

**UMATILLA PLANNING COMMISSION MEETING
AGENDA
COUNCIL CHAMBERS
AUGUST 24, 2021
6:30 PM**

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

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF MINUTES**

3.a [July 27, 2021 Minutes](#) *Suggested Action: Approval*

4. **UNFINISHED BUSINESS**

5. **NEW BUSINESS**

5.a [City of Umatilla Variance V-2-21](#) *Suggested Action: The applicant is requesting a variance that would allow for the construction of an entrance facing a park and not 6th Street as required by Umatilla City Code 10-13-2B3G and 10-4A-7C1A.*

6. **DISCUSSION ITEMS**

6.a [Community Development Quarterly Report](#) *Suggested Action: Report and discussion - to view online click [HERE](#).*

7. **INFORMATIONAL ITEMS**

7.a [Community Development Director Check In](#) *Suggested Action: An update on things happening within the City of Umatilla*

8. **ADJOURNMENT**

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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.

- A. **Present:** Commissioners; Kelly Nobles, Keith Morgan, Bruce McLane, Jennifer Cooper, Heidi Sipe, Hilda Martinez
- B. **Absent:**
- C. **Late arrival:**
- D. **Staff present:** Community Development Director, Brandon Seitz, and Associate Planner, Jacob Foutz.

2. **PLEDGE OF ALLEGIANCE**

3. **APPROVAL OF MINUTES**

- 3.a [June 22, 2021 Minutes](#) *Suggested Action: Approval*

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

4. **UNFINISHED BUSINESS**

5. **NEW BUSINESS**

- 5.a [Appoint new Planning Commission Chair](#) *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

6. **DISCUSSION ITEMS**

- 6.a [Cottage Clusters](#) *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](#) *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** *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** *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** *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

7. **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.

8. **ADJOURNMENT**

Meeting Adjourned at 7:52



**CITY OF UMATILLA PLANNING COMMISSION
 REPORT AND RECOMMENDATION
 FOR
 VARIANCE V-2-21**

DATE OF HEARING: August 24, 2021

REPORT PREPARED BY: Jacob Foutz, Senior Planner

I. GENERAL INFORMATION AND FACTS

Applicant: City of Umatilla, PO Box 130, Umatilla, OR, 97882

Property Owners: City of Umatilla, PO Box 130, Umatilla, OR, 97882

Land Use Review: A variance request to allow the entrance of building to open towards the park and not 6th Street.

Property Description: The property is Tax Lots 3700,3800,3900,4100,4200 on Assessors Map 5N2817BD.

Location: On the corner of “I” Street and 6th Street.

Existing Development: Building previously occupied by the Post office is currently vacant and is included in the project.

Proposed Development: The applicant is requesting a variance that would allow for the construction of an entrance facing a park and not 6th Street as required by Umatilla City Code 10-13-2B3G and 10-4A-7C1A.

Zone Downtown Commercial (DC).

Adjacent Land Use(s):

Adjacent Property	Zoning	Use
North	Downtown Commercial (DC)	Convenience Store (Fastmart)
South	Downtown Commercial (DC)	Empty Lots
East	Downtown Commercial (DC)	Mexican Restaurant (Donita’s)
West	Downtown Commercial (DC)	City Park

II. NATURE OF REQUEST AND GENERAL FACTS

The applicant, City of Umatilla, is requesting approval of a variance to Umatilla City Code 10-13-2B3G and 10-4A-7C1A which requires the entrance to be located along 6th street and I Street. The subject property is identified as Tax Lots 3700,3800,3900,4100, and 4200 on Assessor’s Map 5N2817BD.

Umatilla City Code 10-13-2B3G states “The primary building and entry orientation shall be to the fronting street rather than a parking lot.”

Umatilla City Code 10-4A-7C1A states “Buildings shall have their primary entrances oriented toward the street. On corner lots, building entrances shall face the primary fronting street or the corner.”

III. ANALYSIS

The criteria applicable to this request are shown in underlined text and the responses are shown in standard text. All of the following criteria must be satisfied in order for this request to be approved.

CUZO 10-13-1: VARIANCE AND ADJUSTMENT:

Variance and adjustment procedures are intended to allow modifications of specific standards when the approval authority finds that approval criteria are satisfied. A variance or adjustment shall not be granted if the effect is to vary the uses permitted in the zoning district, definitions, or the residential density.

B. Variance: A variance is a request for more than a ten percent (10%) modification of a quantitative standard or qualitative criteria in this Title. The Planning Commission may grant an adjustment through a Type III procedure if all the following criteria are satisfied:

1. The need for the adjustment is beyond the applicant's control.

Findings: The purpose of the proposed Umatilla business center is to incubate new businesses in a way that will allow for businesses to eventually move to other locations along 6th street. In order to allow for maximum foot traffic to these businesses they will all open to the same area where city staff are located, so that those conducting business with staff will also walk by these businesses which will increase traffic and visibility. The traffic pattern of pedestrians/patrons in out of the applicant’s control.

Conclusion: Due to the increase of foot traffic that will be had due to all the businesses opening towards the same area and the purpose of the Umatilla business center being incubating businesses, the need for the adjustment is out of the applicant’s control.

2. To meet the need, the request is the minimum necessary variation from the requirement.

Findings: The entrance of the building facing towards the park will allow for maximum traffic to visit the shops/businesses during community events held in the park. The requested variance is the minimum necessary variation to meet the purpose of the building as it still allows for foot traffic coming off sixth street to visit those in the business incubator.

Conclusion: The purpose of the new building is to create a facility that will encourage pedestrians and patrons to visit the incubated businesses. An entrance opening to the park will allow for the minimum necessary variation from the requirement.

3. There are development constraints associated with the property or the present use or permitted use of the property which make development of a permitted use impractical, or the variance is needed to allow the applicant to enjoy a substantial property right possessed by a majority of property owners in the same vicinity.

4. Either the circumstances that apply to the site or the present or a permitted use of the site do not typically apply to other properties in the same vicinity or district, and are unique or

unusual; or it would be more detrimental to the public safety or more injurious to the public welfare to apply the requirement than to grant the proposed variance.

Findings: The intent of these standards are to require an applicant to demonstrate there is a constraint or circumstances that apply to an application that do not generally apply to other uses or properties in the area. The property is currently zoned Downtown Commercial and there are no other Downtown Commercial properties that are owned by the City and are next to civic square park. This location is a perfect location for a business incubator. In addition, making the entrance into a public park will contribute to the public safety during community events that will be held at the facility as opposed to opening up onto 6th street.

Conclusion: The proposed variance will increase public safety and will be a use that is unique to the area.

5. If more than one variance is requested, or a variance and adjustment, the cumulative effect of the requests will result in a project that is still consistent with the overall purpose of the district.

Findings: The cumulative effect of this request will result in a project that is still consistent with the overall purpose of the Downtown Commercial District.

Conclusion: The applicant is proposing an entrance to face a park instead of 6th street. This is consistent with the overall purpose of the district.

6. The variance does not circumvent the purpose of the requirement or any provision of the Comprehensive Plan.

Findings: As addressed in this report the applicant is looking for a variance to allow an entrance towards a park for a business center that will serve the community,

Conclusion: Approval of the variance will allow the applicant to develop the property with the Umatilla Business Center with an entrance towards the City park allowing for a more effective incubation of new businesses. This fits within the comprehensive plan and does not circumvent it.

IV. SUMMARY AND RECOMMENDATION

The applicant, City of Umatilla, is requesting a variance to allow an entrance towards a City park and not 6th street. The request appears to meet all of the applicable criteria under Section 10-13-1 of the City of Umatilla Zoning Ordinance. Therefore, based on the information in Sections I and II of this report, and the above criteria, findings of fact and conclusions addressed in Section III, staff recommends approval of the variance request, V-2-21, to allow an entrance to not be on 6th street and facing a City park instead, subject to the conditions of approval contained under Section V of this report.

V. CONDITIONS OF APPROVAL

1. If any historic, cultural or other archaeological artifacts, or human remains are discovered during construction the applicant shall immediately cease construction activity, secure the site, and notify appropriate agencies including but not limited to the

City of Umatilla and the Confederated Tribes of the Umatilla Indian Reservation
(CTUIR) Cultural Resources Protection Program.

VI. EXHIBITS

Exhibit A – Public Notice Map

Exhibit B – Applicant’s Elevation drawing



CITY OF UMATILLA BUSINESS CENTER SITE PLAN REVIEW (SP-8-21)

*Notice given to property owners within 100'

City of Umatilla, Applicant

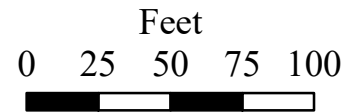
City of Umatilla, Owner

Map #5N2817BD

Tax Lots 3700, 3800, 3900, 4100, 4200

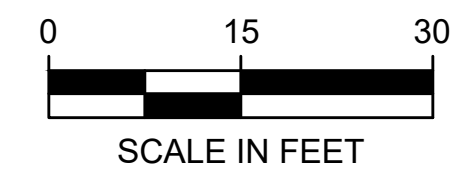
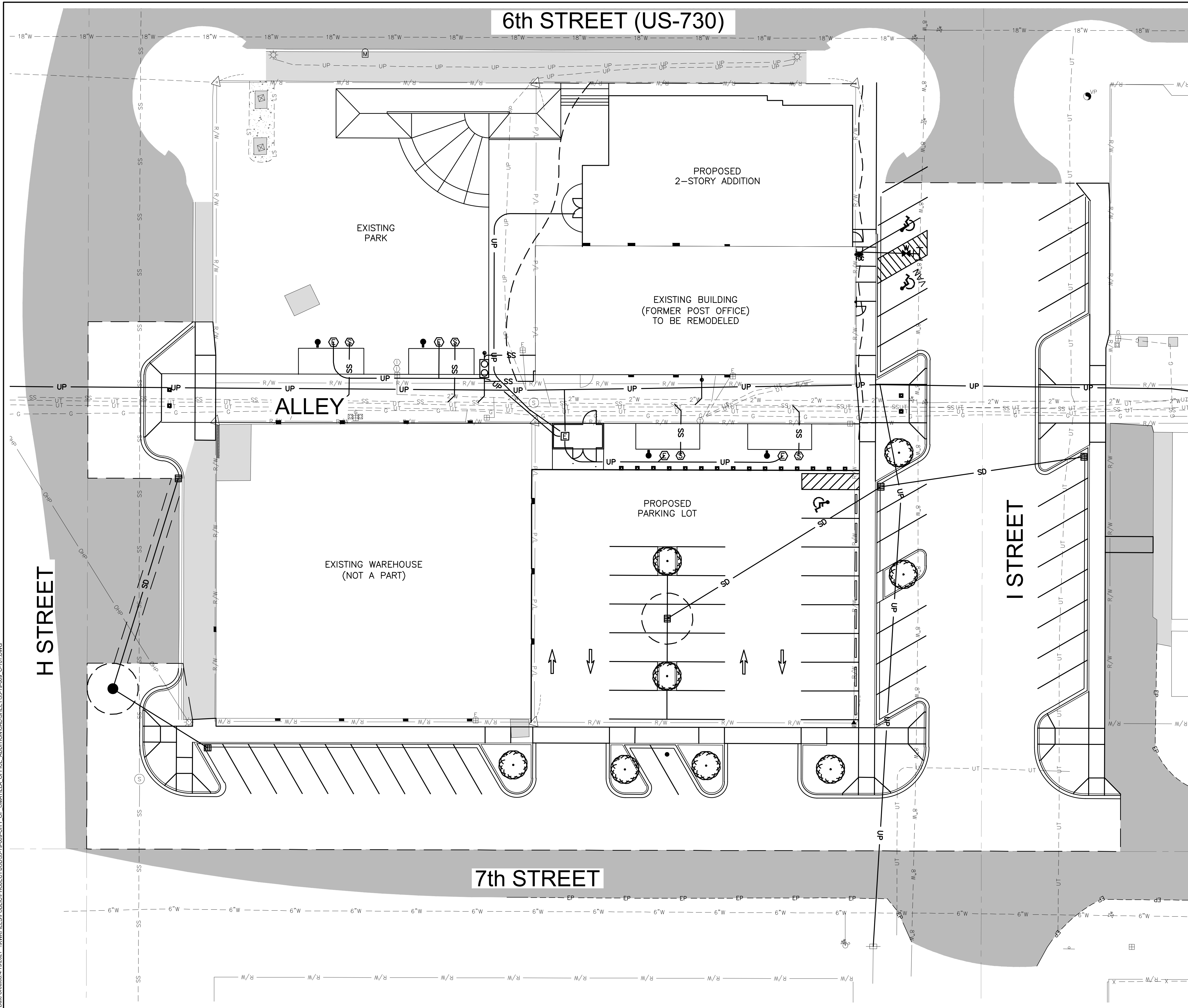
Legend

-  Subject Properties
-  Tax Lots 06-02-2021



MAP DISCLAIMER: No warranty is made as to the accuracy, reliability or completeness of this data. Map should be used for reference purposes only. Not survey grade or for legal use. Created by Jacob Foutz, on 8/3/2021

Plot Date: 03/20/2021 10:49 AM Plotted By: Paul Invernizzi
 Date Created: 01/22/21 \\MKWF\FILES\PUBLIC\PROJECT\JUB03-19-009-CITY OF UMATILLA OFFICE-ADDITION\CAD\SHEET03-19-009-C-101.DWG



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NO.	DESCRIPTION	BY	APPR.	DATE

UMATILLA BUSINESS CENTER
UMATILLA, OR
SITE PLAN

FILE: 33-19-009_C-101
 JUB PROJ. #: 33-19-009
 DRAWN BY: JGC
 DESIGN BY: PSI
 CHECKED BY: PSI
 AT FULL SIZE, IF NOT ONE INCH, SCALE ACCORDINGLY
 LAST UPDATED: 4/29/2021
 SHEET NUMBER:
C-101



EXISTING PARK & WEST SIDE OF EXISTING BUILDING

AERIAL FROM NORTHWEST - TWO STORY W/ EVENT

City of
UMATILLA UMATILLA BUSINESS CENTER
O r e g o n City of Umatilla, Oregon Seder Architecture + Urban Design LLC July 12, 2019