

**City of Tillamook Planning Commission Minutes
July 21, 2011**

Commission Members Present:

Jan Stewart, Chairperson

Ray Jacobs

Tamra Jacobs

Aaron Palter

Nick Hahn

Kate Skinner

Commission Members Absent:

Charlotte Phillips

Staff Present:

David Mattison, City Planner

I. CALL TO ORDER:

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

II. HEARINGS OF CITIZENS AND DELEGATIONS:

Chairperson Stewart announced she would not read the Hearing of Citizens and Delegations disclosure Statement as there was no public in attendance.

III. PUBIC HEARINGS:

Chairperson Stewart announced there were no Public Hearings on the agenda for this meeting.

IV. ITEMS OF HIGH PUBLIC INTEREST:

1. **Chairperson Stewart** asked for a report on the Sub-Committee meeting of July 11, 2011.

She then noted she does not usually do a roll call of the commission members but would announce on record, all Planning Commission members with the exception of **C. Phillips** were present. She asked **D. Mattison** if he had heard from **C. Phillips** and he had not therefore it was an unexcused absence. **D. Mattison** will contact **C. Phillips**.

D. Mattison explained what the Sub-Committee did and outlined what had been accomplished regarding the community outreach of the Park and Recreation Master Plan (PRMP). He mentioned radio, television, internet, and postings as being discussed by the committee. He explained the PRMP video had been posted on the City Facebook website and is also posted on YouTube. He will check to see if it is on the City website. The next part of the project will be to get a handout ready. **T. Jacobs** explained what the committee discussed and ideas they worked on. **D. Mattison** spoke about areas and partnerships in this project. He spoke about maintenance of the parks are currently being handled by a three person street crew. This was discussed. **Chairperson Stewart** asked to stay on track, speaking only to what the Sub-Committee came up with. There was discussion on workshops. **T. Jacobs** and **A. Palter** spoke about public and group involvement. **D.**

Mattison explained his reasoning for adding all the names to the list of methods included in the meeting packet. There was discussion about the different names on the list and how to work this out for all of those involved, i.e. mailings, letters, handouts, etc. There was discussion about how to implement the workshops. **A. Palter** asked if a form letter being sent to each names listed on the outline might work best. **D. Mattison** commented the letter should include an explanation of what the PRMP is all about. **Chairperson Stewart** thought as far as the Sub-Committee outreach work goes, their work was done, and would need a consensus of the group to continue or not.

During the next part of the discussion there were several changes were discussed to be made to the outline document. **K. Skinner** asked for clarity of workshop objectives. **Chairperson Stewart** and **T. Jacobs** noted these will be workshops to gather information and for public opinion and comment. There was discussion about proper planning of this task. There was discussion about open areas and the comprehensive plan and zoning. **Chairperson Stewart** asked the commission member to stay on the task at hand which is outreach planning. There was discussion about the Town Center Plan on the outline which was addressed by **D. Mattison**. **Chairperson Stewart** remarked the Planning Commission has been asked to develop a Parks and Recreation Master Plan and this is the beginning. She noted this needs to move forward and this is a Planning Commission assignment from the City Council. **N. Hahn** noted this should be accomplished in a short term plan and a long term plan. **Chairperson Stewart** said this topic will be discussed at the next meeting.

Chairperson Stewart went over the list of changes as discussed which are as follows:

1. The title to the outline document was changed to take out the reference to the Town Center Plan.
2. Revise item #2, to delete the word “Mailed” and “mailings.”
3. Item #3 retitled “Individual Public Committee Workshops.”
4. Item #4 retitled to “Outreach to Special Interest/Special Organizations/Stakeholders” and added the wording “for informational and comments from individuals and agencies.”
5. Delete names of individuals from Item #4 and add in “Adjacent Property Owners.”

She then asked for a motion to accept the changes.

- **K. Skinner** made a motion to adopt the Methods to Facilitate Community Involvement and Outreach in Development of the Parks and Recreation Master Plan with the changes as noted by the Chair. The motion was seconded by **N. Hahn**. **A. Palter** mentioned the word “mailed” has been taken out of the outline but there will still be costs associated with the outreach and getting the information out to the community. He also mentioned there will need to be further clarification on how the information will get out. With no further comments or discussion **Chairperson Stewart** called for the vote. Ayes were received by **N. Hahn, K. Skinner, T. Jacobs, A. Palter and R. Jacobs**. The motion passed unanimously by all members seated.

Chairperson Stewart noted there is urgency to get the information out to the public. **A. Palter** said he shared the links to the video and got a lot of good comments. He explained who he had spoken with. The Future's Council has a booth at the Tillamook County Fair and would be willing to place brochures and/or a handout. This was discussed. **D. Mattison** will pull together information for a handout. **T. Jacobs, A. Palter** and **K. Skinner** will also assist.

N. Hahn asked about the need to retain the Sub-Committee since it was a temporary committee. There was discussion about the Sub-Committee and any further need for that committee. It was discussed that individual members could assist. There was discussion about who and how the information for the handout will be gathered. **K. Skinner** thought it would be best to let staff pull the information together and then let the City Manager decide what goes out to the public.

The group went on to discuss the draft of the Community Questionnaire included in the meeting packet. **K. Skinner** would like to see a better description for the location of each park on the questionnaire. There was discussion about adding a statement about funding of the Parks and Recreation Master Plan and other ideas how to get the brochure out and the questionnaire back in. Consensus of the group was to allow the staff to produce and implement the brochure.

- **A. Palter** made a motion to dissolve the Sub-Committee. **K. Skinner** seconded the motion. Aye votes were received by **R. Jacobs, A. Palter, T. Jacobs, K. Skinner** and **N. Hahn**. The motion passed unanimously.

2. **Chairperson Stewart** announced the next item on the agenda was the amendment to the Planning Commission Bylaws. **D. Mattison** went over the draft document and explained some history of the Bylaws for the Planning Commission. As instructed by the Chair, **D. Mattison** had updated the Bylaws. There was group discussion about what happened the last time the Bylaws were going to be amended in 2005 which never was completed. **D. Mattison** did not know the reason they were not completed. There was discussion of the Planning Commission role with the City Council. There was discussion about the changes presented in the draft Bylaws. **D. Mattison** explained how he and the City Manager came up with the changes in the draft. He explained the Zoning Ordinances and how they are implemented by state law. The commission members discussed changes and clarification which **D. Mattison** will make in the draft. **D. Mattison** said the new Bylaws will be completed by ordinance of the City Council. All other past ordinances and amendments will be repealed and the new document will be adopted by the council. This new document will replace all prior documents. This was discussed.

R. Jacobs asked about meeting on the 1st and 3rd Thursday of each month being set as Planning Commission meeting. **D. Mattison** was not able to find where this was ever formally adopted.

Chairperson Stewart asked about item IV, B, which spoke about "six miles adjacent thereto..." and this was discussed. There were questions whether this pertained to the

UGB and why it was in the Bylaws. Consensus of the group was to have this item researched and then changed. **D. Mattison** will have an explanation at the next meeting. **N. Hahn** noted he would like to know why certain things are in the Bylaws before removing them.

D. Mattison made a recommendation to table the Bylaws for the next meeting so he could research. **A. Palter** noted he does not want to see this last for six months. **Chairperson Stewart** said they should get the hot topics out now.

After more discussion A. Palter volunteered to assist **D. Mattison** in changing the documents to bring back to the commissioners. **D. Mattison** will email the draft out to all members for their input. Chairperson Stewart said any comments need to be received by **D. Mattison** by July 29 for the August 4 meeting date.

NOTE: At this point in the meeting there were several conversations going on at the same time and topics could not be noted in the minutes.

There was further discussion about quorums, publication of meetings, and disqualification of commission members. After some discussion **Chairperson Stewart** said the City Planner and the City Manager would review this.

3. Chairperson Stewart then moved on the Item #3 regarding the timeline for projects. **D. Mattison** explained the City Council had assigned Zoning Ordinances. He noted the City Manager has asked the commission to look at Zoning Ordinances. Code Amendments were discussed.

A motion was made to adopt the new timeline by **T. Jacobs** but was then withdrawn. She remade the motion with different wording and the motion failed for lack of a second.

There was discussion about how to proceed with a motion. There was discussion about the Town Center Plan and moving it beyond 2011. There was discussion about the amount of time needed to complete the tasks as assigned by the City Council. **D. Mattison** explained his thoughts on how the timeline could be set. There was discussion about prioritization, quality of work, twice a month meetings and how to move forward. There was discussion about a City Council liaison at the Planning Commission meetings.

Prioritization was discussed in depth.

NOTE: Several conversations at once. Unable to hear all points or topics.

There was discussion about how to complete these assignments and get them done. **Chairperson Stewart** mentioned time management will important. **D. Mattison** recommended the projects be prioritized. **Chairperson Stewart** said the prioritization should be, August for Comprehensive Plan, Parks and Recreation Master Plan and Bylaws. Then September through November would be the Comprehensive Plan and the Parks and Recreation Master Plan. Then in December the projects would be the Town Center Plan and Zoning Ordinances.

There was discussion about sub-committees and extra meetings. **D. Mattison** reminded the commission members that he would have to do extra staff reports on any sub-committee meetings. **K. Skinner** suggested to complete the brochure and questionnaire at the first meeting in August in order to have it ready for the fair. **Chairperson Stewart** asked **D. Mattison** to put together a schedule or new outline. She then asked for a motion to approve the timeline as discussed.

- **K. Skinner** made a motion that the proposed timeline for the prioritization of planning projects for 2011 rank, #1 – Parks and Recreation Master Plan, #2 – Comprehensive Plan amendments, and #3 – Zoning Ordinance amendments, with changes that the Comprehensive Plan starting work begin in August, the Town Center Plan starting work begin in December and the Zoning Ordinance amendment starting work begin in December and that the Bylaws be finished in August. **N. Hahn** seconded the motion. With no discussion, aye votes were received by **R. Jacobs, A. Palter, T. Jacobs, K. Skinner** and **N. Hahn**. The motion passed unanimously

Chairperson Stewart mentioned the productivity of the sub-committee was good and she had heard good reports.

V. ITEMS OF COMMISSION CONCERN:

R. Jacobs mentioned durable dustless surfaces and there was a brief discussion. **A. Palter** noted that the agenda should include a roll call which he explained his thoughts and there was discussion. **T. Jacobs** also had questions about workshops, that was discussed.

VI. ANNOUNCEMENTS: **Chairperson Stewart** noted the OPI Conference and the online training session.

VIII: ADJOURNMENT: **Chairperson Stewart** adjourned the meeting at 9:50 p.m.

Prepared by:
Debbi Reeves,
Administrative Assistant

Approval Acknowledged by:

Jan Stewart, City Planning Commission Chairperson