with directionals and gateways designs. The city's brand is reflected on all signage enforcing the plans' integrity.

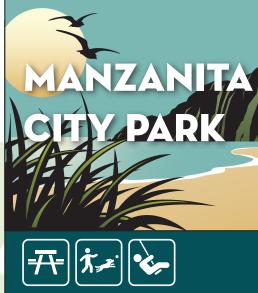
This format can also describe and list services. These are indicated with symbols. This sign-type can be 2-sided and regulations can be provided on the second side.

Header panel is consitent with the overall program, creates a sense of place, and contributes to the visitor experience

Sign faces are weather-resistent high pressure laminates

Service symbols can be added to the sign face substrate giving them flexibility for future changes





### Interpretive + Information Kiosks / 3 + 4 Sided

Kiosks are exciting information hubs, a very welcoming element of Manzanita's "visitor experience" plan. Kiosks in the streetscape and parks make the environment pedestrian-friendly to travelers. Kiosks are go-to street monuments, where Manzanita can simultaneously display its own unique pride while helping to guide and inform visitors.

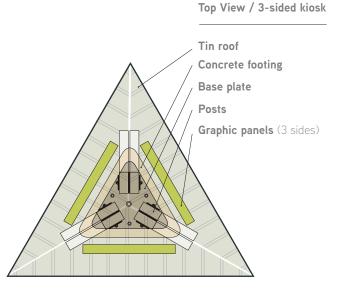
Kiosks are flexible and can be programmed in many ways—city map, downtown information, directions to restrooms, parking, and events.

At this time, there are 2 kiosk variations, 2-sided and 3-sided. At the Visitor Center there would be a 3-sided kiosk offering information on beach safety, building history and the founders story (Ben Lane). On Sunset Beach, the 4-sided kiosk tells of shipwrecks, beeswax, Neahkahnie Mountain and wildlife.

The pavilion-like kiosk design has a small footprint, but a high profile. The kiosk design references regional elements—hefty timber and forged metal—giving it the feel of a shelter.

4-sided kiosk in Bay City





Rolled tin roof. Wood and welded framing. UV inhibitor. Custom hardware TILLAMOOK COAST VTC brand lettering at top Full-color, high pressure phenolic laminate interpretive panels. Welded metal framed-edge Figure indicates Concrete footing (small footprint). Substantial welded hardware

### Interpretive / Special Installations

Interpretives in wayfinding plans tend to be unique in some aspects. They do share a common "voice" and relate to the Manzanita palette of materials, color and typography. They are unique in that they are "storytellers" and often occupy special places.

Wayfinding elements in natural settings should not be intrusions. Signage near important achitecture should be intergrated and not forced. This is the case at the Nehalem Valley Historical Society. Our team observes that the Pine Grove House is bearing considerable signage at this point. This plan calls for some dovetailing of stories, info and event info.

The bulletin board cases are obviously taking away from the architecture and quality of the visitor's experience. More thoughtful built-in elements will complement the small building and not detract from it.



Access ramp occupies much of the front of the House

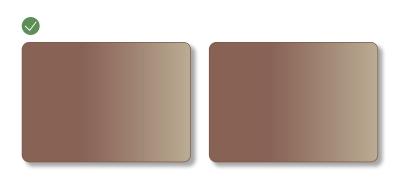


2 bulletin Boards are covering or blocking the charm of the House

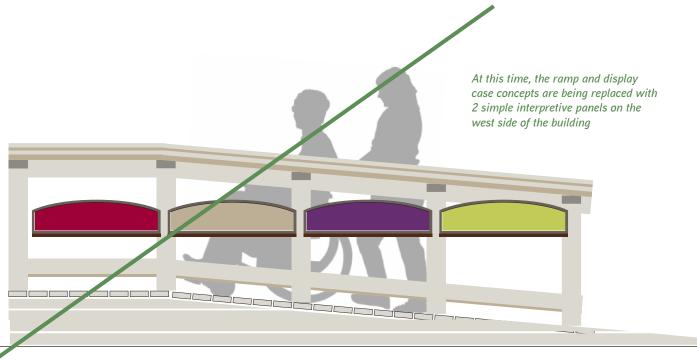


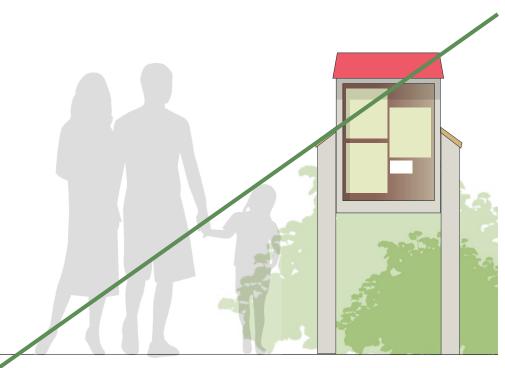
These off-the-shelf cases look cluttered and 'wet'

In this plan both of the bulletin board cases would be removed and the house facade and ramp be restored. A new weather-proof case would be installed, not touching the building, and complement the architecture to the left of the stairs. The area around the sign would be landscaped.



The Society has choosen to have designed and installed 2 interpretive panels on the west side of the building





Weather-proof events case in garden

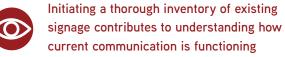
#### "Big Picture" Wayfinding / Additional Recommendations

Manzanita, like any community, does not start with a clean slate of wayfinding elements. The boundaries of the town have been navigated with an array of wayfinding tools for over a century, evolving as the community has grown. Look around—the existing signage you see defines not only how you are understood, but also how you see yourself.



Allow architecture and nature to communicate more effectively. This will encourage a more mindful visit, and lessen the need for reductive wayfinding. Allow doors to be seen in architecture, don't rely on a sign to do it.

Any existing signage whose performance has waned should be retired and removed. Your planning committee can begin by identifying these obsolete signs, removing them, and initiating the new signage standards.



current communication is functioning (or not functioning) day-to-day. The process can also help quantify effectiveness, redundancy and over-use, which can cause harm to treasured Manzanita landscapes.

A sign inventory also aids in understanding any missing "stepping stones" in a good wayfinding plan. It defines responsibility to each piece and it assigns objectives for every item.



#### Rules of Thumb:

- Signs that are out of date should be
- Some sign locations make them hard to see, or put them beyond the ideal decision-making moments for drivers. These signs can be relocated or rescaled.
- Some sign messages are confusing and can easily lead visitors astray. This is a good time to clarify and establish new message(s) and design standards.
- Sign clutter is a very real thing; it adds to road confusion and has great impact on a visitor's first impression of a community.
- · Temporary and unattractive commercial signage should be evaluated. Set sign standards for size, placement, materials and general design (i.e. sandwich boards) should be established and enforced.













Temporary and unattractive commercial signage should be evaluated. Set sign standards for size, placement, materials and general design (i.e. sandwich boards).

Support your merchants. Distributing the City brand and standards will help for more effective signage for everyone. Work with shops rather than only applying restrictions. Friendly Interesting sidewalk materials Artful + culture Restorative haven



Plan pedestrian-friendly sidewalks. Make the sidewalks consistent and inviting. Design with interesting materials which will identify with Manzanita.

Sidewalks can also tell a story and be part of future interpretive programing!



Public landscaping is beautiful, but it's also engaging and mindful. Plants can lead you in a direction, mark an entrance or a boundary, and it can encourage you to linger.

It's obvious that savvy business use plantings to their advantage.



The creation of gathering places and landmarks builds on legacy, education and culture. "What happened here," is very powerful in a visitor experience and proudful to a resident.

Include benches, art and banners into the wayfinding plan?



#### **COUNCIL ORDINANCE NO. 25-01**

# AN ORDINANCE AMENDING ORDINANCE 95-3 AND ORDINANCE 95-4 BY ADOPTING A PLANNED DEVELOPMENT OVERLAY ZONE FOR A RESIDENTIAL PLANNED DEVELOPMENT (MANZANITA LOFTS)

**WHEREAS**, on July 28, 2023, the Manzanita City Council approved an application for a planned unit development for the parcel described as Map 3N-10W-29D Tax Lot 2100 to construct a hotel complex referred to as Manzanita Lofts; and

**WHEREAS**, The Manzanita Zoning Ordinance section 4.136(3)(e)(f)(g)(h) requires planned unit development (PD) to be formally incorporated into the City's zoning framework through a map amendment identifying the parcel as a PD overlay; and

**WHEREAS**, City Staff provided the necessary notice of the PD overlay to the Department of Land Conservation and Development at least 35 days in advance of the public hearing; and

**WHEREAS**, the City Council held a public hearing on July 9, 2025, to receive public testimony on the proposed planned development overlay.

#### Now, Therefore, the City of Manzanita Does Ordain as Follows:

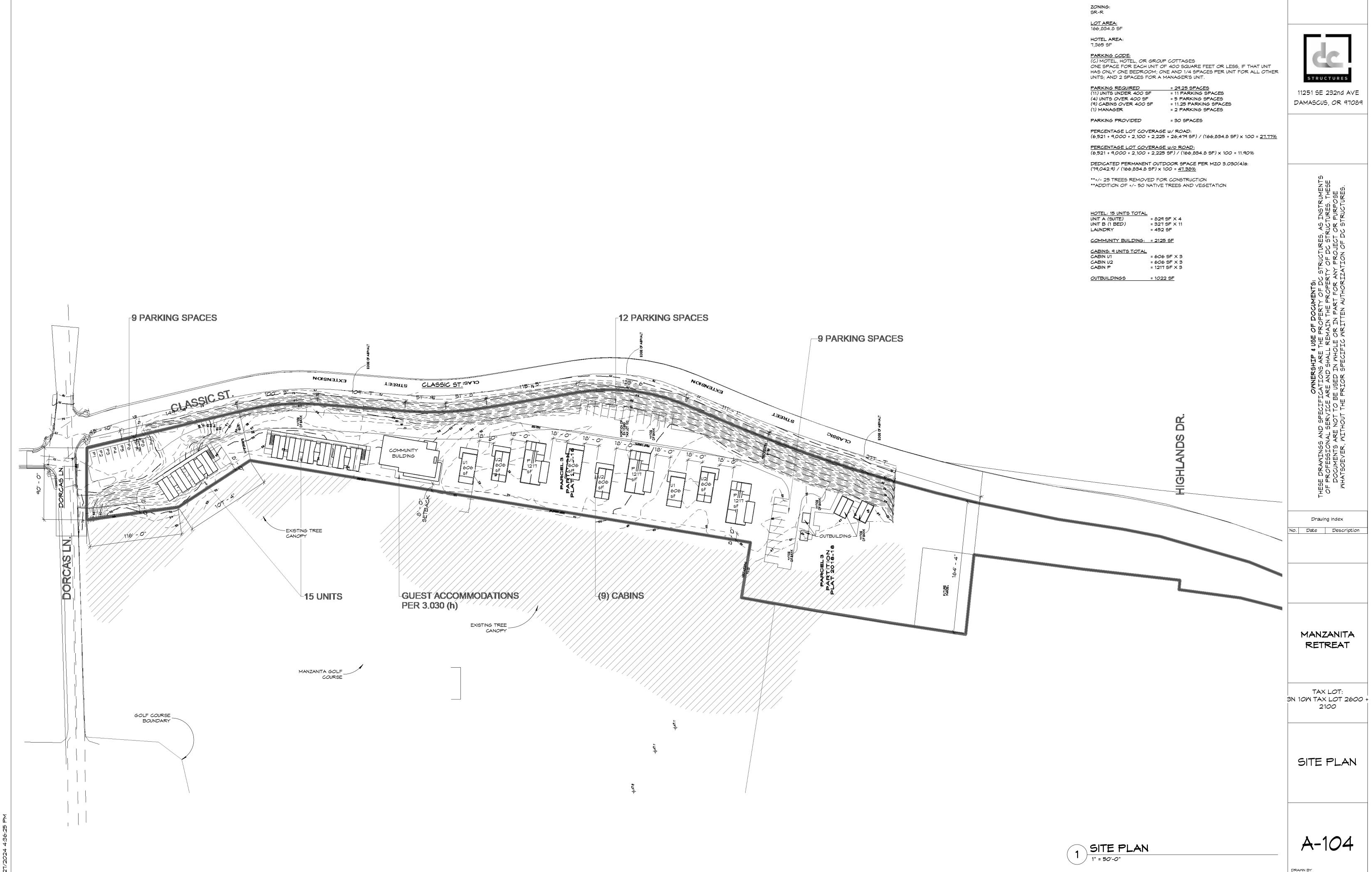
SECTION 1. The following applies only to those parcels described as Map 3N-10-29DA, Tax Lots 2100 and 2600:

- a. The City of Manzanita Comprehensive Plan Land Use Map adopted by Ordinance 95-3 is hereby amended by adding a Planned Development overlay zone to the aforementioned property, which shall be designated as Special Residential/Recreational-Planned Development on the Comprehensive Plan Land Use Map.
- b. The City of Manzanita Zoning Map adopted by Ordinance 95-4 is hereby amended by adding a Planned Development overlay zone to the aforementioned property, which shall be designated as SR/R-PD(Special Residential/Recreational-Planned Development) on the Zoning Map.
- c. The Architectural Site Plan for Manzanita Lofts Planned Development described in Exhibit Attached hereto and by this reference incorporated herein is hereby adopted as the Planned Development for the aforementioned property:

SECTION 2. The Findings of Fact and Conclusions described in Exhibit B attached hereto and by this reference incorporated herein are hereby adopted relative to the Manzanita Lofts Planned Development described in Section 1 above.

PASSED FIRST READING by the Council this 9<sup>th</sup> day of July, 2025.

PASSED SECOND READING by the Counc	cil this 6 <sup>th</sup> day of August, 2025.
APPROVED by the Mayor this 6th day of Au	gust, 2025.
ATTEST:	Kathryn Stock, Mayor
Leila Aman City Manager/Recorder	



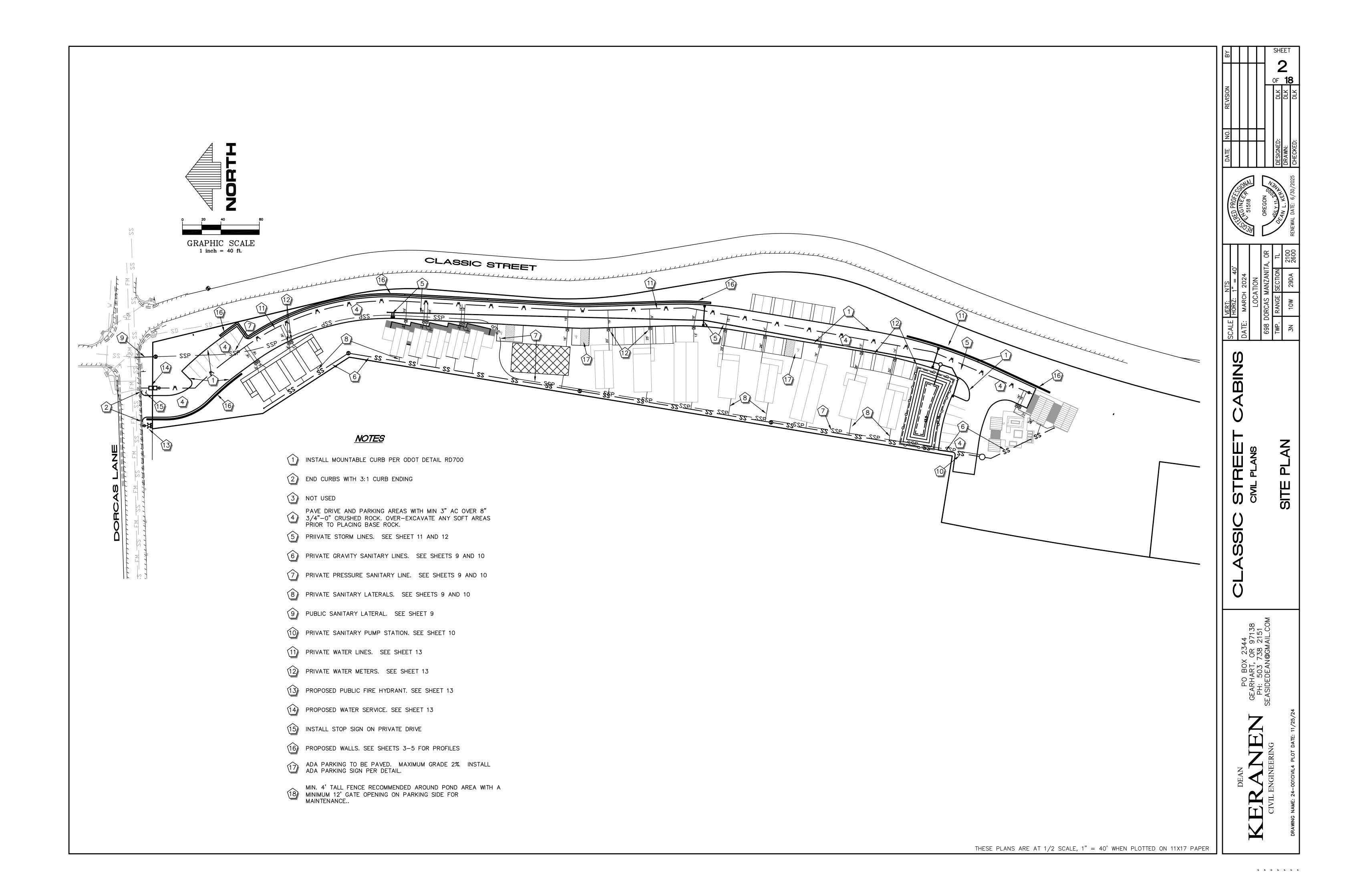
SITE INFORMATION:

<u>OMNER:</u> MANZANITA LOFTS LLC

TAX LOT 3N 10W TAX LOT 2600 + 2100

DAMASCUS, OR 97089

DRAMN BY Author 2/27/2024 4:36:25 PM



# CLASSIC STREET CABINS

#### CONSTRUCTION NOTES

#### **GENERAL NOTES**

ALL CONSTRUCTION SHALL CONFORM TO THE CURRENT STANDARDS AND SPECIFICATIONS FOR THE CITY OF MANZANITA, APWA STANDARD SPECIFICATIONS, ANY CONDITIONS OF APPROVAL FOR THE PROJECT, THE UNIFORM BUILDING CODE AND

CONTRACTOR SHALL OBTAIN ALL PERMITS AND LICENSES PRIOR TO CONSTRUCTION.

WARRANTY PERIOD FOR CONTRACTOR'S WORK IS 1 YEAR (12 MONTHS).

ATTENTION CONTRACTORS: OREGON LAW REQUIRES YOU TO FOLLOW THE RULES AS ADOPTED BY THE OREGON UTILITY NOTIFICATION CENTER. THOSE RULES ARE SET FORTH IN OAR 952-001-0010 THROUGH OAR 952-001-0090. YOU MAY OBTAIN COPIES OF THE RULES BY CALLING THE CENTER. (NOTE: THE TELEPHONE NUMBER FOR THE OREGON UTILITY NOTIFICATION CENTER 1S (503) 232-1897 OR 1-800-322-2344). AT LEAST TWO (2) BUSINESS DAYS PRIOR TO CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE OREGON UTILITY NOTIFICATION CENTER OF THE DATE AND LOCATION OF THE PROPOSED CONSTRUCTION, AND THE TYPE OF WORK TO BE PERFORMED.

PROJECT BENCHMARK IS A MAG NAIL NUMBERED 104 IN THE PAVEMENT LOCATED ON THE EAST SIDE OF CLASSIC STREET. ELEVATION = 73.32'.

THE CONTRACTOR/OWNER SHALL COORDINATE THE INSTALLATION OF THE UTILITY SYSTEMS SUCH AS POWER, TELEPHONE, GAS. CABLE TV. ÉTC., WITH EACH INDIVIDUAL UTILITY COMPANY.

CONTRACTOR SHALL PROTECT EXISTING MONUMENTS, BENCH MARKS, PROPERTY CORNERS GOVERNMENT MONUMENTS, AND SURVEY STAKES. REPLACEMENT OF THESE ITEMS SHALL BE AT THE CONTRACTOR'S EXPENSE.

THE CONTRACTOR SHALL MAINTAIN AND PROTECT EXISTING PUBLIC AND PRIVATE UTILITY LINES AND OTHER PUBLIC UTILITY STRUCTURES. THE CONTRACTOR SHALL RESTORE ALL PUBLIC PROPERTY TO ITS ORIGINAL CONDITION UPON COMPLETION OF

FXISTING UTILITY LOCATIONS SHOWN ARE APPROXIMATE ONLY AND ARE BASED ON THE BEST AVAILABLE DATA. CONTACT UTILITY COMPANIES FOR UTILITY LOCATES AND POTHOLE ALL UTILITY CROSSINGS AND UTILITY TIE IN LOCATIONS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL VERIFY DEPTH, SLOPE AND SIZE OF ALL RELEVANT EXISTING UTILITIES PRIOR TO CONSTRUCTION. NOTIFY ENGINEER OF ANY DISCREPANCIES.

CONTRACTOR SHALL DO ALL WORK SHOWN ON DRAWINGS AND ALL INCIDENTAL WORK NECESSARY TO COMPLETE THE PROJECT IN AN ACCEPTABLE MANNER.

ALL NONMETALLIC SANITARY, STORM SEWER AND WATER SERVICE PIPING SHALL HAVE AN ELECTRICALLY CONDUCTIVE INSULATED 12 GA. COPPER TRACER WIRE THE FULL LENGTH OF THE INSTALLED PIPE.

CONTRACTOR SHALL RESTORE ALL SURFACES TO MATCH EXISTING, ADJACENT GRADES. ALL RIMS, FRAMES AND GRATES SHALL BE ADJUSTED TO MATCH FINISH GRADE.

NO MATERIAL SUBSTITUTIONS OR DESIGN CHANGES SHALL BE MADE WITHOUT PRIOR PERMISSION OF THE ENGINEER AND THE APPROPRIATE APPROVAL AGENCIES.

THE CONTRACTOR SHALL HAVE TWO (2) FULL SETS OF THE APPROVED PLANS WITH ALL CURRENT REVISIONS AND AMENDMENTS ON THE SITE AT ALL TIMES DURING CONSTRUCTION. AS-BUILT CONSTRUCTION ITEMS SHALL BE RECORDED ON

THE CONTRACTOR IS TO LEAVE THE PROJECT FREE OF DEBRIS AND UNUSED MATERIALS UPON COMPLETION. ALL MATERIALS SHALL BE HAULED OFF AND LEGALLY DISPOSED OF AT THE CONTRACTOR'S EXPENSE.

ONE OF THE SETS AND RETURNED TO THE ENGINEER UPON COMPLETION OF THE PROJECT.

THE CONTRACTOR SHALL TAKE NO ADVANTAGE OF ANY ERRORS, OMISSIONS OR DISCREPANCIES IN THE PLANS. WHEN ERRORS, OMISSIONS OR DISCREPANCIES ARE FOUND, THE ENGINEER SHALL BE NOTIFIED. WORK PERFORMED BY THE CONTRACTOR AS A RESULT OF AN ERROR. OMISSION. OR DISCREPANCY IN THE PLANS SHALL BE AT THE CONTRACTOR'S RISK WHEN SUCH ERROR, OMISSION, OR DISCREPANCY HAS NOT BEEN BROUGHT TO THE ATTENTION OF THE ENGINEER.

ALL PUBLIC WATERLINE PIPE SHALL BE C-900 UNLESS OTHERWISE SPECIFIED. ALL CAST IRON FITTINGS AND FLANGED DUCTILE IRON FITTINGS SHALL BE CLASS 250 AND ALL DUCTILE IRON MECHANICAL JOINT FITTINGS SHALL BE CLASS 350 CONFORMING TO ANSI/AWWA C110/A-21.10 AND ANSI/AWWA C153 A-21.53. MORTAR LINING SHALL BE SAME THICKNESS

NO PUBLIC WATER VALVES SHALL BE OPENED OR CLOSED (OPERATED) BY ANYONE BUT THE CITY OF MANZANITAWATER

ALL PUBLIC WATERLINE PIPE SHALL HAVE A MINIMUM OF 36" OF COVER IN STREET RIGHT OF WAYS TO FINISH GRADE UNLESS OTHERWISE SHOWN. ALL WATERLINE PIPE IN EASEMENT AREAS WILL HAVE A MINIMUM OF 48" OF COVER FROM

ALL TEES, BENDS AND ENDS OF WATERLINES SHALL BE BLOCKED WITH POURED IN PLACE CONCRETE THRUST BLOCKS IN ACCORDANCE WITH THE ARCH CAPE WATER DISTRICT SPECIFICATIONS UNLESS ALTERNATE RESTRAINT SYSTEMS HAVE BEEN PREVIOUSLY APPROVED. ALL FITTINGS IN CONTACT WITH CONCRETE SHALL BE WRAPPED IN PLASTIC. FOR MECHANICALLY RESTRAINING MECHANICAL JOINTS, MEGA-LUG BRAND FOLLOWER GLANDS ONLY SHALL BE USED. FOR MECHANICALLY RESTRAINING PIPE BELL JOINTS, US PIPE FIELD-LOK GASKETS OR APPROVED EQUAL SHALL BE USED.

ALL BOLTED CONNECTIONS SHALL RECEIVE A COATING OF "SPRAY-ON UNDERCOATING" OR APPROVED EQUAL.

FOR NEW DEVELOPMENT PROJECTS, STENCIL "W" ON CURBS AT WATER SERVICE/METER LOCATIONS.

THE CONTRACTOR SHALL BE RESPONSIBLE FOR MAINTAINING THE PROPER SEPARATION BETWEEN SANITARY SEWER LINES AND WATERLINES AS REQUIRED BY THE DEPARTMENT OF ENVIRONMENTAL QUALITY AND STATE DEPARTMENT OF HEALTH. SEE STANDARD DETAIL 411.

VALVES SHALL BE RESILIENT WEDGE GATE VALVES. ALL VALVES SHALL BE DESIGNED TO AWWA SPECIFICATIONS AND SHALL HAVE A STANDARD 2" SQUARE-OPERATING NUT UNLESS OTHERWISE SHOWN ON PLANS. ALL VALVES SHALL BE DESIGNED FOR AT LEAST 150 PSI WORKING PRESSURE AND SHALL OPEN COUNTER CLOCKWISE.

DIRECT-BURIED LINE VALVES OF 12" SIZE AND LARGER SHALL BE BUTTERFLY VALVES. ALL SMALLER, DIRECT-BURIED LINE

FIRE HYDRANT ASSEMBLY SHALL BE WATEROUS CONFORMING TO AWWA STANDARD C502, LATEST REVISIONS. GATE VALVES FOR HYDRANTS ARE TO BE APPROVED RESILIENT WEDGE GATE VALVES ONLY. HYDRANTS ARE TO BE YELLOW AND THE DEPTH OF BURY IS TO BE DETERMINED IN THE FIELD. SEE STANDARD DETAIL 401.

ALL WATERLINE FACILITIES SHALL BE THOROUGHLY FLUSHED, PRESSURE AND TESTED CHLORINATED. A POTABLE WATER TEST SHALL BE APPROVED BY THE OREGON STATE HEALTH DEPARTMENT AND ARCH CAPE WATER DISTRICT PRIOR TO ANY METER INSTALLATIONS OR CONNECTION TO EXISTING SYSTEM.

ALL FILLING, FLUSHING AND TESTING OF NEW WATERLINE FACILITIES SHALL BE DONE PRIOR TO CONNECTION TO THE MAINLINE. ALL CHLORINATED WATER SHALL BE DECHLORINATED PRIOR TO BEING DISCHARGED INTO SANITARY SEWER OR OTHER APPROVED LOCATION.

#### STREETS

ENGINEER AND SHALL BE BROUGHT TO GRADE IN LIFTS NOT TO EXCEED 8". EACH LIFT SHALL BE COMPACTED TO 95% OF MAXIMUM DENSITY AS DETERMINED BY AASHTO T-180 COMPACTION TEST. ALL GRADING SHALL BE DONE IN ACCORDANCE WITH CH. 70 OF THE UNIFORM BUILDING CODE.

EMBANKMENTS SHALL BE CONSTRUCTED FROM EXCAVATED MATERIAL OR IMPORTED MATERIALS ACCEPTABLE TO THE

IMMEDIATELY COLD PATCH REQUIRED FOR ALL TRENCH CUTS IN EXISTING STREETS. MAINTAIN UNTIL PERMANENT PATCHING

NO SIGNS IN THE RIGHT OF WAY MAY BE REMOVED BY THE CONTRACTOR WITHOUT CITY AUTHORIZATION.

#### **GRADING NOTES**

ALL GRADING SHALL BE DONE IN ACCORDANCE WITH CH. 70 OF THE UNIFORM BUILDING CODE.

TOP 6 TO 8 INCHES OF TOPSOIL SHOULD BE STRIPPED PRIOR TO EXCAVATION AND EMBANKMENT WORK. HOWEVER, ACTUAL STRIPPING DEPTHS SHALL BE EVALUATED AT THE TIME OF CONSTRUCTION.

ALL GRADING SHALL BE DONE IN ACCORDANCE WITH CH. 70 OF THE UNIFORM BUILDING CODE.

INSPECTION OF SUBGRADE AND BASE IS REQUIRED PRIOR TO PAVING. CONTACT DESIGN ENGINEER.

#### **EROSION CONTROL**

THE OWNER/PERMITTEE, OR EPSC MANAGER, SHALL BE RESPONSIBLE FOR PROPER INSTALLATION, MONITORING, MAINTENANCE, AND REMOVAL OF ALL EROSION PREVENTION AND SEDIMENT CONTROL MEASURES, IN ACCORDANCE WITH THE COUNTY, STATE, AND FEDERAL REGULATIONS. RESPONSIBILITY WILL CONTINUE UNTIL PERMANENT VEGETATION OR LANDSCAPE IS COMPLETE. OWNER/PERMITTEE SHALL BE RESPONSIBLE FOR MAINTENANCE UNTIL THE FOLLOWING CONDITIONS ARE MET: 1) THE PROJECT HAS BEEN ACCEPTED BY THE CITY; 2) ALL INDIVIDUAL LOTS ARE SOLD.

APPROVAL OF THE PLAN DOES NOT CONSTITUTE AN APPROVAL OF PERMANENT ROAD OR DRAINAGE DESIGN (E.G., SIZE AND LOCATION OR ROADS, PIPES, RESTRICTORS, CHANNELS, RETENTION FACILITIES, UTILITIES).

THE BOUNDARIES OF THE CLEARING LIMITS SHOWN ON A PLAN SHALL BE CLEARLY MARKED IN THE FIELD PRIOR TO CONSTRUCTION. DURING THE CONSTRUCTION PERIOD, NO DISTURBANCE BEYOND THE CLEARING LIMITS SHALL BE PERMITTED. THE MARKINGS SHALL BE MAINTAINED BY THE OWNER/PERMITTEE OR DESIGNEE FOR THE DURATION OF CONSTRUCTION.

THE EPSC BMPS SHOWN ON THE PLAN MUST BE CONSTRUCTED IN CONJUNCTION WITH ALL CLEARING AND GRADING ACTIVITIES, IN ACCORDANCE WITH THE CONDITIONS OF APPROVAL, PUBLIC WORKS STANDARDS, DEVELOPMENT CODE, AND IN SUCH A MANNER AS TO ENSURE THAT SEDIMENT, SEDIMENT-LADEN WATER, AND OTHER POLLUTANTS DO NOT ENTER THE DRAINAGE SYSTEM OR ROADWAYS, OR VIOLATE APPLICABLE WATER QUALITY STANDARDS.

THE EPSC BMPS SHOWN ON THE PLAN ARE MINIMUM REQUIREMENTS FOR ANTICIPATED SITE CONDITIONS. DURING THE CONSTRUCTION PERIOD, THE BMPS SHALL BE UPGRADED AS NEEDED FOR UNEXPECTED STORM EVENTS AND TO ENSURE THAT SEDIMENT AND SEDIMENT LADEN WATER DO NOT LEAVE THE SITE.

THE EPSC BMPS SHALL BE INSPECTED DAILY DURING STORMWATER AND SNOWMELT RUNOFF AND AT LEAST ONCE EVERY SEVEN (7) CALENDAR DAYS AND WITHIN 24 HOURS AFTER ANY STORM EVENT THAT PRODUCES AT LEAST 1/2 OF AN INCH OF RAIN PER 24-HOUR PERIOD. ON INACTIVE PERIODS OF GREATER THAN SEVEN (7) CONSECUTIVE CALENDAR DAYS, INSPECTIONS ARE REQUIRED EVERY TWO (2) WEEKS.

AT NO TIME SHALL SEDIMENT BE ALLOWED TO ACCUMULATE MORE THAN ONE-THIRD THE HEIGHT OF ANY SEDIMENT CONTROL BARRIER. TRAPPED SEDIMENTS SHALL BE REMOVED FROM CATCH BASINS WHEN DESIGN CAPACITY HAS BEEN REDUCED BY 50 PERCENT. ALL CATCH BASINS AND CONVEYANCE LINES SHALL BE CLEANED PRIOR TO PROJECT FINAL INSPECTION. THE CLEANING OPERATION SHALL NOT FLUSH OR INTENTIONALLY WASH SEDIMENT-LADEN WATER INTO THE

SEDIMENT THAT LEAVES THE SITE SHALL BE CLEANED UP WITHIN 24 HOURS AND PLACED BACK ON THE SITE OR PROPERLY DISPOSED. ANY IN-STREAM CLEAN UP OF SEDIMENT SHALL BE PERFORMED ACCORDING TO REQUIREMENTS OF THE U.S. ARMY CORPS OF ENGINEERS AND THE OREGON DEPARTMENT OF STATE LANDS.

STORM DRAIN INLETS, CATCH BASINS, AND AREA DRAINS SHALL BE PROTECTED UNTIL PAVEMENT SURFACES ARE COMPLETED AND PERMANENT VEGETATION HAS BEEN ESTABLISHED.

STABILIZED GRAVEL ENTRANCES SHALL BE INSTALLED AT THE BEGINNING OF CONSTRUCTION AND MAINTAINED FOR THE DURATION OF THE PROJECT. ADDITIONAL MEASURES MAY BE REQUIRED TO ENSURE THAT ALL PAVED AREAS ARE KEPT CLEAN FOR THE DURATION OF THE PROJECT.

CONCRETE WASHOUT LOCATION SHALL BE PROVIDED FOR WASHING OF CONCRETE TRUCKS AND EQUIPMENT SO THAT CONCRETE SLURRY IS NOT WASHED INTO THE STORMWATER SYSTEM, STREAMS, OR DRAINAGEWAYS. IDENTIFY THE LOCATION ON THE PLAN AND INCLUDE THE NOTE: "DO NOT OVERFILL AND BURY WHEN FINISHED."

GROUNDCOVER AND/OR SEEDING SHALL BE COMPLETED AS SOON AS PRACTICABLE FOR EACH PHASE OF CONSTRUCTION AND NOT LATER THAN SEPTEMBER 1. IF FERTILIZERS ARE USED TO ESTABLISH VEGETATION, THE APPLICATION RATES SHALL FOLLOW MANUFACTURER'S GUIDELINES AND THE APPLICATION SHALL BE PERFORMED IN SUCH A WAY TO MINIMIZE NUTRIENT-LADEN RUNOFF TO RECEIVING WATERS. THE PLAN SHALL STATE THE CONDITIONS FOR DETERMINING SUCCESSFUL

NON-STORMWATER POLLUTANT CONTROL MEASURES INCLUDING ANY USE OF TOXIC OR OTHER HAZARDOUS MATERIALS SHALL INCLUDE PROPER STORAGE, SPILL CONTAINMENT, APPLICATION, AND DISPOSAL

WET WEATHER MEASURES SHALL BE ESTABLISHED BY OCTOBER 1ST AND CONTINUE TO FUNCTION THROUGH MAY 31ST OF THE FOLLOWING YEAR. PRIOR TO DISCONTINUING ACTIVITIES ON ANY PORTION OF THE SITE BETWEEN OCTOBER 1 AND MAY 31, ANY EXPOSED AREA SHALL BE STABILIZED WITHIN 7 DAYS TO PREVENT EROSION. BETWEEN JUNE 1 AND SEPTEMBER 30, THE SITE MUST BE STABILIZED WITHIN 30 DAYS. STABILIZATION MAY OCCUR BY APPLYING APPROPRIATE COVER (E.G., MULCH, EROSION CONTROL BLANKETS, BINDERS, TACKIFIERS) OR ESTABLISHING ADEQUATE VEGETATIVE COVER.

PRIOR TO FINAL PROJECT ACCEPTANCE BY THE COUNTY, THE SITE SHALL BE PERMANENTLY STABILIZED (SEED AND MULCH OR TACKIFIER, OR PERMANENT LANDSCAPING). SEE APPENDIX F: CITY OF PORTLAND NATIVE PLANT RESTORATION GUIDE AS A RESOURCE. FOR SUBDIVISIONS, TEMPORARY GROUNDCOVER WILL BE ACCEPTED IF HOME CONSTRUCTION WILL BEGIN WITHIN 30 DAYS OF PROJECT FINALIZATION.

THE OWNER/PERMITTEE IS RESPONSIBLE FOR REMOVING ALL SEDIMENT CONTROL MEASURES ONCE PERMANENT STABILIZATION HAS BEEN ESTABLISHED. DEQ WILL NOT TERMINATE THE 1200-C PERMIT UNTIL PERMANENT VEGETATION IS ESTABLISHED. SEE ADDITIONAL NOTES ON THE DEQ 1200C PLANS FOR THE PROJECT.

#### SANITARY SEWER NOTES

ALL MATERIALS, INSTALLATION, TESTS AND INSPECTION SHALL BE IN ACCORDANCE WITH THE CITY OF MANZANITA STANDARD SPECIFICATIONS AND THE MOST CURRENT EDITION OF THE UNIFORM PLUMBING CODE.

SANITARY SEWER PIPE SHALL BE POLYVINYL CHLORIDE PIPE (PVC) ASTM D3034 SDR 35 UNLESS OTHERWISE NOTED. SANITARY SEWER SHALL BE THE SIZE NOTED ON THE PLANS. MINIMUM SLOPE SHALL BE 2% UNLESS OTHERWISE

#### PRIVATE WATERLINE NOTES

THE UNIFORM PLUMBING CODE.

ALL MATERIALS, INSTALLATION, TESTS AND INSPECTION SHALL BE IN ACCORDANCE WITH THE CITY OF MANZANITA STANDARD SPECIFICATIONS AND THE MOST CURRENT EDITION OF THE UNIFORM PLUMBING CODE.

PRIVATE WATER LINES SHALL BE OF THE SIZE AND TYPE AS NOTED ON THE PLANS.

COORDINATE PLACEMENT OF WATER SERVICE METER WITH CITY PUBLIC WORKS. CONTACT CITY PLUMBING INSPECTOR FOR CONSTRUCTION REQUIREMENTS OF BUILDING WATER SERVICES.

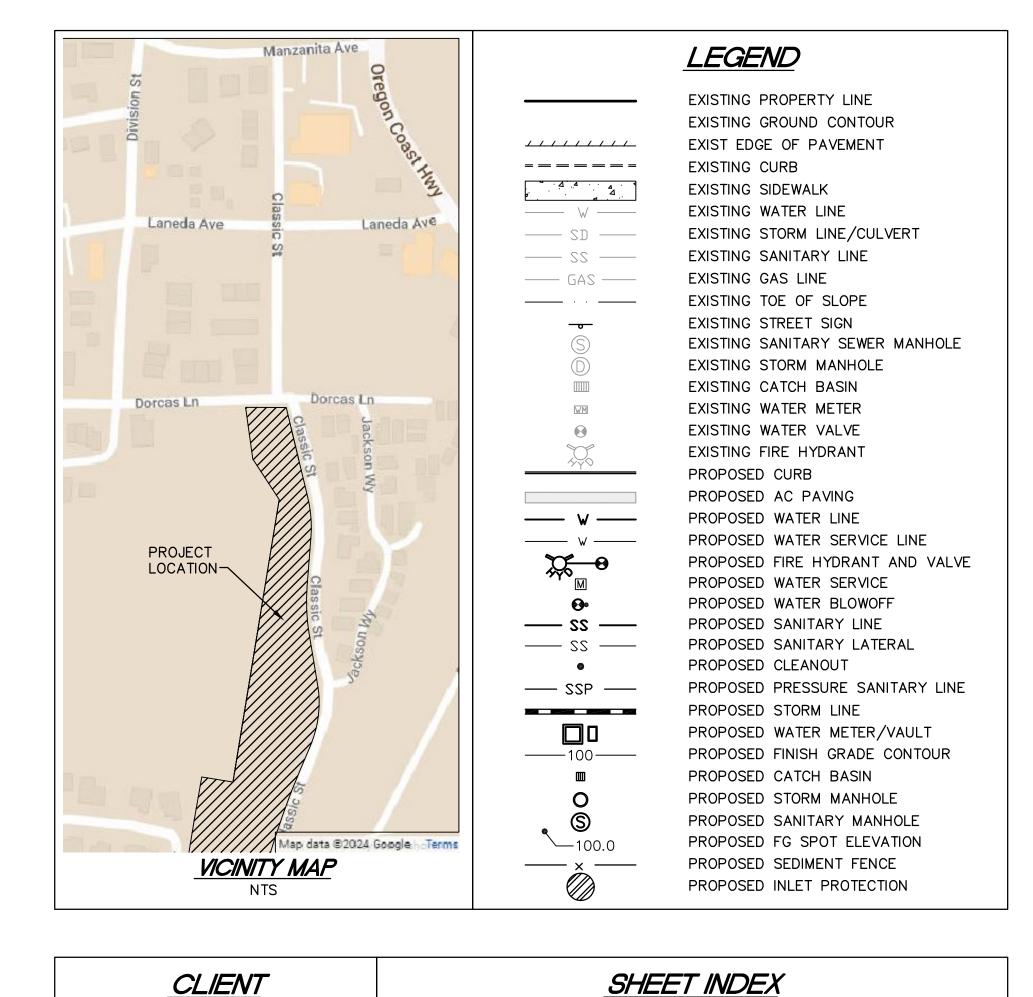
CONNECTION OF NEW WATER SERVICE TO EXISTING MAIN SHALL BE COORDINATED WITH CITY STAFF. ALL WATER MAIN VALVES SHALL BE OPERATED BY CITY PERSONNEL. NO EXCEPTIONS UNLESS AUTHORIZED IN WRITING BY CITY.

STORM DRAIN NOTES ALL MATERIALS, INSTALLATION, TESTS AND INSPECTION SHALL BE IN ACCORDANCE WITH THE MOST CURRENT EDITION OF

WHEN EXISTING FIELD DRAINS ARE ENCOUNTERED, CONTRACTOR TO CONTACT CITY ENGINEER AND PROJECT ENGINEER.

STORM DRAIN PIPE SHALL BE POLYVINYL CHLORIDE PIPE (PVC) ASTM D3034 SDR 35 OR EQUAL UNLESS OTHERWISE NOTED ON THE PLANS. PIPE SLOPE SHALL BE 1% MINIMUM UNLESS OTHERWISE NOTED. GRADING NOTES

INSPECTION OF SUBGRADE AND BASE IS REQUIRED PRIOR TO PAVING. CONTACT DESIGN ENGINEER.



UTILITY TYPE	UTILITY COMPANY	CONTACT NAME	CONTACT NUMBER
LOCAL ROADS	CITY OF MANZANITA	DON WEITZEL	503 812 2514
WATER AND SEWER	CITY OF MANZANITA	DON WEITZEL	503 812 2514
ONE CALL UTILITY LOCATES	ONE CALL UTILITY LOCATES	N/A	800 332 3244
ELECTRICITY	PACIFIC POWER	MARILYN BROCKEY	503 861 6005
CABLE TELEVISION	SPECTRUM/CHARTER	NICK GOLDEN	503 298 0129
GAS	NORTHWEST NATURAL GAS	EMERGENCY	800 882 3377
TELEPHONE	LUMEN	DAVID DODD	503 242 8849

1 COVER SHEET

**3** PRIVATE STREET (1/3)

4 PRIVATE STREET (2/3)

**5** PRIVATE STREET (3/3)

9 SANITARY SEWER (1/2)

**10** SANITARY SEWER (2/2)

**6** SITE WALLS (1/3)

**7** SITE WALLS (2/3)

**8** SITE WALLS (3/3)

2 SITE PLAN

CERELLI DESIGN LLC

VITO CERELLI

91897 MAXWELL LN

ARCH CAPE, OR 97102-0135

PROPERTY LOCATION

698 DORCAS

MANZANITA, OR

MAP 3.10,29DA

TAX LOTS 2100 AND 2600

## UTILITY CONTACTS

PO BOX GEARHART, PH: 503

97 21 21 All

. . . . . . .

THESE PLANS ARE AT 1/2 SCALE, 1" = 40' WHEN PLOTTED ON 11X17 PAPER

**11** STORM SEWER (1/2)

**12** STORM SEWER (2/2)

**14** GRADING AND EC COVER

**15** GRADING AND EC PLAN

**16** GRADING AND EC DETAILS

**13** WATER PLAN

**17** DETAILS

**18** DETAILS

#### BEFORE THE MANZANITA PLANNING COMMISSION

In the Matter of the	)
Application of	Order on Remand re Manzanita Lofts Planned Unit Development
Vito Cerelli	)

#### **ORDER**

#### I. NATURE OF THE APPLICATION

This matter comes before the Manzanita City Council on appeal by the applicant from the Planning Commission's decision to deny the application. This matter is on remand from the Land Use Board of Appeals, after Vito Cerelli's appeal of the City's denial of Planned Unit Development application to establish a 34-unit hotel on property zoned Special Residential/Recreation Zone (SR-R).

#### II. GENERAL INFORMATION

- A. APPLICANT: Vito Cerelli.
- B. PROPERTY LOCATION: The property is located at the approximate southwest corner of Dorcas Lane and Classic Street. Classic Street borders the property along the east. The site address is 698 Dorcas Lane and the County Assessor places the property within Township 3 North; Range 10 West; Section 29D; Tax Lot #2100; and, Township 3 North; Range 10 West; Section 29DA; Tax Lot #2600.
- C. MAPPED AREA: Tax Lot #2100 ~ 3.42 acres; Tax Lot #2600 0.41 acres for 3.81 total acres.
- D. EXISTING DEVELOPMENT: The vacant subject area fronts two public streets and public services are available.
- E. ZONING: The property is zoned Special Residential/Recreation Zone (SR-R) and located within the Dune Overlay.
- F. ADJACENT ZONING AND LAND USE: Property to the north is zoned High Density Residential (R-3) and contains a mix of single-family homes. All remaining adjacent land is zoned SR-R and includes a golf course and residences to the west and south, and, residential development to the east.
- G. REQUEST: The applicant is requesting approval of a Planned Unit Development to construct a hotel complex upon remand from the Land Use Board of Appeals.

H. DECISION CRITERIA: The review criteria for this application on remand are MZO 3.030(4)(a) and MZO 4.136(3)(c)(2), (3), and (5). The issues on review before the City Council relate to MZO 3.030(4)(a) and MZO 4.136(3)(c)(5) only.

#### III. APPLICATION SUMMARY

- A. The applicant wishes to create a 34 Unit hotel complex on the subject property that will feature a combination of loft units and large and small cabins. The project will be developed over three phases:
  - 1. Phase 1 is located at the north end of the site and will total 19 studio hotel rooms. There will be a total of 11 buildings with eight designed to contain two units and three single units. Each unit will be approximately 350 square feet in area. This Phase also includes a gathering space with a kitchen. This building will not contain a restaurant.
  - 2. Phase 2 will be located to the south of Phase 1, containing 9 hotel cabins, each approximately 1,000 square feet in area. These will be unattached and run perpendicular to the adjacent roadway.
  - 3. Phase 3 will be at the south end of the site and contain 6 small cottages, each approximately 350 square feet in area.
  - 4. A private roadway will run along the east side of the site, serving all three Phases. Required public facilities will also be located within this roadway. Appropriate levels of parking will be included for each Phase for a total of 53 parking spaces.
  - B. 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 planned development layout, and not the individual buildings. While the applicant submitted photos and schematics identifying potential designs, this application does not include a design review for any

structure. However, the layout does contain proposed building locations, and if approved, the Commission has the authority to condition their decision on the final layout substantially conforming to the proposal, including the relative size, position and design of the buildings.

#### D. Two items for clarification:

- 1. The zoning map on the City's website identifies a rightof-way where the subject property is located. This is in error. The County Assessor maps clearly show the two tax lots without an intervening right-of-way.
- 2. Phase 2 includes the 1,000 square foot cottages. The submitted plan partitioning of the property is not under consideration with the current proposal. Again, the request is to develop the site for a hotel complex.

#### IV. PROCEDURAL HISTORY

On March 21, 2022, the Planning Commission conducted a hearing on the application. The Commissioners were familiar with the site's location. Otherwise, no *ex parte* contacts, bias or conflicts of interest were declared. At the conclusion of the meeting, the Commission voted to continue the matter until the April 18, 2022, meeting, allowing the applicant to provide additional information regarding, traffic, wetlands and open space.

The Commission reconvened on April 18, 2022. The applicant was unable to submit the requested information to City staff to meet the April hearing deadline. To ensure a complete and proper review of the material, the applicant requested the Commission continue the matter to the May 16, 2022, Commission meeting. The Commission approved the continuation.

The Commission reconvened on May 16, 2022. At the May 16 meeting, the Commission reviewed the additional material, including traffic reports from the applicant and the City's review of said report, additional building details and landscaping information. At the conclusion of the meeting the Commission voted to continue the matter until the June 20 hearing to address the hotel's operations and vehicle parking.

The Commission reconvened on June 20, 2022. Prior to the June hearing, area property owners submitted written comments to the City and Planning Commission. Although the record was left open at that time only to review materials submitted by the applicant, the City agreed to comprehensively reopen the record to allow additional evidence, argument, and testimony. As a result, a new notice was mailed prior to the June 20 meeting indicating that public testimony will be accepted.

At their conclusion of the June 20 hearing, the Planning Commission voted to deny the application based on previous testimony and the submitted comments. The Commission

found the proposal failed to comply with all applicable decision criteria for a Planned Unit Development contained in Manzanita Ordinance 95-4. Further, the Commission directed staff to prepare an Order for the Chair's signature. Notice of the decision was provided, and the applicant submitted a timely appeal to the City Council.

The City Council elected to conduct the appeal review on the record, and held a hearing on June 19, 2022. After the June 19, 2022, hearing, during which the City Council heard argument from the applicant and those opposed to the application, the City Council adopted the Planning Commission's findings, and denied the application.

The applicant then submitted a timely petition for review to the Oregon Land Use Board of Appeals ("LUBA") on August 8, 2022. Before LUBA, the applicant asserted eight assignments of error against the City's denial. LUBA resolved the petition in a Final Opinion and Order dated February 27, 2023 (the "Remand Order"), remanding the decision to the City for further consideration with respect to three of the assignments of error. Specifically, LUBA agreed with the applicant's arguments that:

- 1. "[T]he [C]ity erred in relying on [Manzanita Comprehensive Plan] provisions as a basis for the limited land use decision, and in particular as a basis to deny the application for failure to satisfy MZO 4.136(3)(c)(2)." Remand Order at p. 23.
- 2. "[R]emand is appropriate for the city council to adopt a reviewable interpretation of all of the relevant MZO provisions" MZO 1.030 and MZO 3.030(4)(a), and to determine "whether the Density Standard applies to the proposal." Remand Order at p. 25.
- 3. The City's decision was not supported by substantial evidence in the record with respect to MZO 4.136(3)(c)(5) in that the record did not support the Planning Commission's conclusions that "the project will generate 'more than 309 vehicle trips" and that "many of the trips would be directed to downtown." Remand Order at p. 28.

On March 30, 2023, the applicant requested that the City begin remand proceedings to address the three issues on remand. This request started a 120-day time clock for the City to issue its final decision.

The City Council held a special meeting on April 12, 2023 at which it remanded these proceedings to the Planning Commission.

On April 14, 2023 the City issued a Notice of Remand Hearing in accordance with the City Council's decision outlining the remand issues to be resolved at a public hearing before the Planning Commission on May 15, 2023. On May 8, 2023, the City issued a new Notice of Remand Hearing postponing the Remand Hearing to May 30, 2023. On May 22, 2023, the City issued a Staff Report for the May 30, 2023 hearing.

On May 30, 2023, the Planning Commission met to consider evidence, testimony, and argument regarding the remand issues. The materials on review before the Planning Commission included the existing record as was submitted to LUBA, including previous Staff Reports dated March 10, 2022 and June 10, 2022, finding that applicant's proposal complied with the applicable Planned Development criteria and recommending that the

Planning Commission approve the application. The record also includes the Remand Order, applicant's request for a remand hearing, Notices of Remand Hearing, and Applicant's letter dated May 5, 2023, public comments received prior to the May 30, 2023 hearing and during the open record period from May 31, 2023 to June 7, 2023. After considering comments and submitted materials from the applicant, the Oregon Coast Alliance, which was the intervenor in the LUBA proceedings, and members of the public, the Planning Commission made preliminary findings with respect to the remand issues relating to MZO 4.136(c)(2), (3), and (5) as discussed in the June 9, 2023 Staff Report. The Planning Commission then continued the hearing to June 16, 2023 to address the remand issue relating to MZO 3.030(4)(a). The Planning Commission left the record open for a period of seven days for the parties to present new evidence and argument as described in the City's Notice continuing the hearing to June 16, 2023.

On June 16, 2023, the Planning Commission reconvened to consider evidence and testimony raised during the open record period, written responses received before the hearing, and additional oral argument regarding the remand issues as described in the City's Notice continuing the hearing to June 16, 2023.

As a result of that hearing the Planning Commission found that the proposed use met the remand criteria of MZO 4.136(c)(2) and (3), but did not meet the remand criteria of MZO 3.030(4)(a) and MZO 4.136(c)(5) and voted to deny the application on those two grounds on June 16, 2023. A final order was issued on June 20, 2023.

On July 10, 2023 the applicant appealed the Planning Commission's decision to the City Council. After a special set meeting on July 12, 2023 the Council decided to review the appeal on the record.

On July 26, 2023, the City Council held a public hearing to consider argument but not new evidence from the parties. The City Council then continued the public hearing to July 28, 2023, for further discussion and deliberations. At the July 28 hearing, the City Council voted to approve the application with conditions.

The record in this matter is available at: https://ci.manzanita.or.us/23015-698-dorcas-lane/

The City now makes its final written decision, with no further appeals within the City's processes, as follows.

#### V. PLANNED UNIT DEVELOPMENT PROVISIONS AT ISSUE ON REMAND

The City Council makes its findings of fact and conclusions as follows.

A. MZO 3.030(4) addresses density standards for development in the Special Residential/Recreational Zone, SR-R. In the SR-R zone the following standards shall apply:

MZO 3.030(4)(a) Overall density for the SR-R zone is 6.5 dwelling units per gross acre. Dwellings may be clustered on one portion of a site within

the SR-R zone and achieve a maximum density of 13 dwellings per acre where at least 40% of the total lot or parcel area is reserved or dedicated as permanent open space as a public or private park area or golf course. The open space shall be so indicated on the Plan and zoning map, and deed restrictions to that effect shall be filed with the City.

**DISCUSSION:** LUBA accepted that the proposed use is a "hotel" and that the proposed use is therefore a permitted use in the City's SR-R zone.

LUBA found that the City's initial denial of the application "adopted an equivocal finding that [this] Density Standard could apply *if* the [hotel's] units are 'dwelling units' as defined in MZO 1.030, without deciding whether the units are in fact dwelling units." LUBA remanded this portion of the decision to the City to provide further interpretation, and determine whether the Density Standard in MZO 3.030(4)(a) applies to the application.

In his request for a remand hearing, applicant noted that he disagreed that the Density Standard applies to the hotel project. The applicant was willing however, to accept a condition of approval requiring the development to meet the Density standard by reserving or dedicating 40% of the site for open space or public or private park area or a golf course, thereby increasing maximum density to 13 units per acre.

On June 6, 2023, applicant submitted a proposed site plan depicting the physical characteristics of the dedicated open space. That document is available at the link provided above.

During deliberations on July 28, the City Council determined that the Density Standard did apply to the proposed use. After making that determination, the City Council considered whether the application could meet the Density Standard with a condition of approval requiring that the 40% open space be designated in a different configuration than applicant's proposed site plan, to achieve a maximum density of 13 units per gross acre.

The applicant then suggested a condition of approval reducing the number of units of the project to 6.5 units per acre to meet the general Density Standard and eliminate the need to dedicate 40% of the use for open space as a park. Council discussed that the reduction in density would not constitute a substantial change to the proposed use because the layout would remain the same but with fewer hotel units, which could potentially lessen certain impacts of the project. Council acknowledged that the applicant's agreement to meet the general Density Standard reduced the Council's decision to a mathematical calculation of how many units would be permissible on the 3.81 acre lot.

**FINDINGS:** In accordance with LUBA's Remand Order, the proposed use is a hotel, which is a permitted use in the SR-R zone.

The hotel's units are "dwelling units" for purposes of MZO 1.030 because the record shows that the units will have one or more rooms designed or intended for occupancy as separate living quarters and containing four or more of the following amenities: refrigeration, cooking facility (including cooking stove, hot plate, range hood, microwave,

or similar facility) or wiring or venting to support same, dishwashing machine, sink intended for meal preparation (not including a wet bar), garbage disposal, toilet, and/or shower or bathtub. The hotel's units also are expected to have a similar occupancy time to the City's short-term rentals, which are also considered dwelling units.

Therefore, the Density Standard in MZO 3.030(4)(a) applies to the proposed use. The proposed use will be limited to the layout proposed for a 34-unit hotel, reduced to 24 units through a condition of approval. This reduction in density does not constitute a new proposal or a new use, because there are no substantial changes to the proposed use other than a reduction in density.

With a total project area of 3.81 acres and 24 proposed units, the proposed use's density would be 6.3 dwelling units per gross acre, which meets the general density requirement of 6.5 dwelling units or less per gross acre.

**CONCLUSION:** The City Council finds that the Density Standard described in MZO 3.030(4)(a) applies to the proposed use. Because the proposed use will have a maximum density of 6.3 dwelling units per gross acre, this criterion is met.

- B. MZO 4.136(3), addresses the Planned Unit Development Procedure. With respect to the issues on remand, the following procedures shall be observed in applying for and acting on a planned development:
  - (c) The Planning Commission shall consider the preliminary development plan at a meeting, at which time the comments of persons receiving the plan for study shall be reviewed. In considering the plan, the Planning Commission shall seek to determine that:
    - (5) The streets are adequate to support the anticipated traffic and the development will not overload the streets outside the planned area.

**DISCUSSION:** LUBA determined that the City's denial was not supported by substantial evidence in the record with respect to MZO 4.136(3)(c)(5) in that the record did not support two of the Planning Commission's conclusions. First, LUBA noted that both the applicant's and the opponent's traffic engineers "estimated that the project would generate 'up to' 309 vehicle trips on the peak day, a Saturday in the summer," which did not support a finding that the project would generate "more than" 309 trips per day. Remand Order at 28. Second, LUBA found that there was no evidence in the record to support the City's conclusion that many of the trips would be directed to downtown. LUBA remanded this portion of the decision to the City.

The City of Manzanita's Transportation Engineer provided a scoping letter to the Applicant on April 13, 2023, to provide an updated Transportation Impact Study (TIS) to address

the issues raised in the Remand Order. This letter is posted as part of the packet for the May 30<sup>th</sup> hearing and is available at the web address above.

On May 4, 2023, applicant submitted Transportation Impact Study Conducted by Mackenzie for Manzanita Lofts Hotel Dated May 3, 2023.

On May 4, 2023 Lancaster Mobley, the City's Contract Traffic Engineer reviewed the findings from the Mackenzie Transportation Impact Analysis.

These materials are available and included in the Planning Commission Packet which can be found on the City's website at the link provided above.

**FINDINGS:** There will be a single private driveway servicing the site. Neither Ordinance 95-4 or Ordinance 95-5 (Land Divisions) contains minimum driveway width and improvement requirements.

Although the proposed use will impact traffic on the surrounding streets, the applicant's May 4 TIS, adequately addresses the items identified in the City's April 13 scoping memorandum. The May 4 TIS shows that the streets are adequate to support the anticipated traffic that would be generated by a 34-unit hotel, and that the streets outside the planned area will not be overloaded. According to the May 4 TIS, there will be no substantial impacts to bicycle or pedestrian traffic from a 34-unit hotel.

The traffic impacts from the same layout reduced to 24 units, will be even less.

Other information in the record regarding potential traffic impacts is not sufficient to rebut this evidence.

**CONCLUSION:** The City Council finds that this criterion is met.

C. The Planning Commission found that the application meets MZO 4.136(3)(c)(2) and (3). No party appealed those findings to the City Council.

#### V. CONDITIONS OF APPROVAL

If the City Council approves the application subject to the following Conditions:

- A. The approval shall be limited to the layout submitted and approved as part of this application, reduced to 24 units. Any modification involving altering the phase boundaries, a change in proposed uses, increasing the proposed building footprints by more than 10% or similar modifications shall require a new application and review to proceed.
- B. Construction for individual buildings shall require a building permit review application and approval. The applicant has the option of submitting a building permit review application for each building, for a group of similar buildings or for all the buildings within a Phase.

- C. Engineering plans for the entire development will be submitted as part of the development of the Phase 1. The applicant shall have the option of installing public facility improvements for the entire project or only for each Phase. Unless otherwise modified by City Public Works, the minimum improved roadway width serving the development shall be 22-feet.
- D. Building permit review applications, and associated engineering plans, for Phase 1 shall be submitted within two years of the date of final approval of this application. Associated submittals for the remaining phases shall be submitted within five years from the date of final approval of the building permit review of Phase 1. Modification to the Phasing or time extensions shall require the review and approval of the Planning Commission.
- E. All stormwater runoff shall be addressed on the subject property. Applicant shall provide a stormwater runoff design plan for approval to the City during the building permit review phase of the project.
- F. Prior to issuance of building permits, the developer shall submit evidence from Tillamook County that the proposed hotel complies, with County regulations regarding the establishment and operation of a hotel/motel.
- G. Operations of the hotel shall continually comply with all necessary health and safety provisions of all State, County and local regulations.
- H. Prior to issuance of Building Permits, the applicant shall submit evidence of the consolidation of the two parcels (Township 3 North; Range 10 West; Section 29D; Tax Lot #2100; Township 3 North; Range 10 West; Section 29DA; Tax Lot #2600) into a consolidated parcel.
- I. Prior to beginning construction, the applicant shall submit the current wetland analysis to the Department of State Lands (DSL) for review and approval. If the DSL requires changes to the layout, these revisions shall require review and approval by the Planning Commission.
- J. The site shall contain the required vehicle parking spaces for the 24 hotel units as determined by Staff. The vehicle parking spaces shall substantially conform to the locations and layout identified on the site plan. Sufficient parking shall be required throughout the development commensurate with the requirements in Ordinance 95-4, Section 4.090.
- K. Applicant is required to clear vegetation west of the site driveway location to achieve at least 225 feet of intersection sight distance, measured from a point 14.5 feet behind the edge of the traveled way on Dorcas Lane, consistent with intersection sight distance requirements in A Policy on Geometric Design of Highways and Streets (AASHTO Manual).
- L. Prior to occupancy of any structure, the developer shall complete the following:

- 1. Install and/or extend necessary public facility improvements, consistent with City and/or NBWA approved engineering plans.
- 2. Install parking improvements and landscaping consistent with approved building and engineering plans.
- M. Unless otherwise specifically modified by this decision, development of the site shall continually comply with applicable provisions in Ordinance 95-4 including building height, setbacks, parking, lot coverage and other applicable provisions.
- N. Compliance with these conditions, the requirements of the Manzanita Zoning Ordinance, Nehalem Bay Wastewater Agency, Nehalem Bay Fire & Rescue, Tillamook County Environmental Health, Department of State Lands and applicable building code provisions shall be the sole responsibility of the developer.

APPROVED BY A MAJORITY OF THE MANZANITA CITY COUNCIL ON THE 28th of JULY 2023.

DATED at Manzanita, Oregon, this 4th day of August, 2023.

SIGNED:

Deb Simmons, Mayor

Date

8.4.23



#### **COUNCIL ORDINANCE NO. 25-02**

# AN ORDINANCE AMENDING ORDINANCE 95-3 AND ORDINANCE 95-4 BY ADOPTING A PLANNED DEVELOPMENT OVERLAY ZONE FOR A RESIDENTIAL PLANNED DEVELOPMENT (MANZANITA PINES)

WHEREAS, on April 14, 2025, the Manzanita City Council approved an application for a planned unit development for the parcels described as Map 3N-10-28, Tax Lot 1403 to construct a multifamily housing development (Manzanita Pines); and

**WHEREAS**, The Manzanita Zoning Ordinance section 4.136(3)(e)(f)(g)(h) requires planned unit development (PD) to be formally incorporated into the City's zoning framework through a map amendment identifying the parcel as a PD overlay; and

**WHEREAS,** City Staff provided the necessary notice of the PD overlay to the Department of Land Conservation and Development at least 35 days in advance of the public hearing; and

**WHEREAS**, the City Council held a public hearing on July 9, 2025, to receive public testimony on the proposed planned development overlay.

#### Now, Therefore, the City of Manzanita Does Ordain as Follows:

SECTION 1. The following applies only to those parcels described as Map 3N-10-28, Tax Lot 1403:

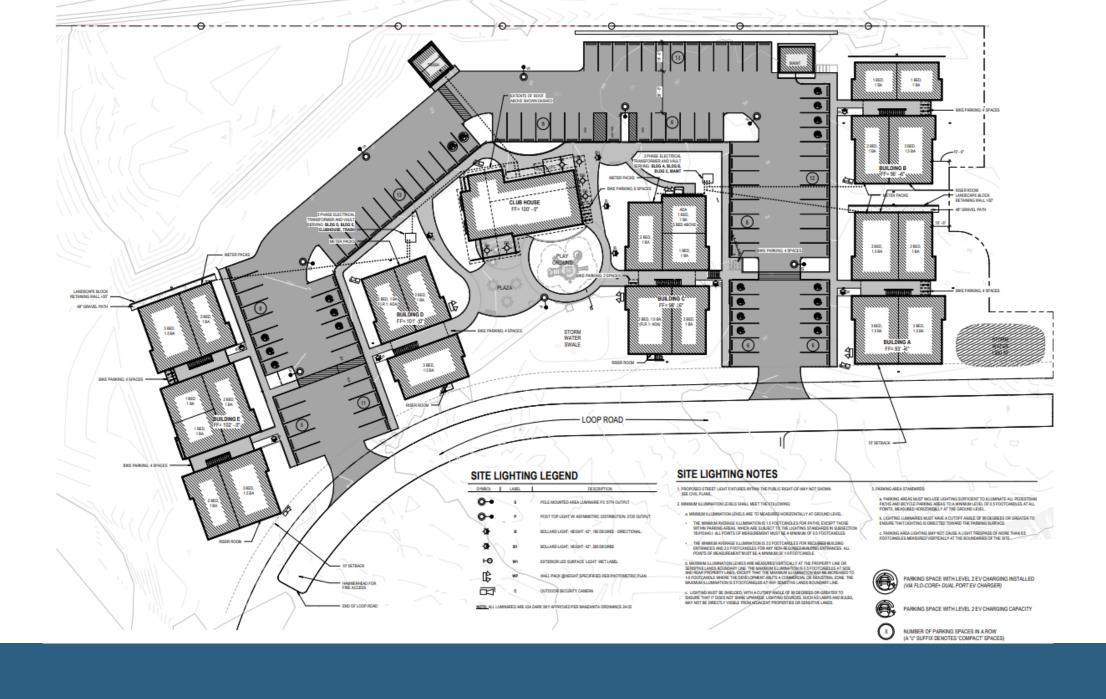
- a. The City of Manzanita Comprehensive Plan Land Use Map adopted by Ordinance 95-3 is hereby amended by adding a Planned Development overlay zone to the aforementioned property, which shall be designated as Special Residential/Recreational-Planned Development on the Comprehensive Plan Land Use Map.
- b. The City of Manzanita Zoning Map adopted by Ordinance 95-4 is hereby amended by adding a Planned Development overlay zone to the aforementioned property, which shall be designated as SR/R-PD (Special Residential/Recreational-Planned Development) on the Zoning Map.
- c. The Architectural Site Plan for Manzanita Pines Planned Development described in Exhibit Attached hereto and by this reference incorporated herein is hereby adopted as the Planned Development for the aforementioned property:

SECTION 2. The Findings of Fact and Conclusions described in Exhibit B attached hereto and by this reference incorporated herein are hereby adopted relative to the Manzanita Pines Planned Development described in Section 1 above.

PASSED FIRST READING by the Council this 9th day of July 2025.

PASSED SECOND READING by the Council this 6<sup>th</sup> day of August 2025.

APPROVED by the Mayor this 6 <sup>th</sup> day of August, 2025.		
ATTEST:	Kathryn Stock, Mayor	
Leila Aman, City Manager/Recorder		





# MANZANITA

#### CITY OF MANZANITA

167 5<sup>th</sup> Street – Manzanita Oregon 97130 P.O. Box 129, Manzanita, OR, 97130-0129 Phone: (503) 812-2514 | TTY Dial 711 ci.manzanita.or.us

# BEFORE THE CITY COUNCIL OF THE CITY OF MANZANITA ORDER

APPLICANT:

Keith Daily (Polyphon Architecture and Design, LLC)

LOCATION:

Township 3 North: Range 10 West: Section 28: Tax Lot 1401

ZONING:

Special-Residential/Recreation (S-R/R)

**REQUEST:** 

Planned Unit Development (PUD) for a 60-unit affordable, multi-family

housing project

The above-named applicant submitted a Planned Unit Development (PUD) application to construct a 60-unit affordable, multi-family housing project. The Planning Commission held a public hearing on the above request on February 10, 2025, and approved the application. On March 10, 2025, the Planning Commission's decision was appealed by Amy Gunter on behalf of Steven Albrechtsen.

On March 18, 2025, the City Council held a special session and decided to review this matter de novo. The City Council reopened the record as described in its March 21, 2025 Notice of Hearing. On April 14, 2025, the City Council held a de novo land use appeal hearing. At the hearing, the City Council upheld the Planning Commission's decision to approve the application with additional findings and conditions of approval. The Council's supplemental findings addressing the issues raised on appeal (the "Supplemental Findings") are described in Exhibit A to this Order. The Council further adopts and incorporates by reference as its own the findings in pages 1 – 9 of the Staff Report dated April 7, 2025 (the "Staff Report"), and in pages 2 – 17 of Exhibit A to the Order of the Planning Commission dated February 18, 2025 (the "Planning Commission Order"). The Council further adopts the conditions of approval listed in Exhibit B to this Order.

THE CITY COUNCIL OF THE CITY OF MANZANITA HEREBY ORDERS that the Planned Unit Development request be APPROVED and adopts the findings of fact in the Staff Report, Planning Commission Order, and Exhibit A to this Order, and conditions of approval in Exhibit B to this Order, in support of the decision.

Any appeals pertaining to this application must be made to the Land Use Board of Appeals (LUBA) within 21 days of the date a public notice of this Order is mailed. This ORDER constitutes a limited land use decision with respect to any adjustments requested pursuant to Senate Bill ("SB") 1537 (2024), Section 38. The City's decision regarding those adjustments may only be appealed by the applicant.

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The complete record is available for review on line at www. ci.manzanita.or.us/city-council



#### CITY OF MANZANITA

167 5<sup>th</sup> Street – Manzanita Oregon 97130 P.O. Box 129, Manzanita, OR, 97130-0129 Phone: (503) 812-2514 | TTY Dial 711 ci.manzanita.or.us

or at City Hall, 167 South 5th Street, Manzanita, Oregon.

Date: april 25, 2025

City of Manzanita Mayor

Kathryn Stock

#### Exhibit A

#### **Supplemental Findings Addressing Issues Raised During Appeal**

The Council adopts the following Supplemental Findings to address certain matters raised on appeal and during the Council's de novo review. Together, these Supplemental Findings and the findings in the April 7 Staff Report and February 18 Planning Commission Order detail the project's compliance, with all applicable criteria, including the Manzanita Zoning Ordinance No. 95-4 ("MZO"), the City Comprehensive Plan, and state law. To the extent there is a conflict among the findings that are not expressly or implicitly adopted in the alternative, these Supplemental Findings supersede the findings in the April 7 Staff Report and February 18 Planning Commission Order.

Certain public comments were not directed at applicable approval criteria. Issues raised in public comment and not addressed in findings are deemed irrelevant to the decision criteria that apply to the application.

#### A. Procedures before the Planning Commission and City Council

Appellants asserted that the Planning Commission committed procedural error by failing to leave open the record, as required by MZO 10.110(B)(7) and provided for in ORS 197.797(6)(a). During the City Council's de novo hearing, a member of the public raised a procedural issue that the notice of the initial hearing before the Planning Commission failed to include information on SB 1537. As discussed in the Staff Report, , and in these Supplemental Findings any procedural error has been cured.

Following appeal of the Planning Commission's decision, on March 18, 2025, the Council held a special session meeting to determine the scope of the Council's review of the appeal. The Council voted unanimously to hold a "de novo" hearing in accordance with MZO 10.170, meaning that the Council could consider evidence and arguments not already raised at the Planning Commission hearing.

Prior to the Council hearing, the Council also allowed submission of new evidence as follows:

- March 21, 2025 March 27, 2025: Council re-opened the record to allow submissions of new evidence, testimony, and argument, including any responses to information or materials in the existing record.
- March 28, 2025 April 3, 2025: Council allowed submission of materials responding to evidence submitted during the March 21, 2025 – March 27, 2025 re-opened record period.
- April 4, 2025 April 10, 2025: Council allowed the applicant to submit final written argument in support of the application.

The procedures implemented by the City Council, including the de novo hearing and the re-opening of the record prior to the hearing, ensured that appellants and other

interested persons had ample opportunity to present testimony and evidence to the City Council and that no person's substantial rights were prejudiced by the procedural error before the Planning Commission. No individual testified before the City Council that, despite the de novo appeal hearing, their substantial rights to prepare and participate fully in the process was prejudiced.

In addition, the City Council finds that interested persons had ample opportunity to provide comment and evidence on issues related to all applicable review criteria, including SB 1537. The Staff Report dated January 20, 2025, which preceded the Planning Commission hearing, identified SB 1537 as an applicable standard and included findings relating to SB 1537. That Staff Report's discussion of SB 1537 was incorporated in the findings in the Planning Commission's decision, and additional testimony was submitted before the City Council regarding the applicability of SB 1537. Accordingly, all interested persons were put on notice regarding application of SB 1537 to the project.

#### B. Adjustments to Development Standards

Appellants asserted that the Planning Commission erred by failing to require variances for adjustment of certain development standards for the project. The application requests adjustment of three development standards: (1) maximum building height, (2) minimum parking spaces, and (3) front yard setbacks. As detailed below, each of these three development standards is subject to adjustment pursuant to one or both of SB 1537 and MZO 3.030(4)(b). Approval of the application does not require, and the application does not seek, approval of any variances.

#### SB 1537 - Mandatory Adjustments:

SB 1537 establishes mandatory adjustments for building height and parking, which the City is required to apply to the project.

SB 1537 was adopted by the Oregon State Legislature and signed into law in 2024 (Or Laws 2024, ch 110). Section 38 of SB 1537, referred to as the "mandatory adjustment" provision, requires the City to grant adjustments to specific development and design standards for qualifying housing projects. The applicant submitted testimony and evidence demonstrating that the project qualifies for SB 1537 mandatory adjustments, because the project meets the conditions in Section 38(2) of SB 1537. No evidence or testimony was submitted to the contrary, and the Council finds that the mandatory adjustments in Section 38 of SB 1537 apply to the project.

As well, the Council finds that the proper procedures were applied to implement the SB 1537 mandatory adjustment standards. SB 1537 does not establish any additional process requirements related to mandatory adjustments under its provisions. Instead, SB 1537 allows the City to "[d]irectly apply" the mandatory adjustments or to apply the mandatory adjustments as part of the City's "existing process." Or Laws 2024, ch 110 § 38(3). As permitted by SB 1537, the City applied the mandatory adjustments required by SB 1537 as a part of the City's existing review process.

#### Maximum Building Height:

SB 1537 requires the City to allow an "an increase of the greater of: (I) One story; or (II) A 20 percent increase to base zone height[.]" Or Laws 2024, ch 110 § 38(4)(g)(B)(ii).

Under the MZO, the maximum building height in the SR-R zone is 28'6". The Planning Commission applied a 20% adjustment to increase the maximum building height of the project from 28'6" to 34'2".

The Council finds that, as applied to the project, an adjustment of "one story" is greater than an adjustment of 20% of the base zone height. State law does not define "one story." Likewise, the MZO does not define "story." Based on evidence and testimony submitted by the applicant (based upon the project architect's explanation), industry minimum standard for the height of one story in a multi-story residential building is at least 9 feet, based on an 8-foot-high ceiling with a minimum of 1-foot structure. This is because at least one foot of structure is needed to achieve the required sound and fire separation between stories. No testimony or evidence was offered challenging the height of "one story" for a multi-story residential building.

Based on the determination that "one story" in this context (i.e., multi-story residential building) means a height of at least 9 feet, Council finds that an adjustment of "one story" (to 37'6") is greater than an adjustment of 20% of the base zone height (to 34'2"). Accordingly, SB 1537 requires the City to apply the "one story" adjustment to adjust the maximum building height for the project from 28'6" to 37'6".

The project has a proposed maximum building height of 37'2", which is less than 37'6"-adjusted height limit required by SB 1537. Thus, SB 1537 requires the City to allow the requested maximum building height of 37'2". In the alternative, even if SB 1537 did not require the requested height adjustment, the Planning Commission had authority to grant and the City Council also approves the requested height adjustment pursuant to MZO 3.030(4)(B), as discussed below.

#### Minimum Parking Spaces:

SB 1537 requires full adjustment of minimum parking requirements, meaning that the minimum parking requirement can be completely eliminated. Or Laws 2024, ch 110 § 38(4)(c). Consistent with SB 1537, the Planning Commission granted and the City Council approves adjustment of the minimum parking requirements from 120 spaces to 96 spaces.

#### MZO 3.030(4)(b) - Discretionary Adjustments:

MZO 3.030(4)(b) states that "[s]tandards other than density in the SR-R zone shall conform to those established in the R-3 zone (Section 3.020) except that the Planning Commission may authorize relaxation of these standards to permit flexibility in design such as cluster development, with respect to lot size, setbacks and lot coverage, but not use." Pursuant to this provision, all development standards in MZO 3.020 apply to development in the SR-R zone, except for standards relating to use and density. For development in the SR-R zone, MZO 3.030(4)(b) gives the Council authority to "relax[]" any of the standards in MZO 3. Based on the plain text and purpose of MZO 3.030(4)(b) to allow "flexibility in design," the Council interprets that section to authorize adjustment of all development standards in MZO 3.020, except for density and use. MZO 3.030(4)(b) introduces "lot size, setbacks and lot coverage" with the phrase "such as," which signals that those lot size, setbacks, and lot coverage are examples, rather than an exclusive list, of development standards that may be adjusted. Thus, under MZO 3.030(4)(b), authority to "relax[]" standards is not limited to those standards listed under the section.

#### Front Yard Setback

The Planning Commission properly exercised its discretion under MZO 3.030(4)(b) to reduce the minimum front yard setback for the project from 20 feet to 10 feet, and the Council approves the setback adjustment. The Council finds that the reduction in the front yard setback enables the proposed residential buildings to be located nearer to "Loop Road" and further from the existing residential development located to the east of the property.

Appellants argued based on MZO 3.020(3)(d) that the front yard setback cannot be reduced beyond 12 feet. MZO 3.020(3)(d) specifies the minimum front yard setback in the R-3 zone, which "shall be 20 feet, or the average setback of buildings within 100 feet of both sides of the proposed building on the same side of the street, whichever is less," but "[i]n no case shall . . . be less than 12 feet."

This project does not rely on averaging setbacks and instead falls under the 20-foot setback requirement in MZO 3.020(3)(d), which, as discussed above is subject to subject to the relaxation of standards set out in MZO 3.030(4)(b). Additionally, based on its plain text, MZO 3.030(4)(b), allows relaxation of all of the standards in MZO 3.020, except density and use. So even if the 12-foot minimum setback requirement in MZO 3.020(3)(d) applied to this project, it is permitted to be relaxed by development standards in the SR-R zone under MZO 3.030(4)(b). Said another way, there is no evidence that the 12-foot minimum setback requirement in MZO 3.020(3)(d) is exempt from adjustment under the authority provided by MZO 3.030(4)(b). As such, the Council interprets MZO 3.030(4)(b), if it applies, to allow adjustment of the 12-foot minimum setback requirement in MZO 3.020(3)(d).

#### Maximum Building Height

As stated above, SB 1537 requires the City to allow a "one story" adjustment to the maximum building height, which adjustment accommodates the proposed building height of 37'2". In the alternative, even if the "one story" adjustment in SB 1537 did not apply, MZO 3.03(4)(B) gives the Planning Commission discretion, and the Council authority on appeal, to adjust the maximum building height for the project to 37'2". Adjusting the maximum building height to 37'2" allows the three-story residential buildings to be constructed with 9-foot ceilings, which improves the quality and feel of residential dwelling units for residents. In addition, renderings provided by the applicant show that adjusting the maximum building height from 34'2" (reflecting a 20% adjustment under SB 1537) to 37'2" has a negligible effect on the exterior visual impact of the residential buildings.

Appellants argued that MZO 3.030(4)(B) does not allow for adjustment to the maximum building height, because height is not one of the development standards listed in MZO 3.030(4)(B). The Council interprets MZO 3.030(4)(B) as being intended to allow adjustment of all development standards in MZO 3.020 that apply to development in the SR-R zone, except for density and use; this includes maximum building height. Council incorporates by reference its interpretation of MZO 3.030(4)(B), above.

#### C. Loop Road

The project will receive access via a road, temporarily named "Loop Road," that will extend from Necarney City County Road to a location slightly north of the northern access driveway for the project. Upon construction, Loop Road is planned to be named "Legacy Place."

Loop Road is located within "Parcel 1" of the partition plat approved by the City under Planning File No. 24032 (the "Partition"). The Partition identifies a 40-foot-wide access easement over Parcel 1, in the location of Loop Road, to provide access to the subject property. Appellants argued that there is insufficient right-of-way to construct Loop Road in accordance with the City's street standards. According to the City's Transportation Systems Plan, Loop Road will be classified as a "local street." Such local streets are currently referred to as "residential" in the City's Street Improvements Ordinance, Ordinance No. 91-2, Section 3. A residential street is defined as having a right-of-way of 40-feet and a paving width of 20-feet. Applicant's proposal for a 40-foot right-of-way and paving width of 20 feet for Loop Road meets the requirements for a residential street in Ord. 91-2. Additionally, a condition of approval requires the applicant to complete construction of Loop Road to the City's standards and to dedicate the road to the City before the City will issue a certificate of occupancy for any building within the project.

Appellants also argued that Loop Road must extend further westward, to the western border of the property or to Meadow Drive. Nothing in the City's Subdivision Ordinance No. 95-5 nor in the MZO requires Loop Road to be extended further westward, beyond the terminus of Loop Road that is shown in the site plans. Subdivision Ordinance No. 95-5, Section 39(4), Future Street Extension, states: "[w]here necessary to give access to, or permit a satisfactory future division of adjoining land, streets shall extend to the boundary of the subdivision or partition, and the resulting dead-end streets may be approved without a turn-around." This section requires extension to the boundary of a subdivision or partition only where "necessary to give access to, or permit a satisfactory future division of adjoining land." Such extension is not required to provide access to the subject property or to properties to the west of the subject property because those properties have direct access to Meadow Drive or Necarney City County Road.

### D. Consistency with Comprehensive Plan and Application of MZO 4.136(3)(c) Standards.

To the extent the City's decision constitutes a limited land use decision, MZO 4.136(3)(c)(2) is inapplicable. *Cerelli v. Manzanita*, Or LUBA 2022-073, at 23 (2023) (remanding for reconsideration because City erred in relying on its comprehensive plan as a basis to deny limited land use decision).

To the extent that MZO 4.136(3)(c)(2) applies, the City finds that the resulting development is not inconsistent with the Comprehensive Plan or zoning objectives of the area for the reasons described in these Supplemental Findings, the Staff Report, and the Planning Commission Order. The Council further adopts and incorporates as its own the findings in pages 6-13 of the applicant's narrative dated January 2, 2025, addressing Comprehensive Plan consistency.

The Council further finds that applicant's self-imposed conditions offered at the Council's de novo hearing also support this conclusion. For instance, multiple public comments requested construction of a privacy fence along the eastern edge of the project, to mitigate any visual impacts of the project. In response to this testimony, the applicant offered and agreed to a condition of approval requiring construction of a privacy fence. In addition, the applicant offered and agreed to a condition of approval requiring the applicant, in consultation with the applicant's arborist and civil engineering consultants, to make all reasonable efforts to protect existing vegetation within a 10-foot buffer along the eastern edge of the subject property. The privacy fence and vegetation buffer mitigates potential visual impacts of the project on the abutting, existing residential neighborhood, which further protects the character of the existing residential neighborhood and increases the compatibility of the project with that neighborhood.

The applicant also submitted testimony that "[c]ertain standards in MZO 4.136(3)(c) do not appear to be 'clear and objective,' as those terms have been interpreted and applied by Oregon courts," and as required under ORS 197.400(1). The Council acknowledges the applicant's testimony, and that no testimony, evidence, or argument was presented that contradicts the applicant's testimony. The Council has determined that the application meets all applicable criteria in MZO 4.136(3)(c). In the alternative, in light of the lack of any argument, testimony, or evidence to the contrary, the Council finds that to the extent the standards in MZO 4.136(3)(c)(1)-(3) are not clear and objective and that these criteria do not apply to the application.

#### E. Open Space

The application includes a 1.88-acre natural area, open space located in the northern portion of the property. The 1.88-acre natural area comprises approximately 40.6% of the site. The 1.88-acre natural area is in addition to and does not include the open plaza, playground, stormwater swales, or other landscaped portions of the property.

The Council finds that locating the 1.88-acre open space area in the northern portion of the subject property allows the applicant to cluster development in the southern portion of the property, away from the Beaches and Dunes Overlay Zone (MZO Section 3.080) identified on the City's zoning map. Although the northeastern portion of the subject property is located within the Beaches and Dunes Overlay Zone, the project does not propose any development within overlay area.

The applicant offered and agreed to a condition of approval requiring that a legal instrument be recorded that permanently reserves the 1.88-acre area as open space and the Council adopts this condition as reflected in Exhibit B.

#### F. Traffic Impacts – MZO 4.136(3)(c)(5)

The applicant provided a Transportation Impact Analysis (TIA) prepared by Mackenzie, dated November 19, 2024, and a revised TIA, dated February 4, 2024 (the "Revised TIA"). The Revised TIA concluded that:

- The project will not cause any study intersections to operate beyond acceptable levels and the project will not cause vehicle queues to exceed available storage at those intersections.
- Although minimum required sight distance for the proposed intersection between Loop Road and Necarney City County Road will be addressed through the design process, adequate sight distance appears to be available.
- Based on traffic volumes at the intersection of Loop Road and Necarney City County Road, left turn lanes are not required.

The applicant also provided a supplemental memorandum from Mackenzie, dated April 10, 2025, addressing testimony regarding traffic impacts from the project on Necarney City County Road.

Based on the findings in the Revised TIA, and the April 10, 2025 memorandum from Mackenzie, the Council finds that the streets are adequate to support anticipated traffic from the project and that the project will not overload the streets outside of the project area.

#### Exhibit B

#### **Conditions of Approval**

The City Council approves the application subject to the following conditions:

- A. The preliminary approval shall be limited to the layout submitted, and approved, as part of this application and include the following:
  - 1. The minimum front vard setback shall be 10-feet.
  - 2. The site shall include a minimum of 96 vehicle parking spaces and 32 bicycle parking spaces.
  - 3. The maximum building height for any structure shall be 37-feet, 2-inches.
- A. The final plan shall be approved within two years of the final date of approval.
- B. The applicant shall submit evidence confirming that adequate intersectional sight distances shall be available at the "Loop Road" at Necarney City Road intersection as part of its design process. This evidence shall be prepared by a licensed individual and shall be reviewed and approved by the City prior to commencing construction of any one structure. The plans must be stamped by a licensed Engineer.
- C. No one structure shall be occupied until such time the proposed "Loop Road" is platted and dedicated to the public. During construction, "Loop Road" shall be sufficiently improved, according to Nehalem Bay Fire District requirements, to ensure emergency vehicle access.
- D. The applicant will construct a privacy fence along the eastern border of the property, which fence shall extend approximately from the southern border of the property to the northern edge of the parking lot.
- E. The applicant will record a legal instrument permanently reserving the 1.88-acre natural area as open space.
- F. In consultation with its arborist and civil engineering consultants, the applicant will make all reasonable efforts to protect existing vegetation within a 10-foot buffer along the eastern edge of the property.
- G. Compliance with the Conditions of Approval shall be the sole responsibility of the applicant.



# City of Manzanita Application for Special Event Permit

RECEIVED

JUL 1 7 2025

CITY OF MANZANITA

to

Date of request: 7/17/25

Person making request: hany Anderson, Anne Bi You, Reb in Peterson
Mailing address: 173 horth P.O. Box 686
Phone number: 503-780-9778 Cell number: 52me
Organization (if applicable):
Type of event: Nushborhood Block Party
Date(s): 9/14/25 to 9/14/25 Hours: 4:00 pm to 4:00 fm
Location: Sheet blocked between There addresses - west and of 95
Check what applies:
Public Event: Private Event: <u>k</u> Charitable: Profit:
Non-profit: Public Property Used: Private Property Used:
Estimated attendance: 30 - 4/v
Police, Fire or Medical support available or needed? Yes: No: X
Restrooms Available: Yes: No: Handicap Accessible: Yes:_k_ No:
Alcohol Served/Sold/Consumed: Yes: X No: Type: BYOB (work, beer, other)
Live Entertainment: Yes: No: X Type:
Describe Event Support Staff: purous making this request
Describe Parking Conditions: No parking required. People parked at their home.
Briefly Describe Nature of Event (attach map if needed for clarification or if requested)
heighborhood Block Party to meet and greet new and long- term friends and neighbors, Pot luck diringer. Games.
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