

**City of Tillamook Planning Commission Minutes  
Special Meeting August 19<sup>th</sup>, 2010**

**I. CALL TO ORDER:**

**Chairperson Stewart** announced the special meeting of the Planning commission and called the meeting to order at 7:00 P.M.

**Commission Members Present:**

Jan Stewart, Chairperson  
Howard Harrison, Vice Chairman  
Ray Jacobs  
Charlotte Phillips  
Nick Hahn  
Aaron Palter

**Commission Members Absent:**

Tamra Jacobs

**Staff Present:**

David Mattison, City Planner  
Mark Gervasi, City Manager  
Debbi Reeves, Administrative Assistant

**Guests Presents:**

See sign-in list on file

**II. HEARINGS OF CITIZENS AND DELEGATIONS:**

**Chairperson Stewart** read the Hearing of Citizens and Delegations disclosure statement and asked if there were comments from the audience. There were none.

**III. APPROVAL OF THE PLANNING COMMISSION HEARING MINUTES FROM JUNE 3<sup>rd</sup>, 2010:**

**Chairperson Stewart** asked for approval of the minutes from June 3<sup>rd</sup>, 2010 meeting. There were no corrections or changes to the minutes.

- **A. Palter** made a motion to approve the minutes of the June 3<sup>rd</sup>, 2010 meeting as presented. The motion was second by **C. Phillips**. Ayes were received by **R. Jacobs, C. Phillips, A. Palter, and N. Hahn**. The motion carried unanimously by all members seated.

**IV. PUBLIC HEARINGS:**

1) **Chairperson Stewart** read the Hearing Disclosure statement. She then announced the Public Hearing for the Tillamook Urban Renewal Agency (TURA), Conditional Use Permit #CU-10-03 and Site Plan Review #SP-10-03. She asked the commission members if they had any exparte contact, conflict of interest or bias concerning this applicant and there were none. There was no challenge from the audience. She then asked **D. Mattison**

to go over the staff report. He went over the Preliminary Findings and Conclusions explaining sections as needed. He commented on the storm drainage item, Section 22.2A (page 5) and noted an amendment should be made to include “connection to storm sewer drain”. He commented the past usage of the parcels being parking lots therefore did not recommend a traffic capacity analysis at this time. **D. Mattison** noted there is a street light on the corner of Stillwell and 1<sup>st</sup> Street. He mentioned the applicant would put in bicycle parking. He continued through the report explaining non-conforming uses and the need for parking in the downtown area.

D. Mattison mentioned there was a comment letter submitted from Dave Hollingsworth and went over the details of the letter. Mr. Hollingsworth owns property to the south of the proposed parking lot and is concerned with liability issues.

D. Mattison read the Conclusions and Recommendations and asked the commission members for any questions. Chairperson Stewart asked about ingress and egress. A. Palter asked about Section 17.4.C on page 4 pertaining to corner lots. D. Mattison pointed out Section 30.1 Subsection 5 which addresses vision clearance area.

With no other questions from the members Chairperson Stewart asked the applicant to come forward. Mark Gervasi, City Manager, 104 Park Ave., Tillamook and Don Hurd, TURA Chairman, 502 Stillwell Ave., Tillamook, came forward to speak.

M. Gervasi thanked the members for hold the special meeting for the TURA. He spoke about the plan for parking, the signage for the parking lot and RV parking. He also spoke about the storm water drainage and the decorative lighting planned by the TURA.

**Chairperson Stewart** asked if there was further support testimony. There was not. She asked for opposition and there was none. She asked for neutral testimony and there was none. **Chairperson Stewart** closed the public hearing.

The members discussed a couple of points and **D. Mattison** noted there were 2 corrections to be made. One correction for Page 5 under Property Owner Notification the correct date is May 12, 2010 and that the correct Variance Request number is V-10-03, Page 6, Conclusions and Recommended Conditions .

- **T. Jacobs** made a motion to approve Variance V-10-03 in accordance with the staff’s findings of facts including corrections to the notification of property owner date to May 12, 2010 and the correction of the Variance #V-10-03 in Conclusions and Recommended Conditions. The motion was seconded by **C. Phillips**. With no further discussion **Chairperson Stewart** called for the vote. **R. Jacobs** voted aye. **C. Phillips** voted aye. **A. Palter** voted aye. **T. Jacobs** voted aye. **H. Harrison** voted aye. **N. Hahn** voted aye. The motion to approve passed

unanimously.

**Chairperson Stewart** stated there are 10 days for appeal from this date. She went on to explain and discuss the closing and reopening of the hearing process.

2) **Chairperson Stewart** opened the public hearing for #MP-10-01, Major Partition Plan Review. She asked for bias, conflict of interest or exparte contact of the members. There was none and there were no challenges.

She asked for the staff report from **D. Mattison**. At 7:35 p.m. **Chairperson Stewart** announced she would recess the meeting for 5 minutes. The meeting reconvened at 7:45 p.m. **Chairperson Stewart** then announced, at the request of the applicant, the hearing would be tabled. She asked if the applicant was waiving the 120 day requirement to complete and he stated he was. She then explained the applicant noted additional information needs to be brought in to the planning commission. **Chairperson Stewart** noted the hearing will be on the next agenda at the request of the applicant. The public hearing was closed.

#### V. ITEMS OF HIGH PUBLIC CONCERN:

##### 1) DFIRM available at City Hall for Review:

**D. Mattison** said the preliminary DFIRM maps are available at City Hall for review. He explained what the maps show and they are still in the review process and in the appeal period. The members asked about the City comments regarding the maps. **D. Mattison** does not know what the stage the appeal process is now in. **T. Jacobs** asked about land use inventory and zoning. This was discussed. **N. Hahn** brought up the housing in the area affected by the maps and there was a discussion about no-rise analysis and elevation certificate requirements. There was discussion about the preliminary maps and effect. **Chairperson Stewart** mentioned neighborhood concerns and her thoughts on neighborhood overlay. There was a discussion about community and neighborhood participation. The members shared their thoughts and ideas and how this might be accomplished. The members will gather information and continue to work on this issue. **Chairperson Stewart** stated she would ask for member input on Neighborhood Overlay at the next meeting. **C. Phillips** asked about dredging the bay and this was discussed. TBHEID was also a discussion topic.

#### VI. ITEMS OF COMMISSION CONCERN:

**Chairperson Stewart** announced the archive training online.

#### VII. ANNOUNCEMENTS:

**D. Mattison** announced this meeting was **H. Harrison's** last meeting as he had resigned several months ago but volunteered to stay until July 1<sup>st</sup>. **Chairperson Stewart** said this is a great loss for the community as **H. Harrison** has been a valuable member of the

Planning Commission for many years. She presented him with his nameplate for a keepsake and asked him to come back to the meetings at any time. She also mentioned he would be more than welcome back as a commission member anytime. **D. Mattison** will post a vacancy notice.

**VIII: ADJOURNMENT:**

With no further discussion or objections, the meeting was adjourned by **Chairperson Stewart** at 8:30 p.m.

Prepared by:  
Debbi Reeves,  
Administrative Assistant

Approval Acknowledged by:

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Jan Stewart, City Planning Commission Chairperson