

**CITY OF UMATILLA
PLANNING COMMISSION
NOVEMBER 27, 2018
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.