

**CITY OF MANZANITA  
PLANNING COMMISSION MEETING  
OCTOBER 17, 2011**

**I. CALL MEETING TO ORDER:** Chair Owen Nicholson called the meeting to order at 7:00 pm in the City Council Chambers.

**II. ROLL:** Members present were: Owen Nicholson, Hans Tonjes, Billie Hines, Karen Reddick-Yurka, Eric Lindahl and Phil Mannan. Burt Went was absent and excused. There was a quorum. Staff present: City Manager Jerry Taylor, Administrative Assistant Kristin Grasseeth, and Office Support Specialist Judy Wilson.

**III. AUDIENCE INTRODUCTION:** There were four persons in the audience.

**IV. APPROVAL OF MINUTES:** August 15, 2011  
**A motion was made by Reddick-Yurka, seconded by Hines to approve the minutes of the August 15, 2011 Planning Commission meeting. Motion passed unanimously.**

**APPROVAL OF MINUTES:** August 22, 2011  
Commissioner Mannan noted that in the last sentence on page 1 of these minutes “500 away from establishment” should be corrected to read “500 feet away from establishment”.  
**A motion was made by Tonjes, seconded by Mannan to approve the minutes of the August 22, 2011 Planning Commission meeting as corrected. Motion passed unanimously.**

**QUASI-JUDICIAL ITEM**

**ANNOUNCEMENT OF PUBLIC HEARING PROCEDURES:** Chair Owen Nicholson explained the procedure to be followed for the public hearing.

**V. PUBLIC HEARING: ZONING MAP AMENDMENT FROM SPECIAL RESIDENTIAL/RECREATIONAL (SR/R) TO SPECIAL RESIDENTIAL /RECREATIONAL – PLANNED DEVELOPMENT (SR/R-PD) FOR A PLANNED DEVELOPMENT OF 24 CLUSTERED RESIDENTIAL UNITS AND TENTATIVE SUBDIVISION PLAN FOR THE REPLAT OF LOTS 17 THROUGH 21 OF PACIFIC DUNES NO. 6 SUBDIVISION. LOCATION: SOUTHEAST CORNER OF DORCAS LANE AND CLASSIC STREET. APPLICANT: MANZANITA INVESTMENT PROPERTIES, LLC (JIM PENTZ) (23 NOTICES SENT).**

Chair Nicholson introduced and opened the public hearing noting the applicable criteria.

**A. CHALLENGE TO PLANNING COMMISSION JURISDICTION** – None was expressed.

**B. PERSONAL BIAS OR CONFLICT OF INTEREST** – Each Commissioner stated they had no personal bias or conflict of interest.

- C. EX PARTE CONTACTS INCLUDING SITE VISITS** – All Commissioners stated they had visited the site. Reddick-Yurka declared that she had received a related email in error, but did not read it. The other Commissioners stated they had had no contact. No concerns were expressed by the audience.
- D. STAFF REPORT** – City Manager Taylor gave an overview of the proposed project and explained that the Planning Commission would be considering this as a dual application. He noted that there had been no formal public input received to date. For the tentative subdivision plan, Taylor stated that this is a three-phase project with only the first phase being considered at this hearing, and explained his recommended condition concerning the phasing plan. He then explained the planned development zoning overlay; the infrastructure and right of way concerns; that the lighting plan still needs to be submitted; and that the setbacks need to be formalized. Reddick-Yurka asked for clarification of the Pine Grove property that would be included in the zone overlay. Taylor explained where the land was located. Lindahl expressed his concern that the Planning Commission needs to know what setbacks are being proposed. Nicholson asked for clarification of which lots were included in Phase One of this subdivision and the number of proposed garages. Reddick-Yurka asked if the Jackson Way right of way would be one or two-way during phase one. Taylor explained that it would remain two-way during Phase One with parking on both sides. Lindahl asked if there would be enough room for emergency vehicle access. Taylor explained that as reviewed by the fire chief there would be.
- E. APPLICANTS' PRESENTATION** – Ross Chapin, architect for the applicant, gave a PowerPoint presentation on pocket neighborhoods he has designed. He explained parking, social aspects, design elements, setbacks, landscaping easements, and variable house sizes in clustered homes. Chapin then presented the planned development and site; the proposed phases; and shared and common spaces. He next addressed the concerns expressed about the setbacks, rights of way and parking. City Manager Taylor expressed the need for the setbacks to also address future development such as additions to the houses. Discussion followed concerning establishing minimum setback standards and building envelopes. He recommended that the minimum setback standards be made a condition of the planned development and be included in the first phase plat. Taylor again expressed concern about future house additions and stated that the CC&Rs (Covenants, Conditions, and Restrictions) should state that the houses are not expandable. He explained that the Planning Commission could defer consideration of the setback issue and the lighting plan to the final plat review of phase one and then apply the standards to the following phases. Taylor also explained that the tentative plan was being considered tonight and the final plat would be submitted for consideration at a later date. Discussion followed concerning renaming 32nd Street as Dorcas Lane, sign restrictions, issues concerning allowing short term rentals, and if boats and RVs would be permitted.

- F. TESTIMONY PRO** – None was presented.
- G. TESTIMONY CON** – None was presented.
- H. REBUTTAL** – None was presented.
- I. CLOSE PUBLIC HEARING** – Chair Nicholson closed the public hearing at 8:30 pm.
- J. DISCUSSION BY COMMISSION MEMBERS** – The Planning Commission discussed and approved each of the findings of fact in the staff report noting any conditions of approval. Nicholson then read the staff conclusions and recommendation of approvals with conditions into the record.
- K. DECISION BY COMMISSION WITH MOTION** - Taylor explained staff's recommended motions and noted a correction to Condition #5 on page 10 of the staff report concerning setbacks so that it would reflect tonight's discussion.

**A motion was made by Lindahl, seconded by Reddick-Yurka to approve the planned development and recommend adoption by the City Council of a planned development zone overlay on the applicant's property subject to the conditions outlined in the findings report. Motion passed unanimously.**

**A motion was made by Lindahl, seconded by Tonjes to approve the tentative subdivision replat plan for Classic Street Cottages Phase 1 subject to the conditions specified in the findings report and subject to adoption of the planned development zone overlay by the City Council and to adopt the findings of fact. Motion passed unanimously.**

Taylor explained that this will go before the City Council on December 7, 2011 for a public hearing and its first reading. Its second reading and final adoption by the City Council will be on January 4, 2012, with the final plat coming before the Planning Commission at its January 17, 2012 meeting.

**ADJOURN - A motion was made by Reddick-Yurka, seconded by Lindahl to adjourn the meeting at 9:00 pm. Motion passed unanimously.**

**MINUTES APPROVED THIS  
17<sup>TH</sup> DAY OF JANUARY, 2012**

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D. Owen Nicholson, Chair

**ATTEST:**

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Jerald P. Taylor, City Manager/Recorder

Planning Commission  
October 17, 2011