

City of Tillamook Planning Commission Minutes

Regular Meeting – September 6, 2012

Commission Members Present:

Jan Stewart, Chairperson
Aaron Palter
Ray Jacobs
Nick Hahn

Commission Members Absent:

Tamra Jacobs (excused)

Staff Present:

David Mattison, City Planner
Debbi Reeves, Executive Assistant

Guests Presents:

Doug Henson, City Councilor

I. CALL TO ORDER:

Chairperson Stewart called the City of Tillamook Planning Commission meeting to order at 7:10 P.M.

II. ROLL CALL:

D. Reeves called the roll and noted **T. Jacobs** was excused.

III. APPROVAL OF MINUTES:

Chair Stewart asked if the commission members were ready to approve the minutes of the August 2, 2012 meeting. She also noted the title on the minutes should reflect it was a regular meeting not a special meeting. **A. Palter** commented on section 7 of page 3 noting he would like to add to the minutes that he stated he would email the Port of Tillamook Bay project list to **D. Mattison**.

➤ **R. Jacobs made a motion to approve the minutes of the August 2, 2012 meeting as amended. A. Palter seconded the motion. Ayes were received by N. Hahn, J. Stewart, A. Palter, and R. Jacobs. The motion passed.**

A. Palter asked **D. Mattison** if he had determined the 10 day period of time for Conditional Use Permit appeals, as discussed at the August 2nd meeting. **D. Mattison** stated the 10 day period begins the date of the signing and this was discussed. **Chair Stewart** commented this needs to be corrected on her script.

IV. PUBLIC COMMENTS:

Chair Stewart read the disclosure statement for the public comment period.

Doug Henson, City Council liaison to the Planning Commission, came to the podium to

speak to the planning commission members. He noted he will be reporting back to the City Council on the planning commission meeting so they are informed of the issues. He talked about the Beautification Committee and what they will be working on in the future that may require planning commission input. He spoke about planned and potential city projects, building standards, enforcement, codes, traffic, parking, cleaning up downtown, color palettes, the Town Center Plan, the 3rd Street project, and TURA. There was discussion during each of these items.

V. PUBLIC HEARINGS:

Chair Stewart stated that since there are no public hearings she would forego reading the hearing disclosure statement.

VI. ITEMS OF HIGH PUBLIC INTEREST:

1) Parks and Recreation Master Plan (PRMP) Draft Redevelopment (Chapters 1-4)

Chair Stewart commented there will be no recommendation made on the Park and Recreation Plan at this meeting and **D. Mattison** concurred.

D. Mattison went over the part of the plan that had been discussed at earlier meetings. He noted that the different names of parks had been discussed but nothing was formalized. He commented on recreational areas, dog parks, park signs, connector development, gateways, and potential uses for the old Safeway site. He handed out a guide for the planning members to review and spoke about incorporating it into the PRMP document. There was discussion about the plan, the time frame ahead and what has happened since the PRMP was first presented a year ago. **A. Palter** commented he would like to see some of the new documentation put into the introduction in Chapter 1. It was also noted headers, footers, and page numbering needs to be updated.

The Planning Commission members proceeded to go over the drafts of Chapter 1, Chapter 2, Chapter 3, and Chapter 4. During the process there was discussion of stakeholders, public and semi-public lands, railroad right-of-way, old Safeway site usage, standardized park signage, gateways, and the appendix section.

There was considerable discussion of Tillamook gateways and the consensus of the members was to formally add all gateways into the PRMP and to add in a Hoquarton area gateway.

Chair Stewart complimented **T. Jacobs** and **A. Palter** for all of their survey work. **D. Mattison** explained he did not go into full detail in the appendix and some of the other pieces of the plan. **Chair Stewart** said this document needs to be wrapped up and that it is a living document. She also told **D. Mattison** he had done a good job on this document.

D. Mattison noted he had received only one comment from the public on the PRMP. **Heather Neal** had sent an email of her thoughts for uses of the old Safeway site. **D.**

Mattison commented on prior discussions of pavilions or kiosks and covered picnic areas with the public. **Chair Stewart** noted that comments from the public were noted.

VII. ITEMS OF COMMISSION CONCERN:

D. Mattison updated the commission members on the status of the Rodeo Steakhouse and Grill sign issue. He noted a variance request should be coming any time and he explained the owner had requested an extension. This was discussed. **D. Mattison** recommended the commission members put a deadline on the application for extension. Enforcement was discussed and it was noted the Police Department would cite in this case since one extension has already been given. Consensus of the Planning Commission members is to formalize the extension. There was discussion about due process and when sanctions would begin and for this to be included in the letter. There was discussion about sign complaints.

- **A. Palter made a motion to direct the City Planner to issue a letter to the owner of the Rodeo Steakhouse and Grill Restaurant with the date certain, 10 days to respond from the date of the letter with the materials regarding the variance that needs to be applied for before the Planning Commission and if there has been no response to that letter within the date certain that the City take whatever actions has available to it including citation. R. Jacobs seconded the motion. N. Hahn asked what the penalty is and D. Mattison explained it is potentially \$500 per day. A. Palter stated he is making this motion because of due process and irrespective of whatever the decision of this body will be if at a point in time when the variance comes before the body that he is making this motion because he believes in due process and there is a zoning ordinance out there and that we, this body, appointed by the City Council have a duty to enforce. With no further discussion Chair Stewart called for the vote. Ayes were received by R. Jacobs, A. Palter, J. Stewart, and N. Hahn. The motion carried unanimously.**

VIII. FUTURE AGENDA ITEMS:

IX. ANNOUNCEMENTS:

A. Palter noted he had attended the STIP workshop on Tuesday. The Mayor commended the Planning Commission members for the good work they have been doing.

D. Mattison noted there is a Beautification Committee meeting September 10th at 1:00 p.m. This was discussed. He also noted the training sessions online and **Chair Stewart** noted the OPI Conference. A report will be given at the next meeting.

Chair Stewart formally thanked the City Council liaison for attending the meeting.

X. ADJOURNMENT:

Chairperson Stewart adjourned at 9:05 p.m.

Approval Acknowledged by:

SIGNATURE ON FILE

Jan Stewart, City Planning Commission Chairperson

Prepared by:

Debbi Reeves

Executive Assistant