

**City of Tillamook Planning Commission Minutes
October 6, 2011**

Commission Members Present:

Jan Stewart, Chairperson
Nick Hahn
Tamra Jacobs
Charlotte Phillips
Aaron Palter

Commission Members Absent:

Kate Skinner (excused)

City Council Liaison:

Councilor Doug Henson

Staff Present:

David Mattison, City Planner
Mary Tucker, City Staff

Guests:

See list on record

I. CALL TO ORDER:

Chairperson Stewart called the City of Tillamook Planning Commission meeting to order at 7:05 P.M.

II. ROLL CALL:

Chairperson Stewart called the roll of the Planning Commission members. All were presented but **K. Skinner**, who was excused. **Chair Stewart** then introduced the new City Council Liaison to the Planning Commission, **Councilor Doug Henson**, and welcomed him. **Councilor Henson** explained why he is now the liaison according to the By-Laws. He and the City Manager will meet to determine the roll of the liaison and he will report back to the Planning Commission. **Chair Stewart** added her thoughts to the liaison roll. **Councilor Henson** also commented on upcoming issues facing the Planning Commission and will also be available to take information and concerns back to the entire Council.

III. APPROVAL OF THE PLANNING COMMISSION HEARING MINUTES FROM SEPTEMBER 1, 2011:

Chairperson Stewart noted the next item on the agenda is approval of the minutes of the September 1, 2011 meeting. **T. Jacobs** asked about the prior meeting and whether the timeline was supposed to be captured in the minutes. This was discussed with no changes. **Chairperson Stewart** asked that the concern regarding the puddles on Alder Lane be corrected to add that “this is the second time **T. Jacobs** has voiced this concern.”

- **T. Jacobs** made a motion to approve the minutes of the September 1, 2011 meeting as amended. **N. Hahn** seconded the motion. There was discussion of abstaining. **Chairperson Stewart** called for the vote. Aye votes were received by **N. Hahn, J. Stewart, and T. Jacobs**. **A. Palter, C. Phillips, and R. Jacobs** abstained. **Chairperson Stewart** noted abstinence votes are counted as aye votes. The motion passed.

IV. PUBLIC COMMENTS:

Chairperson Stewart read the disclosure statement regarding Public Comments. She then invited the public present to approach the agenda one by one.

The first speaker was **Grace Leach**, Tillamook Oregon. Ms. Leach spoke of being in favor of a dog park in Tillamook and gave her thoughts of ways to fund and locations. The next speaker was **Teresa Wilkins**, Garibaldi, Oregon, also a dog park proponent. **Kristy Hood**, Tillamook, Oregon also spoke in favor of a gated, fenced dog park for Tillamook. **Chairperson Stewart** noted she would rearrange the agenda for the audience to hear of the survey results and then closed the Public Comment period.

V. PUBLIC HEARINGS: None

Chairperson Stewart asked City Planner **D. Mattison** to give the results from the survey and petitions regarding the Parks and Recreation Master Plan. **D. Mattison** went over the survey, the petitions received, and an analysis of these. He presented several formats of charts for everyone to look over. This was discussed. He noted that the interest in dog parks far outweigh any of the other interests of the community. There was discussion about publicity of the survey.

VI. ITEMS OF HIGH PUBLIC INTEREST:

1. Parks and Recreation Master Plan Development (Chapters 1 and 2):

Chairperson Stewart moved on to the agenda for the Planning Commission members to go over the sections of the Parks and Recreation Master Plan. Each of the Planning Commission members had been advised to get their comments and/or corrections into **D. Mattison** which he had incorporated into the draft of the plan. The draft is on record in the City Planners office.

Chairperson Stewart asked about the length of the plan and the reason for a 10 year plan at this time. **D. Mattison** explained the plan should be reviewed every 10 years for updates and changes. Each item topic of Chapter 1 and Chapter 2 of the plan were reviewed and **D. Mattison** noted any further changes to the item topics to incorporate into the final plan. During the discussion in Chapter 2, Level of Service Analysis, **R. Jacobs** noted that the number of services and facilities provided at the parks does not appear to benefit the community most likely because the city does not have a Parks & Rec District or person or someone to promote the parks. This was discussed. **Chairperson Stewart** noted review of Chapters 1 & 2 are complete and will be finalized. **T. Jacobs** mentioned private land owners which **Chairperson Stewart** noted would be discussed at a later time.

Chairperson Stewart and **D. Mattison** noted a workshop has been scheduled for October 20, 2011 at 5:00 p.m. to 7:00 p.m. This will be a public Open House regarding the Parks and Recreation Master Plan. **T. Jacobs**, **C. Phillips**, and **A. Palter** volunteered to participate and will report back to the commission. The workshop and what will be presented at this workshop to the community was discussed.

2. Amendments to City Comprehensive Plan (Part 2 of 3):

Chairperson Stewart said there were many things to discuss as changes had been submitted by several of the commission members. **D. Mattison** handed out the changes noted by the members. **D. Mattison** explained and went over the items presented by **A. Palter** and City Manager **Paul Wyntergreen**. The comments/corrections/questions were reviewed and

discussed. **D. Mattison** noted each of the changes made on the comprehensive plan document after commission discussion. **Chairperson Stewart** noted there will be further discussion and review by the other City Department Heads and City Council once the Planning Commission presents the final document. The Port of Tillamook Bay area and city services were discussed and will need to be reviewed by the City Public Works Department in-depth. Each page of the draft of the Public Infrastructure document was reviewed and discussed as needed. Certain sections will be reviewed closer and revised. **Chairperson Stewart** noted this is a very large documents and the commission will have to move through the draft at a faster pace in order to complete the review, make the changes, additions, or corrections, and get it to the City Council. **A. Palter** and **D. Mattison** will rewrite the Railroad portion of the document. **Chairperson Stewart** would like to see the Airport portion of the documents redone in a more positive way. All of the change recommendations by the City Manager were discussed and inserted or deleted as necessary. Plentiful water supply was discussed. The policies section was reviewed and discussed with changes made as needed. The Recreation section pertaining to the Parks and Recreation Master Plan will be revisited after further review of the plan. **Chairperson Stewart** noted a final draft will be presented at the time of the Public Hearings.

VII. ITEMS OF COMMISSION CONCERN:

Chairperson Stewart asked if there were any commission concerns. **A. Palter** would like paper documents instead of electronic when at all possible. There was discussion about this. **T. Jacobs** asked about the ODOT timeline for the intersection project. This was discussed and there seems to be very little information. **D. Mattison** will contact the project coordinator for information. There was some discussion about the open space areas.

VIII. FUTURE AGENDA ITEMS

IX. ANNOUNCEMENTS:

- 1) **Chairperson Stewart** asked **D. Mattison** to go over the materials from the OPI Conference which he went over and explained to the commission. There was discussion on the different topics. **Chairperson Stewart** went over the OPI Conference topic of Freight Planning which she was very interested in. There was discussion about this topic, the “Dairy” air of Tillamook and sensory perception. **D. Mattison** mentioned population forecasting, explained, and then discussed.
- 2) The Parks and Recreation survey results had been discussed earlier.
- 3) **D. Mattison** noted the archived Planning Commission Training sessions are online.

X: ADJOURNMENT:

Chairperson Stewart adjourned the meeting at 10:15 p.m.

Prepared by:
Debbi Reeves,
Executive Assistant

Approval Acknowledged by:

Jan Stewart, City Planning Commission Chairperson