

1 Depoe Bay Planning Commission  
2 Regular Meeting  
3 Wednesday, November 9, 2016 – 6:00 P.M.  
4 Depoe Bay City Hall  
5

6 PRESENT: G. Steinke, J. Speer, P. Leoni, 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: September 14, 2016 Regular Meeting.  
14

15 Motion: Hayes moved to approve the Minutes of September 14, 2016 Regular Meeting as written. Speer  
16 seconded.  
17

18 Vote: Motion passed.

19 Ayes: Steinke, Speer, Leoni, Hageman, Hayes, Taunton  
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  
29 A. Case File: #1-C1-PC-16  
30 Applicant: Ron Walters  
31 Agent: Dustin Capri, Capri Architecture  
32 Application: Renovation of Existing Structure  
33 Zone, Map and Tax Lot: Retail Commercial C-1, 09-11-05-CD #00200  
34 Location: 167 N. Hwy. 101  
35

36 Lewis summarized his Memorandum dated October 27, 2016 (copy attached to original of these Minutes).  
37

38 The Agent, Dustin Capri, Capri Architecture, 747 S.W. 13<sup>th</sup>, Newport, the City Planner and the Planning  
39 Commission discussed the following:  
40

41 (1) Drawing (Design Phase Submittal) provided by the Applicant illustrates the gate swings out (3 ft. into the 6 ft.  
42 sidewalk/public right-of-way); (2) The proposed overhang, posts, front porch, and fence are located on the  
43 Subject Property (no encroachment into O.D.O.T. right-of-way/sidewalk); (3) Discrepancy on the Drawing  
44 submitted by the Applicant illustrating the point of measurement for determining the proposed building height; (4)  
45 Per DBZO *building height is the vertical distance above the lowest finished grade measured to the highest point*  
46 *of the building...*; (5) The City Planner, Owner, Architect, and Contractor met on-site to measure the height of the  
47 existing structure (24 ft. 7 in.); (6) Architect noted they anticipate the height to be less than 34 ft. 7 in. but as a  
48 precautionary measure there is an allowance for flexibility during construction (accommodate truss design  
49 requirements, ribs in the metal roofing material, etc. that may impact the building height); (7) Lack of space  
50 between the wall of the subject structure and the wall of the adjacent structure to the north; (8) Egress from the  
51 lower unit in the event of a fire; (9) No changes are being proposed to the lower level; (10) Lewis suggested that  
52 he meet with the Architect again on-site to negate the concerns raised by the Planning Commission regarding

1 building height; and (11) If a change of use or expansion of the building footprint is proposed in the future,  
2 parking standards will need to be addressed. City Staff would also need to review/determine if additional  
3 SDC/Connection Fees will be owed.

4  
5 Hageman called for a Motion.

6  
7 Motion: Leoni moved to approve Case File #1-C1-PC-16 (Building Permit Application in a C-1 Zone) per the  
8 City Planner's Conditions of Approval and as discussed (gate shall open to the inside toward the building versus  
9 opening up on the sidewalk and the City Planner will conduct a site visit to verify the existing lowest finished  
10 grade to determine the point of measurement for proposed building height). Hayes seconded.

11  
12 Hageman said it was moved and seconded, and called for discussion. There was none.

13  
14 Vote: Motion passed.

15 Ayes: Speer, Leoni, Hageman, Hayes, Taunton, Steinke

16  
17 B. Case File: #2-C1-PC-16

18 Applicant: Bechill 101, L.L.C.

19 Application: Phase 1 – 8-Unit Tiny House Hotel

20 Zone, Map and Tax Lot: Retail Commercial C-1, 09-11-05-CD #01900

21 Location: Northeast Corner of Hwy. 101 and Bechill St.

22  
23 Lewis summarized his Memorandum dated October 27, 2016 (copy attached to original of these Minutes).

24  
25 Hageman asked if the Commissioners had any questions to address to the City Planner.

26  
27 There was brief discussion regarding: (1) Adjacent single-family home is located in the Retail Commercial C-1  
28 Zone not a Residential Zone; (2) West side of Williams Avenue is primarily zoned Retail Commercial C-1; (3)  
29 Bechill St. width (platted 30 ft. right-of-way – improved to approximately 18-20 ft.); and (4) The Final Phase  
30 (Units 5-8) would require the Applicant to provide additional off-street parking.

31  
32 The Applicant, Nathan Watson, Co-Owner of Bechill 101, L.L.C., 3525 N.E .Londonberry Way, Corvallis, came  
33 forward with a PowerPoint Presentation (copy attached to original of these Minutes). During the presentation the  
34 Planning Commission and Applicant discussed: (1) No two-story units in Phase 1; (2) No on-site management –  
35 Most likely management will be Vacasa, a vacation rental property management company; (3) HGTV is  
36 considering featuring the project; and (4) Family suite will be designed with a kitchen, other units with  
37 kitchenettes.

38  
39 Further discussion included: (1) Nature of the construction – On-site or pre-fabricated (either way must meet  
40 State of Oregon Residential Building Code); (2) Concern regarding the potential of converting the units into long-  
41 term rentals; (3) Applicant addressed the concern regarding operating a marketing/retail model home sales lot on  
42 the premises (may offer a discount on the purchase of a tiny home to hotel clientele); (4) Emergency vehicle  
43 access; (5) Bechill St. congestion (vehicular/pedestrian traffic, on-street parking, Crown Pacific Motel guest  
44 access/parking, etc.); (6) Per DBZO *groups of more than four parking spaces shall be served by a driveway...*; (7)  
45 Suggestion to require that the approach to the on-site parking spaces within the Bechill St. right-of-way be the  
46 same grade as the street; (8) Proposed development will have minimal landscaping (i.e. garden beds, few cedar  
47 trees) with outdoor space for Adirondack chairs, barbecue grills, etc., gravel surface for parking/driveway, a  
48 foundation similar to a mobile home with anchors, tie-downs, and cedar skirting, and maintain approximate 7%  
49 slope (only grade where necessary); (9) Context of how this type of development fits in relationship with the  
50 surrounding properties; and (10) Surface water on the Subject Property.

1 Hageman summarized the Planning Commission’s comments and stated if there is a motion to approve the  
2 following should be included as additional conditions of approval: (1) Applicant to consider slight angled parking  
3 spaces; (2) Require that the approach to the on-site parking spaces within the Bechill St. right-of-way be the same  
4 grade as the street; and (3) Caution note that any future change from the tourist accommodation use shall adhere  
5 to all Depoe Bay Zoning Ordinance Standards.  
6

7 There was further discussion regarding the matter of ingress/egress, angled parking, and landscaping.

8  
9 Mr. Walters (from the audience) commented that he welcomes the proposed development into his neighborhood.

10  
11 Hageman called for a Motion.

12  
13 Motion: Speer moved to approve Case File #1-C2-PC-16 (Building Permit Application in a C-1 Zone) per the  
14 City Planner’s Conclusion and as discussed and summarized by Hageman. Hayes seconded.

15  
16 Hageman said it was moved and seconded, and called for discussion. There was none.  
17

18 Vote: Motion passed.

19 Ayes: Leoni, Hageman, Hayes, Taunton, Speer

20 Abstain Steinke  
21

## 22 VI. UNFINISHED BUSINESS

### 23 A. Sign Ordinance – Proposed Amendments

24  
25  
26 Hageman recapped the City Council’s consideration, discussion, and motion to accept the recommendation of the  
27 Planning Commission, and incorporate the Sign Ordinance into the DBZO. He also explained the Text  
28 Amendment process (Oregon Department of Land Conservation and Development (DLCD) Notice, Notice to  
29 Property Owners, Planning Commission Public Hearing, and City Council Public Hearing).  
30

31 After lengthy discussion the Planning Commission directed Staff to post the Draft Sign Ordinance on the City’s  
32 Website with a request for interested people to review and comment on the draft by submitting written testimony  
33 or attending the December and/or January Planning Commission Meetings and notify the Depoe Bay Chamber of  
34 Commerce that the Draft Sign Ordinance is available for review and comment.  
35

### 36 B. Depoe Bay Transportation System Plan Update

37  
38 Hageman gave a lengthy synopsis of his experience as a member of the Transportation System Plan Update  
39 Community Advisory Committee.  
40

41 The Planning Commission and City Planner discussed/expressed concerns regarding: (1) Perception of what  
42 constituents a viable and feasible Transportation System Plan; (2) Understanding that the State requires the City  
43 to have a Transportation System Plan to be incorporated in the City of Depoe Bay Comprehensive Plan; and (3)  
44 Purpose a Transportation System Plan serves (i.e. beneficial in pursuing funding for projects, long-term plan for  
45 future growth, etc.).  
46

47 Jack O’Brien (from the audience) shared his thoughts on the Draft Plan. He commented that he read through the  
48 plan and then thumbed through the resource material and came to the conclusion that part of the plan is  
49 background material identified by O.D.O.T. as the items/parameters to be included in a plan and very little is  
50 suitable for Depoe Bay. He also agreed that the City should not feel pressure to respond/proceed in haste to have  
51 the process completed by March 2017. Citizens have given their time and effort to provide comment throughout  
52 the already prolonged process (approximately 3 years) and he doesn’t see a lot of it in the Draft Plan.

1 After lengthy discussion the Planning Commission agreed: (1) They would like to have former CAC members  
2 (Community Advisory Committee) and interested public involvement to participate and provide comment on the  
3 Draft Plan; and (2) Would like more time to review/study the plan and to consider the option of providing  
4 comments/direction to DKS Associates/O.D.O.T. for revisions prior to proceeding with the Public Hearing  
5 process.  
6

7 VII. CITY COUNCIL LIAISON SCHEDULE AND REPORT

8 Hageman reported on the following: (1) Proposed Ordinance No. 310 – An Ordinance Amending Ordinance No.  
9 24 (Zoning Ordinance), as Amended; Amending Section 3.410 Planned Development (PD), Enacting Provision  
10 Requested as Result of Review of the Depoe Bay Zoning Ordinance by The City of Depoe Bay; and Declaring an  
11 Emergency. Discussion ensued.  
12

13 Hayes reported on the following: (1) Burlwood property – Enforcement status; (2) Channel House –Request for  
14 brick paver replacement; (2) City Recorder recruitment; (3) Parks Commission recommendation to City Council  
15 to seek grant funding to possibly acquire the Langston property; (5) Parking Lot – Rich and Val Allyn  
16 correspondence.  
17

18 VIII. PLANNER'S REPORT

19 Lewis reviewed the Planner's Report – Land Use Activity September 8, 2016 thru November 2, 2016 (copy  
20 attached to the original of these Minutes). Hageman directed Lewis to contact the Lincoln County Building  
21 Official regarding providing clarification on the definitions of recreational vehicles, park models, manufactured  
22 homes, and prefabricated structures. Lengthy discussion followed.  
23

24 IX. PLANNING COMMISSION CONCERNS

25 There was none.  
26

27 X. ADJOURN

28 There being no further business, the Meeting was adjourned at 8:15 p.m.  
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33 Roy Hageman, President  
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36 \_\_\_\_\_  
37 Carla Duering, Recording Secretary