

**City of Tillamook Planning Commission Minutes  
July 7<sup>th</sup>, 2011**

**Commission Members Present:**

Jan Stewart, Chairperson

Ray Jacobs

Tamra Jacobs

Aaron Palter

Nick Hahn

Kate Skinner

**Commission Members Absent:**

Charlotte Phillips - excused

**Staff Present:**

David Mattison, City Planner

Debbi Reeves, Administrative Assistant

**Guests Present:**

Dawn Palter

**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** read the Hearing of Citizens and Delegations disclosure Statement. There was no one in the audience that wanted to speak.

**III. APPROVAL OF THE PLANNING COMMISSION HEARING MINUTES FROM JUNE 2<sup>nd</sup>, 2011:**

**Chairperson Stewart** asked for approval of the minutes from the meeting of June 2, 2011 if there were no corrections or addition.

- **K. Skinner** made a motion to approve the minutes of the June 2, 2011 meeting as distributed. The motion was second by **A. Palter**. **Chairperson Stewart** called for the vote. Ayes were received by **R. Jacobs, A. Palter, N. Hahn, K. Skinner, and T. Jacobs**. The motion carried unanimously.

**Chairperson Stewart** mentioned she found the minutes to be quite competent.

**IV. PUBLIC HEARINGS: NONE**

**V. ITEMS OF HIGH PUBLIC INTEREST:**

**Chairperson Stewart** asked about the handout regarding the PUD transmission line relocation. **D. Mattison** noted the hand out was for information only. **Chairperson Stewart** noted this would be discussed under Commission Concerns.

**D. Mattison** announced the Park and Recreation Master Plan video had been posted to YouTube.com and the link had been sent out to the commission members. He explained

the video was created and posted on the internet for informational purposes.

The first item of the public process to present on the Parks and Recreation Master Plan is community outreach . **T. Jacobs** asked what needs to be done before beginning the outreach. There was discussion about the process and who would be contacted. **D. Mattison** explained how this kind of process was handled in the past. There was discussion about special interest groups, getting brochures out at the Fair, the history of prior outreach programs. **Chairperson Stewart** said a recommendation would need to be made to the City Council and the City Manager. Commission members went on to discuss their different ideas of way to outreach the community. Some of the ideas were newspaper articles and notices, email notifications of the video, and mailings to property owners surrounding the areas mentioned in the plan. **T. Jacobs** asked how long the process for outreach would take. **Chairperson Stewart** said a sub-committee might need to be made to work on this. **N. Hahn** thought as much of the community as possible would need to participate. **K. Skinner** mentioned the guidelines would need to be clearly established so the community understands they can participate but nothing will be established in a FEMA flood zone. She also thought step one may be to improve existing parks to what the community wants and step two to look at uses and locations. Other Commission members agreed with this.

**D. Mattison** said that community outreach is getting the word out. The commission will need to have workshops with public input. Hearing and notices will need to go to DLCD. He then went over some of the possible land use items that could be coming before the commission in the upcoming year. He also mentioned this would need to be coordinated with the other city committees such as the Beautification Committee, an advisory committee and the TURA. There was discussion about how to set up the workshops, how to involve the community, and how to involve all the other committees and groups that need to be a part of this. There was discussion about community outreach and workshops being combined. **D. Mattison** mentioned having a charrette (a meeting to resolve a problem or issue). **A. Palter** mentioned there is no way this is all going to be completed in one planning commission meeting a month. **Chairperson Stewart** noted the commission members seem to agree that rich community outreach is necessary with parameters. The commission members intently discussed community outreach, moved on to workshop plans and procedures, then to coordination with other local committees, City Council and the Tillamook Chamber of Commerce. **D. Mattison** outlined the process for a public hearing on this issue. Timing and process of implementing all of this was discussed. Public Hearings were discussed. Presentations to the public and council were discussed. **N. Hahn** expressed his concern about how many meetings would be needed to properly handle this issue.

**Chairperson Stewart** said she would change the agenda and move on to discuss the timeline for the planning projects set before the Planning Commission. She spoke about the Town Center plan, explaining the history of different plans set forth in Tillamook in the past. The Town Center plan was discussed. **Chairperson Stewart** noted all of strategic/work plans set before the Planning Commission to work on. The Transportation Plan, the Neighborhood Improvement plan and the urban renewal plan, would need to be looked at all at once. She also noted this is good timing while working on the

Comprehensive Plan.

There was discussion about a prior attempt to form a Parks and Recreation District, and the purpose and process for forming a district. **A. Palter** and **K. Skinner** spoke about the history of the attempt to form a parks and recreation district. **Chairperson Stewart** said a sub-committee would need to be assembled to frame and strategize. There was discussion about meetings and amount of time needed to do this. Consensus was that two or more meetings a month would be needed.

There was discussion about the process set forth by the City Council and the City Manager. **Chairperson Stewart** explained the City Manger is the coordinator and the Planning Commission is a sub-committee of the City Council. There was more discussion about where this council is heading at this time. There was also discussion about the urban renewal agency in all of this. **Chairperson Stewart** asked that the record reflect that she would like to honor the leadership of **Don Hurd** as Chairman of TURA and **Debbi Reeves** as Administrative Assistant of TURA, for their work with urban renewal. She explained what has been happening in the community due to their efforts.

There was discussion about a Community Outreach Sub-committees. There was more discussion about meetings. The Parks and Recreation Master Plan, the Town Center Plan amendment, and other sub-committees were discussed.

**Chairperson Stewart** recessed the meeting at 8:10 pm to review the bylaws for creating a sub- committee. The meeting reconvened at 8:20 pm. After discussion **N. Hahn, T. Jacobs,** and **A. Palter** volunteered to be on the sub-committee. **Chairperson Stewart** asked that minutes be taken at any committee meeting. With no objections, **Chairperson Stewart** appointed a three person temporary sub-committee, of those who volunteered, to reflect and make decision on the amount, length, and timing for community outreach for the Parks & Rec Master Plan and the Town Center Plan amendment. There was some discussion about setting the meetings. She then went on to prioritize what needs to be addressed with the Town Center Plan, the Parks and Rec. Master Plan and the TSP. There was then discussion of bylaws, code and land use applications. **D. Mattison** wrote down the priority of each individual task to be addressed. There was more discussion and each commission member submitted a list of what they thought should be on the priority list. Once the lists were reviewed, it was determined, the #1 priority is the Parks and Recreation Master Plan and #2 will be the Bylaws. These will be the items for August.

- **K. Skinner** made a motion that for the next six months the focus of the Planning Commission will be the Bylaws, the Parks and Recreation Master Plan, and the Town Center Plan. The motion was second by **T. Jacobs**. **Chairperson Stewart** called for the vote. Ayes were received by **R. Jacobs, A. Palter, N. Hahn, K. Skinner, and T. Jacobs**. The motion carried unanimously.

**D. Mattison** explained how he would implement the decision of the Planning Commission. **Chairperson Stewart** noted that land use requirements are always the #1 priority of the Planning Commission. **D. Mattison** will gather information for the work on the bylaws for the commission members. The sub-committee meeting date was briefly

discussed and will be decided upon after the meeting adjourns.

**VI. ITEMS OF COMMISSION CONCERN:**

**Chairperson Stewart** opened the meeting for concerns of the commission members and there were none.

**VII. ANNOUNCEMENTS:**

**D. Mattison** noted the OPI Conference would be held in Eugene in September. He reminded everyone to log in and look at the YouTube video and then noted the Archived Planning Commission Training Sessions are online.

**VIII: ADJOURNMENT:**

Prior to adjournment **Chairperson Stewart** asked if another meeting should be held before the fair. After some discussion, it was decided to have a meeting on July 21<sup>st</sup> to move along with the plans discussed tonight. With no further discussion or objections, **Chairperson Stewart** adjourned the meeting at 9:10 p.m.

Prepared by:  
Debbi Reeves,  
Administrative Assistant

Approval Acknowledged by:

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Jan Stewart, City Planning Commission Chairperson