

1 Depoe Bay Planning Commission  
2 Regular Meeting  
3 Wednesday, August 9, 2017 – 6:00 P.M.  
4 Depoe Bay City Hall  
5

6 PRESENT: G. Steinke, M. Phillips, J. Speer, R. Hageman, J. Hayes, B. Taunton  
7 STAFF: City Planner L. Lewis, Recording Secretary C. Duering  
8 VACANCY: One Vacant Seat  
9

10 I. CALL MEETING TO ORDER

11 Hageman called the Meeting to order and established a Quorum at 6:00 P.M.  
12

13 II. APPROVAL OF MINUTES: June 14, 2017 Regular Meeting.  
14

15 Motion: Hayes moved to approve the Minutes of June 14, 2017 Regular Meeting as written. Speer seconded.  
16

17 Vote: Motion passed.

18 Ayes: Steinke, Speer, Hageman, Hayes, Taunton

19 Abstain: Phillips  
20

21 III. ITEMS FROM THE AUDIENCE

22 There was none.  
23

24 IV. PUBLIC HEARING ITEMS

25 There was none.  
26

27 V. NEW BUSINESS

28 Hageman welcomed the new Planning Commissioner, Michael Phillips. Brief discussion ensued.  
29

30 VI. UNFINISHED BUSINESS  
31

32 A. Commercial Design Guidelines  
33

34 Hageman stated he is hopeful that after tonight's discussion the consensus of the Planning Commission will be to  
35 direct Staff to post the draft on the City Website in the next couple of weeks to encourage public comments. He  
36 announced that next month promises to be a full Agenda with at least one Public Hearing Item. He gave a  
37 synopsis of City Council's discussion and motion to direct the Planning Commission to proceed with the text  
38 amendment process to add Commercial C-1 Design Guidelines to the Depoe Bay Zoning Ordinance No. 24.  
39

40 The City Planner and Planning Commission ensued in a lengthy discussion and agreed to make additional  
41 changes to the Draft Commercial Design Guidelines (copy attached to original of these Minutes) as listed below:  
42

43 (Insert Paragraph) Lewis to prepare language that addresses if there is a conflict with other Sections of the DBZO this  
44 Section prevails.  
45

46 1. Building Setbacks  
47

48 (1st paragraph) ...*The standards also encourage the formation of solid blocks of commercial and mixed-use buildings*  
49 *for a walkable downtown commercial districts.*  
50

51 4. Building Height  
52

1 (2nd paragraph) *Maximum Height. Buildings shall not exceed a height of 35 feet. A pitched roof structure's The*  
2 *maximum building height may be increased by ~~to~~ 5 feet when residential housing is provided above the ground*  
3 *floor ("vertical mixed use")...*

4  
5 5. Architectural Guidelines, Recommendations and Standards

6  
7 A. *Purpose and Applicability. These architectural standards are intended to encourage innovative design and*  
8 *be of human-scale while affording flexibility to use a variety of building styles and materials complementary*  
9 *to and with materials used in existing ~~downtown~~ commercial district buildings. This section applies to all*  
10 *building types ~~as listed in Section 3.115.3.~~*

11  
12 3. *Display windows. Large display windows shall be provided on the ground-floor ~~should~~ and shall be set off*  
13 *by extended mullions, applied columns, or a storefront cornice to separate the ground floor from upper*  
14 *stories...*

15  
16 5. Outline Number and Letter Format Error – Lewis will correct

17  
18 6. Pedestrian Amenities

19  
20 A. *Purpose and Applicability. ~~This section is intended to~~ complement the building orientation standards ~~in~~*  
21 *~~Section 3.115.3~~ by providing comfortable and inviting pedestrian spaces within the C-1 Zone. Pedestrian*  
22 *amenities serve as informal gathering places for socializing, resting, and enjoyment of the C-1 Zone and*  
23 *contribute to a walkable district. This section applies to all building types ~~as listed in Section 3.115.3.~~*

24  
25 *Pedestrian sidewalks shall be provided on all street sides of buildings, parking areas, etc. in the C-1 Zoned*  
26 *areas, etc. and shall be constructed to meet ADA standards ...*

27  
28 7. Special Standards for Certain Uses

29  
30 A. Residential Uses

31  
32 5. *~~Creation of Alleys. When a subdivision (e.g. four or more townhome lots) is proposed, a public or private~~*  
33 *~~alley shall be created for the purpose of vehicle access. Alleys are not required when existing development~~*  
34 *~~patterns make construction of an alley impracticable. As part of a subdivision, the City may require~~*  
35 *~~dedication of right of way or easements, and construction of pathways between townhome lots (e.g. between~~*  
36 *~~building breaks) to provide pedestrian connections through a development site.~~*

37  
38 6. *Common Areas. All common areas (e.g., walkways, drives, courtyards, private alleys, parking courts, etc.)*  
39 *and building exteriors shall be maintained by a homeowners association, **property owner**, or other legal*  
40 *entity...*

41  
42 B. Accessory Uses and Structures

43  
44 6. *No permanent accessory use structure shall be ~~placed~~ visible from ~~along~~ Hwy. 101.*

45  
46 8. Parking Requirements

47  
48 (Insert) *If an existing building is presently non-conforming in regards to parking ("grandfathered"), increasing the*  
49 *square footage of the building will not require the builder owner/developer to fulfill the existing non-*  
50 *conforming portion of the parking space requirements. The owner/developer will be required to fulfill any*  
51 *additional parking requirements relating to the increased square footage.*

1 G. The parking spaces along the outer boundaries of a lot or parking area shall contain a curb or bumper rail at  
2 least four (4) inches high and set back four (4) feet from the front of the space (~~this space is not included in~~  
3 ~~the measured length of the parking space~~).

4  
5 H. ...No "compact" sized spaces will be allowed-  
6

7 The Planning Commission determined the following item warranted further discussion:  
8

9 Sidewalks: Architectural guidelines for sidewalks i.e. stamped concrete (cobblestone, flagstone or other natural  
10 stones), exposed aggregate, etc. Slip resistance of stamped versus conventional concrete. Various safety issues  
11 associated with having multiple walking surfaces. Research Cape Cod concrete boardwalks.  
12

13 In conclusion the Planning Commission directed Lewis to prepare the updated Draft Commercial Design  
14 Guidelines to be posted on the City of Depoe Bay Website.  
15

#### 16 VII. CITY COUNCIL LIAISON SCHEDULE AND REPORT

17 Hageman reported on the following items: (1) Tina French, North Lincoln Sanitary Service – 2017 Rate Review  
18 Report; (2) Traffic Safety Commission – Recommendation for Permanent Coast Avenue Signage and Temporary  
19 Solar Eclipse Event Signage; (3) Review City Employee Handbook; (4) Salmon Enhancement Commission –  
20 Request Removal of Member; and (5) Depoe Bay Chamber of Commerce – Annual Report and Request for  
21 Reimbursement FY 2016-17, Contract Renewal FY 2017-18. Discussion ensued.  
22

23 Hageman reported on the recent testing of the Outdoor Warning and Public Alert System and the Protocol  
24 Subcommittee discussions/conclusions.  
25

#### 26 VIII. PLANNER'S REPORT

27 Lewis reviewed the Planner's Report – Land Use and Building Permit Activity June 8, 2017 thru August 2, 2017  
28 (copy attached to the original of these Minutes). Lewis announced that he anticipates receiving a Parking  
29 Variance Application for the property located at 249 S. Hwy. 101. Discussion followed regarding: (1) Hills of  
30 Depoe Bay, LP Planned Development Master Plan; (2) Construction/addition to the house on N.W. Harney St.;  
31 (3) Status of the Stop Work Order on N.E. Collins St.; (4) Status of the Hwy. 101 Tiny House Hotel project; and  
32 (5) Improvements to the Whale Inn.  
33

#### 34 IX. PLANNING COMMISSION CONCERNS

35 Phillips volunteered to attend the September 5<sup>th</sup> City Council Meeting and Speer volunteered to attend the  
36 September 19<sup>th</sup> City Council Meeting on behalf of Steinke who is unable to attend. Phillips will be traveling in  
37 Ireland on the 19<sup>th</sup>.  
38

#### 39 X. ADJOURN

40 There being no further business, the Meeting was adjourned at 7:51 P.M.  
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45 \_\_\_\_\_  
46 Roy Hageman, President  
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48  
49

50 \_\_\_\_\_  
Carla Duering, Recording Secretary