

**TILLAMOOK COUNTY PLANNING COMMISSION**  
**January 22, 2009**  
**MINUTES**

**I. CALL TO ORDER: 7:04 PM**

- II. ROLL CALL:** Merrienne Hoffman, Terry Jones, Gale Ousele, Don LaFrance, and Bruce Lovelin. Staff present: Gerald "Butch" Parker, Director; Lisa Phipps, Long Range Senior Planner; Bradford Sheets, Associate Planner; and Valerie Soilihi, Coastal Resource Planner.
- III. APPROVAL OF MINUTES:** Commissioner Ousele asked if there were any corrections to be made to the December 11, 2008 minutes. On page 5, second paragraph, the phrase "go into a..." should be deleted and the last line on page 14 should read "not suitable". Commissioner Hoffman made a motion to approve the minutes of December 11, 2008 as amended and Commissioner Jones seconded. The motion was approved (3 yeas and 2 abstentions).

**IV. Public Workshop**

**The purpose of the workshop is to provide staff with the priorities of the Planning Commission as Staff reviews the Land Use and Land Division Ordinances. Discussion will focus on the following items with opportunities for public comment:**

**1. Discussion on goals and priorities for the upcoming year and Goal 1 (Citizen Involvement).**

- a. Staff input**
- b. Review of topics possibly prompting new ordinances as discussed at CPAC meetings and prior Planning Commission meetings**
- c. Which CPACs are currently reviewing their Community Plans and implementing ordinances?**

**2. Tentative timelines**

Since this was a public workshop, there were no procedures or declarations that needed to be made. Commissioner Ousele opened up the workshop. Mr. Parker began by introducing Donald LaFrance as the newest member of the Planning Commission. Commissioner Ousele then asked Lisa Phipps, Long Range Senior Planner to start the discussion. Ms. Phipps presented a list of goals and priorities based upon Planning Commission concerns, CPAC discussions, and staff comments. She explained that most of the items were regional issues and would require county-wide application. The issue of lighting was used as an example. Ms. Phipps reminded the commissioners that in an earlier decision, they chose to remove the lighting ordinance from the Highway 131 Transportation Refinement Plan because lighting was not an issue limited to Oceanside and Netarts. It was also apparent from previous CPAC conversations that there was not consensus on how to deal with the issue. There was discussion between staff, the commissioners and the public on the varying options that each CPAC had looked at and some of the improvements that were being made by PUD in response to the "Dark Skies" initiative. Ilean Rouse also alerted the group that the Pacific City Joint Water-Sanitary Authority has complied with the initiative on replacement lights they are responsible for and are also providing incentives for people to utilize covers. Kris Woolpert stated that the Netarts-Oceanside Fire District was looking into lighting systems as well. There was additional discussion on the details such as brightness, direction of lighting, to whom the new standards, if any, would apply, educating the public on the issue, and developing clear definitions.

There were then questions regarding the status of the short term rentals committee. Mr. Parker stated that the Board of Commissioners had reactivated the committee. He said the committee will reconvene and look at a new ordinance. A question was raised as to whether the committee composition was set and if it reflected all of the stakeholders. Mr. Parker said each of the prior members would be asked if they still wanted to participate. He said he thought the original committee was representative of the different concerns.

Commissioner Lovelin said that during his time on the Planning Commission, they have been in a reactive mode because development was occurring so quickly. He saw this period of slow down as a good opportunity to look at the goals and prioritize. He thought that if the commissioners identified 3 to 4 items, that it would be a great start.

Commissioner Hoffman said that she hoped that the commissioners and staff would look at the ordinances with an eye towards affordable housing. Commissioner Lovelin also wanted everyone to look at off-site impacts. Jim Carlson brought up the issue of enforcement. Mr. Parker stated that the County's code enforcement officer would be laid off effective January 29, 2009. As a result, he would have to come up with 3-people days out of his current staff and that he would have to spend more of his own time on it. He also stated that the responsibilities for enforcement would need to be spread around to maximize efficiencies.

The issue of communication was then discussed. Guy Sievert said that if the County would convert to electronic records that it would be easier to reach more people. Jud Randall stated that there are no minutes on the website post 2005. He wondered if the minutes could be posted and also distributed by email. There was also discussion on posting audio files to the website. A question was raised as to why the applications are not all submitted electronically. Ms. Phipps said that at this time, that is not a requirement. The materials do get scanned and the staff reports are available electronically.

Commissioner Hoffman asked if the CPACs could put together a lighting ordinance and a communications improvement plan. Commissioner Jones asked if volunteers could help with scanning and emailing information out to the public. Mr. Parker said that the department would take all of the help it could get.

Commissioner Ousele then raised the issue of affordable housing again. She thought that perhaps the CPACs could assist with that and noted that NeahCasa had laid the groundwork. Mr. Parker commented that the Department of Land Conservation and Development (DLCD) was working on the issue but had some way to go in coming up with a final proposal. Commissioner Hoffman asked if we could look at the ordinances and if it was possible to "tweak" them. There was some additional discussion on how other jurisdictions have attempted to address the issue and Commissioner Ousele said she does not want to wait for DLCD to address this issue.

Commissioner Ousele then went on to ask what issues were giving staff headaches. Commissioner LaFrance wanted to know what was causing environmental impacts. Mr. Parker said that the Land Division Ordinance needs to be re-done. There are major elements not addressed in the LDO such as lot line adjustments. He also said that a grading ordinance was important. Kris Woolpert stated that the Oceanside Neighborhood Association (ONA) survey identified that as a high priority. Ms. Phipps stated that the all of the items contained in the list that she read gave Staff "headaches".

Commissioner Lovelin then asked if the CPACs considered review of their community plans as a priority. There was consensus that this was a priority. He then asked if that was one of the tasks that the CPACs were charged with doing. Ms. Phipps answered yes.

There was then considerable discussion on continuing to provide Land Use 101 workshops for the CPACs. It was noted that the memberships have grown and changed and that a lot of people were not present for the initial workshops and reviews. It was discussed that there should be regularly scheduled trainings. Both DLCD and staff have provided trainings and it was hoped that DLCD could continue to have a presence.

Additional items discussed regarding education included review of guidelines for meeting conduct, pamphlets outlining the Oregon Public Meeting Laws, review of criteria, how to frame motions, a “cheat sheet” providing a glossary of acronyms, and using the skills of people within the CPAC itself to provide trainings (attorneys, developers, real estate agents, etc.).

Staff was then asked what they thought some of their priorities would be. Mr. Sheets stated that Article VII, Non-Conforming Uses needed to be re-written to be more clear and provide more flexibility. He also said that bringing our ordinances into compliance with the State Law should be on the priority list but lower down. He said the current structure works but is confusing for property owners and applicants.

Ms. Soilihi stated that another item she came across not on the current list was that we don’t really have any procedures to process comprehensive plan amendments.

Ms. Phipps said that she thought a grading/erosion control ordinance was the number one priority and also listed other high priority items as the non-conforming uses, permit processes (comprehensive plan amendments as described by Ms. Soilihi, certain development permit processes, administrative review processes, etc.), the Land Division Ordinance, and Goal 1.

After further discussion, it was decided to send the list to the CPACs for their input during their February meetings. It would be an opportunity for them to prioritize the list and ensure their involvement in the process. It was agreed that the information would then be brought back to the Planning Commission, including any additional staff comments.

There was discussion on how to move forward. It was decided that Ms. Phipps would put together an outline of the list, disseminate it to the CPACs, gather the information, then present it back to the Planning Commission. A question was asked on the hierarchical structure and who directs Staff. It was answered that the Planning Commission and the Board of Commissioners can direct Staff.

It was also agreed by all present that work on the grading ordinance should proceed immediately. Mr. Parker said he would like to see the grading ordinance completed and collecting fees by June. He was asked if the February 26<sup>th</sup> Planning Commission hearing was open. He said he thought it was.

There was also some discussion on whether the CPACs should move forward collectively with a draft lighting ordinance. It was decided that decision could take place after the February 26<sup>th</sup> meeting.

## **V. AUTHORIZATION FOR CHAIR TO SIGN APPROPRIATE ORDERS, IF NECESSARY**

There were no orders to sign.

## **VI. DEPARTMENT OF COMMUNITY DEVELOPMENT REPORT**

Mr. Parker discussed the current revenue status for the department over the last three months. Commissioner Ousele asked if the Planning Commission could receive all administrative decisions

electronically. The Planning Commission was told that the Board approved the Ordinance Amendment for the Highway 131 Transportation Refinement Plan and that the Goal Exception for Aspen Pacific. There were additional comments on Commissioner LaFrance's appointment and experience.

**VII. ADJOURNMENT: 9:15 pm**

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Gale Ousele, Acting Chair

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Lisa Phipps, in the absence of the Recording Secretary

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Date