**UMATILLA PLANNING COMMISSION MEETING**

**DRAFT AGENDA MINUTES**

**COUNCIL CHAMBERS**

**JULY 27, 2021**

**6:30 PM**



1. **CALL TO ORDER & ROLL CALL**

Meeting called to order at 6:32 p.m.

* 1. **Present**: Commissioners; Kelly Nobles, Keith Morgan, Bruce McLane, Jennifer Cooper, Heidi Sipe, Hilda Martinez
  2. **Absent**:
  3. **Late arrival:**
  4. **Staff present:** Community Development Director, Brandon Seitz, and Associate Planner, Jacob Foutz.

1. **PLEDGE OF ALLEGIANCE**
2. **APPROVAL OF MINUTES**

3.a [June 22, 2021 Minutes](https://d2kbkoa27fdvtw.cloudfront.net/umatilla-city/16e7236277292fbcbb61528f953ef5070.pdf) *Suggested Action: Approval*

Motion to approve by Commissioner Nobles, seconded by Commissioner Morgan. Motion Carries 5-0.

1. **UNFINISHED BUSINESS**
2. **NEW BUSINESS**

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| 5.a | [Appoint new Planning Commission Chair](https://d2kbkoa27fdvtw.cloudfront.net/umatilla-city/21608860e41161a6bdc2cd9b7c21f1f30.pdf) *Suggested Action: With the passing of Planning* |
|  | *Commission Chair Boyd Sharp a vacancy has been created.*  Commissioner Sipe asked if Commissioner McLane was interested in being the Chair of the Planning Commission. Motion to approve Bruce McLane as Planning Commission Chair. Seconded by Commissioner Martinez. Motion Carries 6-0 |

1. **DISCUSSION ITEMS**

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| 6.a | [Cottage Clusters](https://d2kbkoa27fdvtw.cloudfront.net/umatilla-city/b5babce431585825acc9536c6fa4ff8d0.pdf) *Suggested Action: Cottage clusters are a group of smaller detached* |
|  | *housing units. The cottages are typically 800-1200 square feet, less than half the size of the* |
|  | *typical modern home. Cottages are clustered around a common open space. Front* |
|  | *entrances of cottages open onto the common space or onto the sidewalk.*  Discussion between staff and commissioners regarding cottage clusters. The commission asked for staff to draft some sample code as a conditional use with lots of standard options and run it through City Council. |
| 6.b | [RV Park Design Standards](https://d2kbkoa27fdvtw.cloudfront.net/umatilla-city/b9e6e5d829ba256168c151a58b30aeec0.pdf) *Suggested Action: The City can not limit stay but can discuss* |
|  | *standards for future RV Parks.*  Discussion between staff and commissioners regarding RV park design standards. City code is outdated regarding restrictions on length of stay. The commission asked for staff to draft some sample code that includes requiring parking, limiting outside storage as well as including skirting requirements and what material is used as skirting. |
| 6.c | [ADU Parking](https://d2kbkoa27fdvtw.cloudfront.net/umatilla-city/368858e197723560bef42e9c388d17b00.pdf) *Suggested Action: Due to state House Bill 2005, the City needs to remove* |
|  | *any off-street parking requirements for ADU's*  Staff explained the need to be in compliance with state law and remove any parking requirements for ADU’s. |
| 6.d | [City Administrator to City Manager](https://d2kbkoa27fdvtw.cloudfront.net/umatilla-city/965cc54b67e9c2d629367ad60ba54ffa0.pdf) *Suggested Action: City Code references a City* |
|  | *Administrator and not City Manager. The City of Umatilla employs a City Manager and not* |
|  | *City Administrator. Staff propose an update to the correct terminology.*  Staff explained the need to update the code to the correct terminology. |
| 6.e | [Limitation on Drinking Establishments](https://d2kbkoa27fdvtw.cloudfront.net/umatilla-city/381ebb9f8e662d33cac4adf3059d9d560.pdf) *Suggested Action: Current limit on Drinking* |
|  | *Establishments prohibits establishment of such business within 500 feet from Schools,* |
|  | *Libraries, and Parks.*  The commission asked the staff to look into reducing it down and bring a couple options with and without the library and remove the parks. Expansion 200/250 |

1. **INFORMATIONAL ITEMS**

Director Seitz asked if the commission was interested in allowing first floor residential use in the Downtown Commercial Zone. The general consensus was to keep it to second floor residential use.

Director Seitz gave an update and answered questions on the UGB expansion.

1. **ADJOURNMENT**

Meeting Adjourned at 7:52