

# City of Tillamook Planning Commission Minutes

## Special Meeting – August 16, 2012

### Commission Members Present:

Jan Stewart, Chairperson

Aaron Palter

Tamra Jacobs

Ray Jacobs

Nick Hahn

### Commission Members Absent: None

### Staff Present:

David Mattison, City Planner

### Guests Presents:

Dave Wells

#### **I. CALL TO ORDER:**

**Chairperson Stewart** called the City of Tillamook Planning Commission meeting to order at 7:04 P.M.

#### **II. ROLL CALL:**

**D. Mattison** called the roll of the Planning Commission. All commission members were present. **Chair Stewart** asked about **Charlotte Phillips** and **D. Mattison** noted she has officially resigned. A letter of resignation will be submitted. This was discussed.

**Chair Stewart** stated she would not read the Hearing Disclosure Statement as this Special Planning Commission meeting is only for review of the Zoning Ordinance therefore the disclosure statement is not required. There is also no audience.

**Chair Stewart** noted the meeting is a workshop and asked if there were any conflicts or bias with any of the commission members and the City Zoning Ordinances. This was discussed by the members and there were none.

**Chair Stewart** noted there were additions to be added to the agenda. She noted one thing was about bulb-outs/bump-outs. **D. Mattison** said there are some training sessions the members may be interested in attending and handed out materials for review. He also noted the City has invited the members to a State Transportation Improvement Project program (STIP) meeting and handed out information on that.

**D. Mattison** commented on the bump-outs and this issue was discussed. The city manager is asking for an opinion from the Planning Commission. **D. Mattison** went over City Transportation Safety Plan (TSP) regarding pedestrian safety. **Chair Stewart** asked if the members are in favor of bump-outs and the consensus of the group is that bump-outs are an acceptable safety feature. What the City is asking from the Planning

Commission was discussed and it was determined that administratively the City is looking for an opinion at this time. **D. Mattison** noted the only reference to bump-outs is in the TSP and not the Zoning Ordinances but it is also mentioned in the Town Center Plan. There was discussion where bump-outs could or should be used, the design standards for bump-outs, and other requirements. After considerable discussion **Chair Stewart** asked that this issue be added to the next meeting agenda for full review at which time the Planning Commission will come up with a formal recommendation to the City Council regarding bump-out in the City of Tillamook. She asked the members to do their homework on this issue. **A. Palter** noted the City Council liaison would have been able to add to this issue from the council perspective. It was determined this is an issue that will need to be thoroughly reviewed and addressed.

**Chair Stewart** commented on the STIP Workshop request. She hopes that some of the members would be able to attend.

**D. Mattison** went over the dates, times, and topics of the OPI Conference and Planning Commission training sessions being held in September. He also noted the online training sessions.

### **III. ITEMS OF HIGH PUBLIC INTEREST:**

**Chair Stewart** stated the commission members were now ready to go over the sections of the Zoning Ordinances as presented on the agenda. **D. Mattison** proceeded to explain notations and colors shown on the sections. There was discussion about prior review of each section.

a) **Section 31:** Need correct section number on each heading. Section 30: 4.A. - zoning district added. Discussion on term “zoning district.” Take out several references to Section 31 and replace with “this ordinance.”

(**Chairman Stewart** noted there is a guest present and asked if there was any public comment. There was none.)

b) **Section 24:** Discussion of internal illuminated signs. Illumination standards will be added to this section. Permanent Off Premise Signs discussed. Define permanent with written definition. Sandwich Board signs discussed. Remove duplicate statement pertaining to “Along State Highways.” Discussed state highways and streets. Exceptions for state highways will be noted. Word “current” will be added in 2.C regarding Uniform Sign Code. Definition for Blanketing added and wording revised in 2.G. Define definition of Flashing Signs. Discussion about flashing and moving signs. Oregon Electric Sign Association discussed. Holiday lights discussed. Sign size in comparison to the wall size was discussed. Rodeo Steak House sign size was discussed. **Chair Stewart** noted this sign will not be discussed as a variance could be coming before the Planning Commission for consideration. Murals and a definition were discussed. The Planning Commission will need to approve the definition of murals. This section needs

to have murals addressed. **Chair Stewart** noted Section 24 will not be approved until the issue of murals is addressed to Planning Commission satisfaction.

**Chair Stewart** called a 10 minute recess at 8:35 p.m. The meeting reconvened at 8.45 p.m.

c) **Section 25:** **D. Mattison** handed out new documents for the commission members. This new section was reviewed and discussed. **D. Mattison** explained the changes highlighted in the document. There was discussion about Bed & Breakfast establishments and Rooming or Boarding houses. Bed & Breakfasts will remain in the section. Discussion of Retail Stores and required parking spaces per square footage of the building. Discussion of parking issues and downtown parking availability. **D. Mattison** recommended the prior parking standards remain the same.

- **A. Palter** made a motion for the Planning Commission to accept the recommendation of the Planner that Other Retail Store and all Retail Store definitions default to the existing square footage calculation for parking space. The motion was seconded by **T. Jacobs**. Chair Stewart clarified and there was discussion. She called for the vote. **N. Hahn** voted Nay, **T. Jacobs** voted Aye, **A. Palter** voted Aye, **R. Jacobs** voted Nay. **Chair Stewart** placed the tie breaking vote of Aye so the motion passed by a majority.

**Chair Stewart** asked that additional parking be placed on the agenda for future discussion.

There was considerable discussion of construction of fences to minimize disturbances for residents. Parking landscape requirements was discussed. Compact parking and Standard Parking Requirements were discussed, as was Planning Commission approval for variances. On-Street Parking Credits were discussed. After discussion it was the consensus of the commission that the On-Street Parking Credit be handled by the commission and not administratively by the Planner.

**D. Mattison** will bring the changes discussed back to the commission members for final review.

d) **Section 22:** **D. Mattison** spoke about the section and changes implemented into the documents. He spoke about the Site Plan Review process and explained the changes. There was discussion and clarification. **D. Mattison** explained how the sections had been revised and tracking changes was discussed. There was discussion about the Planning Commission or the Planner doing the Site Plan Review. Consensus was that either/or could do the review depending on the project.

After further discussion from the commission members it was decided to hold the second part of Section 22 and Section 26 for the next meeting that is open for zoning section review. **D. Mattison** explained what is scheduled for each upcoming meeting. There

was discussion about scheduling.

**IV. ADJOURNMENT:**

**Chairperson Stewart** stated the time had run out for the meeting and adjourned at 10:00 p.m.

Approval Acknowledged by:

SIGNATURE ON FILE

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Jan Stewart, City Planning Commission Chairperson

Prepared by:  
Debbi Reeves  
Executive Assistant