

City of Tillamook Planning Commission Minutes
Regular Meeting – August 2, 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
Debbi Reeves, Executive Assistant
Paul Wyntergreen, City Manager

Guests Presents:

Patrick Wingard, DLCD Representative from Astoria

I. CALL TO ORDER:

Chairperson Stewart called the City of Tillamook Planning Commission meeting to order at 7:00 P.M.

II. ROLL CALL:

D. Reeves called the roll of the Planning Commission. All commission members were present.

III. APPROVAL OF MINUTES:

Chair Stewart asked for approval of the minutes from June 28, 2012. **D. Mattison** noted revised copies of the minutes were handed out to the commission members prior to the meeting with changes noted in red.

- **T. Jacobs made a motion to approve the minutes of June 28, 2012 as presented. A. Palter seconded the motion. Chairperson Stewart called for the vote. R. Jacobs – aye; A. Palter – aye; T. Jacobs - aye. N. Hahn abstained as he was not present at the meeting. The motion passed by majority.**

IV. PUBLIC COMMENT:

Chair Stewart read the Hearing Disclosure Statement into the record. There was no Public comment from the audience on Non-Agenda Items.

V. PUBLIC HEARINGS:

- 1) Tillamook City Public Works Department Conditional Use Permit #CU-12-03:

Chairperson Stewart opened the hearing for the City of Tillamook Public Works Department Conditional Use Permit (CUP) #CU-12-03 and asked **City Planner D. Mattison** to go over the Preliminary Finding and Conclusions. **D. Mattison** explained the CUP request of the City pertaining to the new City Shop facility also called the

Kinsman property located at 4402 3rd Street, Tillamook. He went over the relocation and planned phases of the project. He then proceeded to go over the Conditions.

Chair Stewart commented she had inadvertently omitted the Hearing Disclosure Statement and proceeded to read it into the record. She asked the Commission member if they had any Exparte, Conflict, or Bias pertaining to the CUP. There was none. She asked the audience for any challenge and there was none. **Chair Stewart** asked if there were any questions from commission members to staff and there was none.

City Manager Paul Wyntergreen, City of Tillamook came to the podium and spoke about the public works facility, the planned phases of the project, the site improvements, the remodel plan, and the outside improvement plan. He gave a brief history of the past use of the structure.

Chair Stewart asked the commission members for questions. There was discussion regarding zoning, pavement, water, sewer, parking, pedestrians, neighboring property use, residential use, traffic impact on the area, and the future plans for the City Police Department to relocate at this facility. The interior of the building was discussed.

There was no audience in attendance and no other speakers so **Chair Stewart** closed the Public Hearing.

There was Planning Commission discussion of the project phases and timeline, the surfacing of the parking area, and whether or not to have an annual review or what length of time for a review. There was discussion about Public Facilities and Public Utilities and what the ordinances state.

- **T. Jacobs made a motion to approve CU-12-03 in accordance with staffs facts and findings with amendments to the Recommendations that parking, curbing, and paving be completed prior to occupancy. The motion was seconded by R. Jacobs. A. Palter asked to make a friendly amendment to the motion that the driveway standard noted on page 7, #2, be added to the Recommendations, that the facility will be required to hook up to City sewer, and that language be added to describe handicap parking spaces in accordance with the table in Section 25 of the Zoning Ordinance. T. Jacobs accepted the friendly amendment to her motion and R. Jacobs accepted the friendly amendment to his second.**

There was further discussion of the review process and the different phases of the project, and building permits.

- **T. Jacobs asked for second amendment to her motion adding a Recommendation that the City come back before the Planning Commission for a review prior to the beginning of Phase II of the**

project. N. Hahn seconded the motion. Chairperson Stewart asked D. Reeves to repeat the motion with the amendments and called for the vote. R. Jacobs – aye; A. Palter – aye; T. Jacobs – aye; N. Hahn – aye. The motion carried by a majority of the commission members.

Chair Stewart noted there is a 10 day appeal process from the date of the hearing. There was discussion about this 10 day period and **D. Mattison** will review the ORS 197.763 for accuracy and get back to the commission members.

2) Amendment to the City of Tillamook Comprehensive Plan:

City Planner D. Mattison commented on and explained that all sections of the comprehensive plan had been reviewed and amended. He briefly went over the the plan and highlighted changes noting that future changes and revisions are allowed. He noted that it had been 16 years since the last periodic review and that the plan meets state and city goals.

D. Mattison introduced **Patrick Wingard**, the new DLDC Representative from Astoria. **P. Wingard** spoke of his history with planning and with DLCD. The commission members noted the new plan looks good and they are satisfied with it. **Chair Stewart** asked **P. Wingard** for his thoughts on the plan and he commented on his suggestions and recommendations for minor changes. As he noted his suggestions and recommendations, there was discussion. **P. Wingard** also noted he would come to the City Council meeting when the Comprehensive Plan is presented for adoption to address his comments and recommendations.

Changes were noted as follows:

- 1) Page 4: insert “generally” into the first paragraph, “such reviews are generally done every 5 to 15 years”.
- 2) Revise the first sentence and DLDC does not require a periodic review, it is voluntary.
- 3) Page 13: B-7 regarding the Tillamook 2020 Vision needs to be referenced here.
- 4) Section D – needs clarification
- 5) Page 6: Section D & Page 9: The upcoming ODOT Intersection project needs to be noted.
- 6) The Economic Development Plan (EOA) was explained and discussed and needs to be noted in the Economic Development chapters and sections.
- 7) Section D, Public Infrastructure: There was discussion about the Port of Tillamook Bay (POTB) Railroad and the EOA. Current and future POTB projects need to be incorporated into the document. A. Palter stated he would send an update of the POTB to City Planner to be incorporated into the Plan.
- 8) Section E, page 21; Future Land Use; add EOA information.

There were several other minor corrected and changes noted. **Chair Stewart** asked the

commission members if they were ready to make a motion to recommend the plan to the City Council for adoption.

- **A. Palter made a motion to recommend the City Council adopt the Comprehensive plan as presented, discussed and supplemented. T. Jacobs seconded the motion. Chair Stewart called for the vote. N. Hahn voted Aye, T. Jacobs voted Aye, A. Palter voted Aye, and R. Jacobs voted Aye. The motion passed.**

P. Wingard commended the Planning Commission for their extensive time and work and also commended **D. Mattison** for his work. He also commended the City Council for the desire to update the Comprehensive Plan in order to have a document for community use.

VI. ITEMS OF HIGH PUBLIC INTEREST: None

VII. ITEMS OF COMMISSION CONCERN:

R. Jacobs asked about the dirt piles at the Blue Heron. **D. Mattison** noted it is in preparation for the railroad plans but the property is not in the city limits. There was discussion and several commission members noted their concern.

City Manager P. Wyntergreen spoke about the demolition project at the old Safeway site. He explained future plans. He also commented and explained about the EOA kickoff on August 7th.

There was discussion about what constitutes a Planning Commission concern.

D. Mattison noted the Rodeo Steak House sign variance request has not been received. **P. Wyntergreen** commented on the Pelican Pub, the ODOT Intersection design planning, SAC, TURA cross street plans for use in the ODOT project, the RARE student coming in September, park and trails, and connectivity.

The Wilson River Loop Road/Hwy 6 Interchange was discussed.

There was discussion about the letter from the Mayor presented to the Planning Commission at the July 17th meeting and that the Mayor has full authority to represent the City Council.

There was discussion as to why the City Council liaison has not attended the meetings. **Chair Stewart** noted that she and **Mayor Weber** have discussed this and are working on a solution.

VIII. FUTURA AGENDA ITEMS: None

IX. ANNOUNCEMENTS:

D. Mattison noted the DLCD training sessions at www.coastalatlant.net/training and the archived Planning Commission trailing sessions at www.oregonapa.org.

X: ADJOURNMENT:

With no further discussion the meeting was adjourned by **Chairperson Stewart** at 9:01 p.m.

Approval Acknowledged by:

SIGNATURE ON FILE

Jan Stewart, City Planning Commission Chairperson

Prepared by:
Debbi Reeves
Executive Assistant