

UMATILLA CITY PLANNING COMMISSION

MEETING AGENDA

February 26, 2019 - 6:30 P.M.

Umatilla City Hall, Council Chambers

- I. CALL TO ORDER & ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. APPOINTMENT OF COMMISSION PRESIDENT AND VICE PRESIDENT
- IV. APPROVAL OF MINUTES: October 23, 2018 & November 27, 2018
- V. UNFINISHED BUSINESS: None
- VI. NEW BUSINESS: None
- VII. DISCUSSION ITEMS:
 - A. Planning Commission Training – Dave Stockdale
 - B. Bi-laws
 - C. Planning Commission Yearly Report
- VIII. INFORMATIONAL ITEMS:
 - A. Buildable Lands Inventory/Housing Need Analysis
 - B. Community Development Department Quarterly Report
- IX. ADJOURNMENT

Future Agenda Topics:

- Code Update March/April
 - Mobile Food Vendors
 - Fences
 - Replacement Manufactured Homes
- Code Update July
 - BLI/HNA
 - Residential Zoning/Standards

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**CITY OF UMATILLA
PLANNING COMMISSION
OCTOBER 23, 2018
DRAFT MINUTES
COUNCIL CHAMBERS**

- I. **CALL TO ORDER:** Planning Commission, Chair, Smith called the meeting to order at 6:30 p.m.
- II. **ROLL CALL:**
 - A. **Present:** Chair, Lyle Smith, Vice Chair, Heidi Sipe, Commissioners: Jodi Hinsley and Ramona Anderson.
 - B. **Absent:** Commissioners Craig Simson and Kelly Nobles.
 - C. **Late arrival:**
 - D. **Staff present:** City Planner, Brandon Seitz, Community Development Director, Tamra Mabbott.
- III. **APPROVAL OF MINUTES:** Approval of minutes for September 25, 2018. Motion to approve minutes made by Vice Chair, Heidi Sipe. Motion second by Commissioner, Ramona Anderson. Motion carried 4-0. Commissioner Sharp abstained.
- IV. **UNFINISHED BUSINESS:** None
- V. **NEW BUSINESS:**
 - A. **Lucky Wash Conditional Use CU-10-18:** The applicant, Jorge Mendoza, requests approval to establish a business, Lucky Wash, that provides mobile pressure washing and cleaning services. The applicant intends to establish an office in the existing building and will primarily provide services off-site. However, the applicant is requesting approval to provide limited onsite auto detailing services. The property is located at 1110 Sixth Street, Umatilla, and is identified as Tax Lot 5900 on Assessor's Map 5N2817BD.

Chair opened hearing by reading introduction and hearing procedures.

City Planner, Brandon Seitz, stated applicant, Jorge Mendoza, is requesting approval to establish a business, Lucky Wash, that provides mobile pressure washing and cleaning services in the Downtown Commercial Zone. The applicant intends to establish an office in the existing building and will primarily provide services off-site. However, the applicant requests approval to provide limited onsite auto detailing services. Downtown Commercial Zone does not allow auto services, but according to the N.A.I.C, category updated in 2017, Lucky Wash may operate as allowed "other services" as a secondary use. The submitted materials meet or are capable of meeting the standards and criteria of approval as addressed in the attached report. Therefore, based on the information in Sections I and II of the report, staff recommends approval of Conditional Use, CU-10-18, subject to the conditions of approval contained in Section V of the report.

Commissioner Sharp inquired if landscaping has been addressed.

City Planner Seitz stated in the preliminary site plan it was informally addressed, but applicant still needs to submit site plan and at that time it will be reviewed to meet standards.

Applicant, Jorge Mendoza, owner of Lucky Wash, states he has been in business for a little over five years. Most of his business has been mobile, but as he is growing, he has a need for office space. With the office space and location he also has opportunity to expand services to auto detailing on a small scale.

Commissioner Sharp, stated site plan doesn't reflect entrance to business.

Applicant, Mr. Mendoza, stated entrance is on the side street across from G & J, but he is willing to change to accommodate rules.

Chair Smith calls for testimony in favor, opposition or neutral. None, therefore there is no rebuttal.

Chair Smith calls for a motion.

Motion made by Commissioner Sipe to close the hearing. Motion second by Commissioner Sharp. Motion carried 4-0.

Deliberation:

Commissioner, Sharp, would like to see a site plan with the percentage of landscape required.

Community Development Director (CDD) Tamra Mabbott clarified code does not specify a percentage of landscape required.

Commissioner Sharp stated for future applications he would like to see all materials included in presentation.

Applicant Mr. Mendoza, stated he has plans for landscaping in which are not reflected as he was unsure if the application would be approved or denied.

Chair Smith calls for motion.

Motion made by Commissioner Sipe to approve application with amendment that site plan will include landscape as required in zone ordinance. Motion seconded by Commissioner, Sharp. Motion carried 4-0.

- B. **Steve Bunn Conditional Use CU-11-18:** The applicant, Steve Bunn, received approval of a Condition Use (CU-2-1014) in 2014 to operate a gentlemen's club. In May, 2018 the applicant received approval to convert the business into a pool hall including similar recreational/amusement services. The applicant is now requesting approval to reestablish the gentlemen's club and amend the previous conditional use approval in allow the serving of alcohol. This request is being processed as a verification of nonconforming status and an amendment to an existing conditional

use. The subject property is located at 1201 6th Street, Umatilla, and is identified as Tax Lot 800 on Assessor's Map 5N2817BD.

Chair opened hearing by reading introduction and hearing procedures.

City Planner Brandon Seitz reported that, Steve Bunn received approval of a Condition Use (CU-2-1014) in 2014 to operate a gentlemen's club. In May, 2018, the applicant received approval to convert the business into a pool hall including similar recreational/amusement services (CU-3-18). The applicant is now requesting approval to reestablish the gentlemen's club and amend the previous conditional use approval to allow the serving of alcohol. The application does not comply with Section 10-10-4 of the City of Umatilla Zoning Ordinance. Therefore, based on the information in Sections I and II of the attached report, the criteria, findings of fact and conclusions in Section III of report, staff recommends the Planning Commission DENY this request, CU-11-18, to reestablish an adult entertainment business (gentlemen's club).

Applicant Steve Bunn, stated every time he has attempted to start a business in this city, he has hit a brick wall. He talks to one staff member and is given incorrect information every time or they change their mind about what they had previously said including the City Planner, Seitz. He really thought Brandon was on his side up until this evening. Mr. Bunn stated he has spent over \$30k remodeling the bar so he can pay his own bills. He doesn't like having a strip club any more than the City, but unfortunately it pays the bills. Mr. Bunn is tired of being lied to and was told that with the strip club he would be allowed alcohol as it is a secondary use to the "gentlemen's club".

Chair Smith calls for testimony in opposition, neutral no rebuttals.

Chair Smith calls for motion to close hearing.

Motion to close hearing made by Vice Chair Sipe. Motion second by Commissioner, Anderson. Motion carried 4-0.

Deliberation:

Chair Smith asked staff how much of what Mr. Bunn is saying is true?

City Planner Brandon Seitz stated his intentions were not to mislead Mr. Bunn, would review the record and code and refer to findings in 2012 p.18, alcohol was not allowed, but also not a condition. City Planner stated he has not memorized every section of our code and any answer provided incorrectly was not to mislead or lie to Mr. Bunn.

CDD, Tamra Mabbott, stated city paid for legal fees to assist in review and did not want to be misleading to Mr. Bunn. Findings and memo have been done in short notice to accommodate the application. This is not a subjective finding, it was also forwarded to our legal counsel.

Commissioner Sharp said in future staff might want to be more diligent and require more work even if we are trying to accommodate applicants.

City Planner Brandon Seitz, agrees with Commissioner Sharp in being more stringent and following procedures.

Applicant Steve Bunn felt Brandon backed him, but didn't.

Commissioner Sharp stated we need to follow code whether it is sooner or later unfortunately it was later, but we still need to follow code.

Chair Smith calls for motion.

Commissioner Boyd motions to deny CU-11-18.

CDD Tamra Mabbott requested for clarification denying CU-11-18 does not revoke CU-3-18.

Commissioner Boyd states he is confused.

CDD Tamra Mabbott clarifies that denying CU-11-18, still allows Mr. Bunn permission to operate the pool hall and serve alcohol from CU-3-18.

Chair Smith asked CDD, Tamra Mabbott if she could make comments before or after motions are made. This is Robert Rules. Comments are not to be made during a motion.

CDD Tamra Mabbott apologized to Chair Smith and explained the interruption was only to clarify and make sure both audience and commission understood what was being denied.

Commissioner Boyd motioned to deny CU-11-18. Motion seconded by Vice Chair, Sipe. Motion passed 4-0.

VI. DISCUSSION ITEMS:

Chair Smith invited public guests to speak.

Jose Alanis and Yadira Rico, owners of Alaniz Auto Detailing were present in to speak against CU-10-18. The couple thought the meeting started at 7pm.

Chair Smith stated the decision has already been made on application and cannot go back, but they are welcome to continue to speak.

Ms. Rico, stated that they asked City staff to assist them in obtaining the location that Lucky Wash is now operating in and were told that they may not operate an auto detailing business in that zone. Ms. Rico stated they had to stop working to find a place to move so they can rebuild their building. Previous City Manager, Russ Pelleberg, told them they could add the addition and no permits were needed. Then new city staff tells them they cannot work there.

Chair Smith asked staff to explain.

City Planner Seitz, stated Mr. Alanis primary use for a business is auto detailing. That use is not allowed in the Downtown Commercial zone. Currently Mr. Alanis operates his business in the Downtown Transitional zone in which it is an allowed use. Lucky Wash will be using the building as a primary use for office space this is where the confusion is.

Vice Chair Sipe stated she is confused. At previous meeting, CDD Tamra Mabbott, stated they [Alanis] moved locations as they outgrew their business which is positive for the business owners. As she is hearing it now it does not sound positive.

CDD Tamra Mabbott states for the record this procedure is out of order the time for the hearing has been closed. Information given to commissioners last meeting was information she had at that time. City Planner is correct regarding zoning uses.

Ms. Rico, states Mrs. Mabbott had told her anything auto was not allowed in that facility, the only thing that could operate there was a restaurant.

CDD Tamra Mabbott replies that the discussion was informal and had it been formal with a formal application code would have been applied. Also, things get lost in translation thru informal discussions.

City Planner Seitz wanted to clarify the reason they had to stop business on the expansion side was due to building code issues. Business owners could have continued operating on the other side of the building or outside as they have been. It was not a planning issue why they moved it was a building code violation.

Jorge Mendoza, owner of Lucky Wash, stated he actually wanted to use the same building he has the conditional use permit two years ago and was told it was not an allowed use, but as City Planner Seitz states his business Lucky Wash primary use is office space.

Commissioner Sharp stated it looks like staff now is being caught up in something that started two years ago. Applicant claims previous City Manager, Pelleberg allowed him to continue to work without permits.

City Planner Seitz states since he has been here, he has encouraged Mr. Alanis to bring the building up to code and has not stopped or halted his business to continue on the other side of the expansion. He sympathizes with the information that has been given to Mr. Alanis and the cost that he is having to pay, however this is strictly a building code issue that has forced him to make this decision.

Vice Chair Sipe apologized to Mr. Alaniz and Ms. Rico for the incorrect information she had been given last planning commission. She was under the impression that they were moving because they had outgrown their business which is a good thing -which was also mentioned in the mayor forum. Vice Chair Sipe wished she had been given correct information even though it might not have been good at least it was the correct

information not partial. So again, she apologizes to Mr. Alanis and wife and hopes they don't leave Umatilla.

Mr. Alanis wanted to attempt to speak for himself, he stated he spoke with the City Manager Pelleberg and he assumed that speaking to him he was given correct information. Little did he know it was not correct. He said he continued with the extension of his building and shortly he had an inspector give him a stop work notice. He then showed Mr. Pelleberg that notice and was told it's okay. Mr. Alanis was given incorrect information. He said it is nothing personal with the current staff he understands they are picking up the pieces and attempting to get him on the correct path, but while doing so he has had to spend all his money to tear down the expansion and start over. He felt like he was going to get help from City, but instead received a letter from City Planner to stop working. He wanted to stay in Umatilla because he likes this City and he doesn't want to lose customers and money. He pointed at Mr. Mendoza and said he started working without permit and he lowered his prices to take his contract. He came tonight not to cause problems, but speak the truth.

Chair Smith stated that it upsets him the trouble he [Alanis] has endured however he needs to close the meeting, tapped the gavel and stated meeting adjourned.

Commissioner Sharp stated meeting not adjourned he wanted to state that it hurts his heart the way our previous city manager ran the city and feels as though city council should also be held accountable.

II. INFORMATIONAL ITEMS:

III. ADJOURNMENT: Adjourned at 7:36 pm.

**CITY OF UMATILLA
PLANNING COMMISSION
NOVEMBER 27, 2018
DRAFT MINUTES
COUNCIL CHAMBERS**

- I. CALL TO ORDER:** Planning Commission, Chair, Smith called the meeting to order at 6:31 p.m.
- II. ROLL CALL:**
- A. **Present:** Chair, Lyle Smith, Vice Chair, Heidi Sipe, Commissioners: Jodi Hinsley, Ramona Anderson, Kelly Nobles, and Boyd Sharp
 - B. **Absent:** Commissioners Craig Simson
 - C. **Late arrival:**
 - D. **Staff present:** City Manager Dave Stockdale, City Planner, Brandon Seitz, Community Development Director, Tamra Mabbott and Community Development Coordinator, Esmeralda Horn.
- III. APPROVAL OF MINUTES:** None, not ready at this time for review. Commissioner Sharp, would like minutes to be done on a timely manner. City Planner, Seitz, stated staff tried to have minutes ready for the next meeting. Unfortunately, due to staff shortage and holidays last months minutes are not ready.
- IV. UNFINISHED BUSINESS:** None
- V. NEW BUSINESS:**
- A. **CTUIR Variance V-2-18:** The applicant, Confederated Tribes of the Umatilla Indian Reservation, are requesting a variance to allow two off-premise directional signs at two locations within the Port of Umatilla McNary Industrial Park. The signs will provide location and contact information for the Port of Umatilla and the Wanapa Industrial Site. The subject properties are identified as Tax Lots 1400 and 1500 on Assessor's Map 5N28A.

Chair opened hearing by reading introduction and hearing procedures.

City Planner Brandon Seitz stated applicant is requesting a variance to allow two off-premise directional signs at two locations within the Port of Umatilla McNary Industrial Park. The request appears to meet all of the applicable criteria under Section 10-13-1 of the City of Umatilla Zoning Ordinance. Therefore, staff recommends approval of this variance request to allow two off premises directional signs with the Port of Umatilla Industrial Park.

Commissioner Sharp inquired on the status of ownership of the road.

CDD Tamra Mabbott stated a couple of years ago City, CTUIR and DOC entered a MOU for ownership of the road now named Wanapa Road and agreed City would take ownership once road had been developed. It is now developed with all utilities except Natural Gas.

Commissioner Sharp asked how long is the road.

CDD Tamra Mabbott stated approximately one mile.

Commissioner Sharp inquired how much of this property is located within City limits.

CDD Tamra Mabbott stated all of it.

Chair Smith calls for testimony in favor, opposition or neutral. None, therefore there is no rebuttal.

Chair Smith calls for a motion.

Motion made by Commissioner Sipe to close the hearing. Motion second by Commissioner Anderson. Motion carried 5-0.

Deliberation:

None

Chair Smith calls for motion.

Motion made by Commissioner, Hinsley, to approve. Motion seconded by Commissioner Anderson. Motion carried 5-0.

VI. DISCUSSION ITEMS:

A. Annual Reporting Discussion

CDD Tamra Mabbott stated it was brought to her attention by City Manager Dave Stockdale that according to Ch1 title 2B, of Planning Commission Ordinance, states Commission needs to bring to Council for review a record of all proceedings and transactions. This includes electing a secretary to do the report as well.

Commissioner Sharp stated more changes need to be done to this ordinance as it does not make sense.

Vice Chair Sipe stated this is just a discussion item, the commission is not taking action on this tonight.

B. Downtown and Holiday Events

City Manager Dave Stockdale stated City is working on a point of contact for permits needed for events. He wishes there was a short answer or a one stop shop for permits required, but it all has to do with the what, who, what and where? If it's on 730 we need the partnership of ODOT. There is not a simple answer, but hopefully we can always help get an answer at City Hall.

I. INFORMATIONAL ITEMS:

II. ADJOURNMENT: Adjourned at 7:23pm.



PLANNING COMMISSION YEARLY REPORT

October 2017-October 2018

REPORT

October 2017 through October 2018

Number of Applications	Type of Application
9	Conditional Use
1	Subdivision
2	Replat
2	Plan Amendment
2	Variance
1	Appeal
3	Zone Change
20	Total Permit issued

Summary

The following is a brief summary of applications considered by the Planning Commission. The intent is to highlight some of the larger project underway or expected to start soon.

- Umatilla School District – Conditional Use to allow for a 2,700 square foot addition to the McNary Heights Elementary School and a new 7,200 square foot gymnasium. Construction is complete on the additional and gymnasium.
- Zayo Group – Conditional Use to allow new fiber optic lines to be installed through the City. A Majority of the utility work was in McNary and the Highway 395 are within the Urban Growth Boundary. Most of the work has been completed but there is still utility work in the area.
- Umatilla Electric – Conditional Use to construct a new five (5) mile overhead transmission line from the McNary Substation to the Hermiston Butte Substation. Construction is expected to begin within the next year along Lind Road.
- Nobles RV Park – A combination Conditional Use and Variance to allow for the development of a 60 site RV park. A final site plan review application still needs to be obtained, but progress is ongoing.
- Encore Wellness – Conditional Use to allow the conversion of an existing single-family dwelling into a primary care facility. Construction has been completed and the new location is now open for business.
- Bunn Pool Hall – Conditional Use to allow the existing gentleman club to be converted to a pool hall including similar recreational and amusement services. The new business is open and operating under the name Highway 730 Tavern.

- City of Umatilla – Conditional Use to construct a new 2,000 square foot storage building for police equipment and vehicles.
- Shady Rest Mobile Home Park – Conditional Use to convert the existing RV spaces to twelve (12) new manufactured home lots.
- Ochoa Equipment Rental – Conditional Use to establish a commercial/industrial machinery equipment rental business.

Residential Development

- Virginia’s Place Replat & Plan Amendment – A new subdivision in McNary across from Quality Inn/ the Big River pro shop. A combination of two rezones, changing the zoning from commercial to residential, a subdivision and replat applications resulted in 32 new lots for residential development. All 32 lots have been developed with new single-family dwellings. NOTE: The initial subdivision and rezone was approved in 2017 prior to October and not include in the permit numbers above.
- Orchard Terrace Addition – Is an existing subdivision under new ownership located in the South Hill area north of Monroe Street. Orchard Terrace was originally an 88-lot subdivision created in 1975. At the time only, Monroe Street was developed and the remainder of the subdivision was left vacant. A replat application was approved to reconfigure the subdivision and is currently under construction. Phase 1 of the project (24 lots) has been completed and building permits have been issued for all 24 lots. The site work, streets and utilities, for Phase 2 (30 lots) is complete and construction is underway.
- Riverwood Estates – Is a new subdivision located in McNary north of the Links Senior Apartments. A combination rezone and subdivision application were approved creating 20 new lots for residential development. Construction of site improvements is expected to start soon and be completed by early to mid-summer.

Legislative Changes

- Accessory Dwelling Units – An amendment to the Zoning Ordinance to Allow for Accessory Dwelling Units in residential zones where detached single-family dwelling are allowed and to adopt site and design standards for Accessory Dwelling Units.
- City of Umatilla Plan Amendment – An amendment to Chapter 11 of the City’s Comprehensive Plan to allow the City to extend sewer services to property outside the Urban Growth Boundary (The Army Depot).

Other Applications

- Nobles Code Interpretation – a request to determine if manufactured homes are a permitted use in the Downtown Residential Zone. In addition, if manufactured homes are allowed to identify what siting standards are applicable.
- Lifeways Variance – Variance request to allow an eight-foot (8') fence surround an existing residential facility.
- Nobles Appeal – An appeal of a Planning Department decision to deny the Planning/Zoning Review for a Building Permit Application to place a manufactured home as an attached single-family dwelling.



COMMUNITY DEVELOPMENT DEPARTMENT QUARTERLY REPORT

**2nd Quarter FY 2018-2019
With a 2018 Year Summary**



INTRODUCTION TO COMMUNITY DEVELOPMENT

The Umatilla Community Development Department was created in 2017 and includes Planning, Building, Economic Development, Parks & Recreation and Code Enforcement. While new to Umatilla, a Community Development Department is common in other cities in Oregon and most other states. Community Development works closely with Public Works and City Manager which explains some of the overlap in reporting. Given the newness of the department and to help residents better understand the functions and services, this quarterly report will include some quarterly reporting as well as an overview of 2018.



Tamra Mabbott
Community Development Director

2018 ACCOMPLISHMENTS & PROJECT STATUS UPDATES

WHAT'S HAPPENING:

1. **Downtown Revitalization** is high on the priority list for CDD. Following on the success of the 2017 Portland State University (PSU) projects, "*Umatilla Together*" and the "*Umatilla Framework Plan*," the CDD worked with PSU faculty and graduate students to produce two additional reports, "*City of Umatilla Downtown Revitalization Report*" and "*Residential and Retail Market Analysis*." Each of the above are posted on city website and are intended to be



used by landowners, investors, developers and staff to encourage investment in downtown and the commercial core. The numbers show continued, strong demand for housing and opportunity for commercial/retail investment in downtown. Since late 2017, lenders have shown high confidence in residential lending, as evidenced by record new housing starts. Commercial investment will take more time and hand holding, which CDD and City Manager have strategically work to recruit new and expanded businesses. For example, CDD coordinated numerous meetings with investors, realtors, developers, etc. Two major developments were all but ready to proceed and then pulled out at the last minute. One, a large truck stop chain was set to rebuild Crossroads, leave the fueling bays, tear down the old building and replace it with a major fast food chain, only to pull out after land use and buildings permits were ready to issue. Staff worked closely with the developer and ODOT on the design and permitting and were quite disappointed to see that project go away. We hope the opportunity for redevelopment at that location comes again. Another development we expected to break ground this past summer was Columbia River Health (CRH), who proposed to build a beautiful new facility on the property just west of the Umatilla River bridge south of Hwy 730 at the end of Powerline Road. Financial constraints prevented that but staff has continued to work closely with them, including helping to find grant funding and a private investment partner, etc. so we hope to see them make progress in 2019.

2. **Economic Development** is here in a significant way measured by actual projects as well as potential growth. In 2018, Vadata broke ground on their second campus, known as PDX 63, located off Lind Road. Permitting, agreements, infrastructure design and engineering and coordination for this project consumed a proportionate share of CDD and Public Works Department staff time, efforts which resulted in win-win outcomes for City and Vadata. PDX 63 will continue to add new buildings over the next eight years, with the potential for expansion. While Vadata will likely be the largest investment

in the near future, City is situated to host other industrial development with “shovel ready” industrial lands at the Port of Umatilla in McNary, as well as industrial lands in the Power City urban growth area.

3. **Tourism and Destination Development** are another component of Economic Development and have a lot of potential in Umatilla. In 2018, CDD partnered with Umatilla Chamber on a “**Destination Assessment**” and worked closely with consultant, Jon Paul Bowles, to host a number of meetings and workshops. The final report was presented to City Council in July and includes a number of recommendations and a framework for implementation, both short term and long term. City staff has begun to implement some of the recommendations. For example, Public Works Department is working on minor improvements to parks and trails. CDD staff is working on a map and brochure to be used for marketing with Travel Oregon and also as a handout at local businesses and area chambers of commerce. Travel Oregon is the state agency division of Business Oregon, the economic development agency for the State. As an active member of regional and statewide Travel Oregon organizations, Umatilla will soon be included in promotional programs of Travel Oregon. Tourism investments and “destination” improvements will increase visitor use of city trails, parks, shops, hotels and restaurants and, importantly, will enhance quality of life for Umatilla residents.

4. **Umatilla and Columbia Rivers, Public Parks and Trails** have vast potential here in Umatilla. Some improvements began in 2018, with CDD staff securing grants and PW staff working on projects, namely Kiwanis Park. Installation of new park benches, clearing invasive trees and brush along the river trail and coordinating with UHS students to install mini libraries was also a highlight. Minor improvements will continue but planning is the next major step. In 2018, RARE Volunteer Matt Tsui, created maps and a draft Trail Plan. The Trail Plan will be refined with Parks and Recreation Committee in the Spring, followed by Open house and community outreach for public comments. And then ultimately, the Trail Plan will come before City Council. CDD staff are actively involved in the West County Regional Trail Planning project as well as the Prescription Trails Project of the Good Shepherd Community Health Foundation. A Master Parks Plan is next on the planning horizon, later in 2019. CDD team is excited to have City Manager David Stockdale involved with park and trail planning as he brings a wealth of experience and expertise in parks development, management and event planning on local and federal lands and events. Umatilla has just begun to branch out in terms of recreation and event programming. Esmeralda Horn, CDD staff, will be focusing more of her time later in 2019 when city has additional staffing capacity.



5. **Jobs, Housing & Transit Fair**, another first for Umatilla, was co-hosted with the Hermiston and Umatilla chambers in May 2018 at Umatilla High School. The event had terrific involvement of both private sector businesses, real estate and public transportation programs from the region. A second event for 2019 is under consideration. Following this fair, CDD staff moved forward in partnership with City of Hermiston and Confederated Tribes of the Umatilla Indian Reservation’s KAYAK program to develop a senior and disabled taxi program and soon to be implemented a work force taxi program and increasing public transit. In terms of housing, while Umatilla enjoys a surge in new housing starts, CDD staff recognized the need to look further into the future and are working on a regional housing lands and

buildable lands analysis. Staff secured a grant on behalf of Umatilla, Stanfield and Echo. Reports will be forthcoming in Spring 2019.

- 6. Old Town Site, History and Heritage** are at center stage in Umatilla. In 2018 staff worked with CTUIR to revive planning efforts of the Old Town Site. CTUIR agreed to provide \$10,000 and the city paid the balance (total \$36,500) to Army Corps of Engineers (ACOE) to review a landscape management plan of the Old Town Site, with an initial focus on fortification of a sacred burial site. While expensive, this is an important project for Umatilla, for native American persons and for future visitors. Staff embraces the collaborative process and the stage has been set for future projects in and around the Old Town Site. Similarly, staff worked collaboratively with CTUIR and the Oregon State Historic Preservation Office (SHPO) and Oregon Department of Transportation (ODOT) to secure authorization for the 6th Street Waterline project, which is located within the 35-UM-1 area, a site listed on the National Registry. As part of that process, the southern boundary was refined, creating less onerous regulations for future development onlands south of Fourth street. Heritage in Umatilla is a rich asset, as the Umatilla Museum will attest and is working hard to preserve and share.



- 7. A variety of ODOT Projects** are worth highlighting. The upcoming Sixth Street redevelopment project will transform the look of downtown revitalization. This project has been in the planning and design stage for many years. Smaller projects include authorization from ODOT to place a city logo on the new Interstate 82 bridge, finalizing sidewalk configuration along the Powerline Road realignment, transferring ownership of a parcel of land located at River Road and Hwy 730 and authorization to rebuild the “Kiwanis Falls” at the intersection of Highways 730 and 395. In 2018, UHS Key Club raised \$800. for Kiwanis Falls. That busy intersection has lots of potential, especially once city takes ownership of the Anacapa Land and staff works with owners of the old Bucks Corner.
- 8. Building BOOM!** Is the only way to characterize Building Department activity over the past year. See reports below by Brandon Seitz and Esmeralda Horn.

9. Code Enforcement joined Community Development in 2018. And what a welcome asset with Tisa Coffey, long time Code Enforcement Officer. While Tisa is learning more about building and zoning code compliance, new reporting, etc. the CDD team relies on her relationships with landowners and community members, especially when showing potential investors around the community. Major accomplishments for the quarter include the integration of Code Enforcement with Community Development, cross training, new record keeping and coordination with special projects such as the Portland State University Downtown Development Study and a school and local church and business clean up. CDD staff and legal counsel prepared updates to the City Code which were adopted in August of 2018. Another project was to remove old and abandoned signs by working closely with landowners and encourage compliance with the city sign code. The focus on Sixth Street. Letters were sent to all landowners, who were encouraged to verify signs were permitted and otherwise in compliance. The result was the removal of several out of compliance and unsightly signs. A few still remain although the project was a modest step in revitalizing the commercial area along Sixth Street. In 2019, in addition to a busy, everyday code work, staff will be working closely with city attorney to clean up a few challenging properties. One such property has been “under construction/remodel” and also a parking lot for cars for several years, an eyesore that has a negative impact of property values and livability of the neighborhood. Another example is an individual whose house was destroyed by a fire and has since been living in a camp trailer with no services. Abandoned homes and buildings are also on the list to address this year. And, as we approach the annual SLAM DUNK THE JUNK (April) event staff will encourage people to participate in the program as a cost-effective way to clean up property.

HIGHLIGHTED CHALLENGES & COMMITTED ACTIONS

1. Are we prepared for this continued and rapid growth? Yes and no. CDD continues to streamline processes, reporting and programs. But in order to keep pace with demand and capitalize on revenues, we are working with City Manager to make some staffing changes, to include a Building Official and Inspector, new software and communication tools (paper and virtual), a moving Esmeralda Horn into the CDD full time, rather than shared with Finance.
2. In 2018 CDD focus was on current planning and permitting, an essential focus given the development activity. But the department has a number of important, long-range planning projects that need attention. For example, the city-owned parcels located between Bud Draper Drive and the golf course have conflicting Plan and Zone designations which must be resolved before development could take place. Also important is the development of a Comprehensive Master Plan for the Power City area within the urban growth boundary, to allow for transitional rural uses and eventual sewer and water development and funding. In 2018, CDD worked on one aspect of the Power City project by commissioning an income survey to verify the area could qualify for

Community Development Block Grant funding. The study showed 54.7% of city residents (including residents inside urban growth area) fall within the low to moderate income level. While we hope those income levels will rise over time with the many new employment opportunities, CDD will pursue funding opportunities that are available now. Other important long range planning projects include updates to the Transportation System Plan (TSP), vital for funding projects, and zoning code updates, important to streamline development and create incentives for urban renewal.

3. Renovation of the Old Post Office building is a topic for Council discussion. One opportunity CDD is exploring is to create a business incubator site and to place to host trainings with Blue Mountain Community College and Eastern Oregon University Small Business Development Programs.
4. Enhancing relationships with community partners and other government agencies was a challenge mentioned in the City Manager’s Quarterly Report. In Community Development, these relationships include state agencies such as Business Oregon, ODOT, ODEQ, SHPO; local agencies such as Umatilla County, Port of Umatilla, Columbia Development Authority, neighboring cities, Chamber organizations, school district, fire district, OSU Extension Program and more. One example is the Enterprise Zone Program City is scheduled to renew in 2019. Currently City partners with Stanfield, Echo and Umatilla County. Moving forward, CDD and City Manager will meet with those entities and the state to determine the best arrangement. Other examples include partnership with Columbia Development Authority (CDA) to provide services to 1,000 acres of industrial land, partner with local entities to develop the city’s 23 CFS Water Right and work to relocate the ODOT Weigh Station. CDD and city management have fostered strong ties with state legislators, federal congressional and senatorial staff, to garner support for projects in Umatilla.

REPORTS

Planning Division

Calendar Year 2018

Number of Applications	Type of Application
11	Conditional Use
2	Partition
2	Replat
2	Plan Amendment
6	Site Plan Review
2	Variance
1	Appeal
1	Zone Change
24	Zoning Permits (Urban Growth Area)
25	Fence Permits
4	Sign Permits
80	Total Permit issued

FY 2019 Quarter 1

Number of Applications	Type of Application
1	Conditional Use
2	Site Plan Review
1	Variance
1	Appeal
1	Zone Change
4	Zoning Permits (Urban Growth Area)
6	Fence Permits
1	Sign Permits
17	Total Permit issued

FY 2019 Quarter 2

Number of Applications	Type of Application
2	Conditional Use
1	Partition
1	Site Plan Review
1	Variance
3	Zoning Permits (Urban Growth Area)
10	Fence Permits
2	Sign Permits
20	Total Permit issued

Building Division

of Permits Issued by Fiscal Year Quarter

Quarter	# of Permits Issued	\$ Value	Fees Collected
1st Quarter	101	\$45,107,336.08	\$464,241.72
2nd Quarter	51	\$15,799,180.78	\$165,701.68
3rd Quarter			
4th Quarter			
TOTAL:			

10 year Development Analysis

Calendar Year	New Construction Value
2010	\$307,076.00
2011	\$9,007,824.84
2012	\$7,972,529.00
2013	\$11,771,353.25
2014	\$25,227,705.69
2015	\$18,568,536.70
2016	\$17,783,986.16
2017	\$27,534,381.00
2018	\$48,247,823.03

Code Enforcement

Second quarter did not see graffiti in our Parks, although there were four (4) instances of graffiti removed throughout the City, including on private property, in 2018. Tisa Coffey leads the graffiti removal effort, usually scrubbing and cleaning on her own. Graffiti city-owned property is immediately removed and almost as quickly on private property if staff is able and has consent of property owner. Prompt removal is important to prevent copycat behavior.

The table below shows the calls for service from October through December of 2018. Types of calls vary with the different seasons. For example, noxious vegetation calls spike in the spring. Parking and animal calls usually stay pretty consistent throughout the year.

Code Enforcement Summary October-December 2018

