

**City of Tillamook Planning Commission Minutes
Meeting September 2nd, 2010**

I. CALL TO ORDER:

Chairperson Stewart called the Planning Commission meeting to order at 7:02 P.M.

Commission Members Present:

Jan Stewart, Chairperson

Ray Jacobs

Charlotte Phillips

Nick Hahn

Commission Members Absent:

Tamra Jacobs

Aaron Palter - excused

Staff Present:

David Mattison, City Planner

Debbi Reeves, Administrative Assistant

Mark Gervasi, City Manager

Guests Presents:

Don Hurd, Tillamook Urban Renewal Agency (TURA) Chairman; Rich Gitschlag, North Coast Engineering Services

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. She also announced she would be a voting member for this meeting to constitute a quorum.

III. APPROVAL OF THE PLANNING COMMISSION HEARING MINUTES FROM AUGUST 19TH, 2010:

Chairperson Stewart explained why the minutes from the August 19th meeting were extra long because of the TURA Parking Lot agenda item. She asked for approval of the minutes of August 19th, 2010. There were no corrections or changes to the minutes.

- **C. Phillips** made a motion to approve the minutes of the August 19th, 2010 meeting as presented. The motion was second by **N. Hahn**. Ayes were received by **R. Jacobs, C. Phillips, N. Hahn and J. Stewart**. The motion carried unanimously by all members seated.

IV. PUBLIC HEARINGS:

1) **Chairperson Stewart** read the Hearing Disclosure statement to the audience asking if there were any ex parte contact, conflict or bias from any of the members. There were none and there were no challenges from the audience. She asked **City Planner D. Mattison** to read and go over the staff report for the Tillamook Urban Renewal Agency (TURA), Conditional Use Permit #CU-10-03 and Site Plan Review #SP-10-03. **Chairperson Stewart** noted the meeting was not a continuation from the August 19th

meeting but was to address the parking lot striping and ingress and egress on Ivy Street and asked **D. Mattison** to please correct in his records. **D. Mattison** went over the staff report and explaining the RV parking spaces had been increased to a width of 12 feet and that the driveway on Ivy Street had been redesigned with ingress and egress as requested by the Planning Commission.

Chairperson Stewart asked the planning commission member if they had any questions. **R. Jacobs** asked about the 1st Street driveway being removed. **Chairperson Stewart** noted that was not a topic for tonight's meeting and the application had been approved with the driveway. There were no other questions.

Chairperson Stewart asked for applicant questions and there were none and also noted the plan engineer was present at the meeting. She then asked if there was anyone in attendance in support of the plan.

Mark Gervasi, City Manager announced he was in support of the project and felt it was a good project. He also supported the amendments made by the Planning Commission.

Rich Gitschlag, North Coast Engineering Services, Tillamook, stated that he had drawn up the plans and that he supports the project.

There was no opposition or neutral testimony so **Chairperson Stewart** closed the hearing and opened the meeting for commission discussion.

N. Hahn asked what the commission was approving at this meeting. **Chairperson Stewart** asked **D. Reeves** to read back the reason for the meeting. **D. Reeves** reported the meeting was not a continuation of the prior meeting and was for approval of the striping of the parking lot on 1st Street and the approval of the ingress and egress of the driveway on Ivy for the parking lot.

Chairperson Stewart asked for a motion and would assist in formation of the motion if needed.

- **N. Hahn** made a motion to approve the striping and the new Ivy Street ingress and egress changes as presented on Conditional Use Permit #CU-10-03 and Site Plan Review #SP-10-03 in accordance with staff's findings of facts. The motion was seconded by **C. Phillips**. **Chairperson Stewart** called for the vote. **R. Jacobs** voted aye. **C. Phillips** voted aye. **N. Hahn** voted aye. **J. Stewart** voted aye. The motion was carried unanimously by all members seated.

Chairperson Stewart stated there are 10 days for appeal from the date of this decision. She thanked the applicant for environment for more training that had come from this project in regards to meeting protocol and procedure.

Chairperson Stewart recessed the meeting at 7:14 pm and reconvened the meeting at 7:18 pm.

V. ITEMS OF HIGH PUBLIC CONCERN:

1) DFIRM available at City Hall for Review:

D. Mattison mentioned DFIRM maps and the reported the FEMA appeal meeting date is September 15th, 2010 at the library from 7 pm to 9 pm and appeal end date of September 21st, 2010. **D. Mattison** also reported to the members the FEMA and flood plain issues going on with the State of Washington at this time and that NOAA requirements are much more stringent.

VI. ITEMS OF COMMISSION CONCERN:

Chairperson Stewart noted that Item #2 on the agenda under Items of Commission Concern dealing with Bias, Ex Parte Contact, Conflict of Interest, Incomplete vs. Inaccurate Application, Planning Commission and Politics would be a work session and training, would be off the record and she will move this item to the end of the meeting.

R. Jacobs spoke about the trees at 7th and Laurel being taken down after the property owner had been told to trim them and not cut them down. **Chairperson Stewart** thanked **R. Jacobs** for his interest in the trees in Tillamook. **D. Mattison** mentioned he had sent a letter to the property owner but had not received a response.

Chairperson Stewart mentioned she has received “Thank You”s for there being less graffiti in Tillamook as the Police Department is taking care of the issue.

VII. ANNOUNCEMENTS:

D. Mattison stated the planning commission archive training sessions are on-line.

VIII: ADJOURNMENT:

With no further discussion or objections, the meeting was adjourned by **Chairperson Stewart** at 7:23 p.m.

Prepared by:
Debbi Reeves,
Administrative Assistant

Approval Acknowledged by:

Jan Stewart, City Planning Commission Chairperson

Date