

Pacific City/Woods Community Planning Advisory Committee (PC/W CPAC)

Minutes of the Meeting on August 21, 2010, 10:30 am
Pacific Coast Bible Church (next to the Post Office), 33570 Brooten Road
Pacific City, Oregon

The Chair called the meeting to order at 10:30 am.

1. Self-introductions - Tom Donohue - Chair

Seventeen persons were present at the meeting, including the following officers: Tom Donohue, Chair; Gloria Scullin, Chair-elect; Rob Royster, Past-chair; Robyn Lampa, Treasurer; and Bud Miller, Secretary.

- a. **Meeting Decorum** – The Chair reminded the audience of the expectation that everyone at the meeting will observe courtesy in the discussions and comments they may be making.

2. Minutes of the PC/W CPAC meeting on July 19, 2010 – Bud Miller – Secretary

A motion was made and seconded to accept the minutes as presented, and this was approved by a majority of a voice vote of the members.

3. Minutes of the PC/W CPAC Land Use Committee meeting on July 26, 2010 – Bud Miller – Secretary -- A motion was made and seconded to accept the minutes as presented, and this was approved by a majority of a voice vote of the members.

4. Minutes of the PC/W CPAC Emergency meeting on July 26, 2010 – Bud Miller – Secretary --A motion was made and seconded to accept the minutes as presented, and this was approved by a majority of a voice vote of the members.

5. Treasurer's Report – Robyn Lampa – Treasurer

No new expenses have occurred and the current balance is \$152.33.

6. Committee Reports

a. **Land Use Committee – Rob Royster**

- A letter of support for approval of Conditional Use Permit number CU-10-11, a request for use of a portable restaurant in Pacific City, was sent from the CPAC to Tillamook County DCD (Department of Community Development) on August 2, 2010. See attached document (*CU-10-11Support8.2.10.doc*). Rob had not heard whether the County had approved it at this time, and one member commented that the request is on hold pending a survey of the Airport Overlay Zone. No new schedule for final approval has been established at this time.
- Conditional Use Permit request number CU-10-5 for a duplex to be constructed on Summit Road In the PCW-R1 Zone was approved by the DCD on July 30, 2010. Concerns were voiced that this might establish a precedent for similar requests in the future.
- Further action on request number CU-10-13 is on hold at the present time, probably for the reason mentioned above for CU-10-11.

- b. **Nominating Committee – Rob Royster** - The official list of nominations received are as follows:
 - i. David Yamamoto for Chair-elect
 - ii. Sean Carlton for Treasurer
 - iii. Bud Miller for Secretary
- c. **Community Plan Review Committee – Gloria Scullin** – We will formalize the appointing of members to the CPRC later in this meeting.
- d. **Lighting Committee – Ilean Rouse** – Nothing to report at this time. It was pointed out by Chair Tom Donohue that this activity is linked to the Community Survey and will contribute to the revision of the Community Plan.

7. New Business

- a. **Update on CPAC reply letter to Board of Commissioners (BOC) letter of June 30, 2010 – Anne Price** – She is still drafting a reply, which has been reviewed by several people and is about three-quarters completed. It is very complicated issue, and Ms Price plans to have a draft available two weeks before the September 20, 2010 PC/W CPAC meeting. This will be discussed at that meeting and the hope is to finalize the wording then.
- b. **All CPAC Chairs Meeting July 23, 2010 – Gloria Scullin** – The letter from the BOC of June 30 was a major topic of discussion, including concerns about its meaning and that it seems to ignore the many years of volunteer effort provided by the CPAC's and their members. On the specific issue of the meaning of Item 6 on Page 2, the DCD staff stated they had added that to an earlier draft to help insure that the CPAC's would continue to be included in everything that was previously being sent to them.
In order to more clearly understand the definition of land use and Goal 1 and involvement of the CPAC's as outlined in the BOC letter, the CPAC Chairs have drafted a memorandum to the DCD requesting land use training. It was read to the attendees by Ms Scullin and will be presented at the next CPAC Chairs meeting on August 27, 2010. See attached draft (*CPACCHAIRMEMOREvision-sifford98-01-2010-Jud08-03-10.doc*). After the reading of the draft, a motion was made and seconded to have the PC/W CPAC to endorse the All Chairs letter as follows:

“The Pacific City/Woods CPAC endorsed the letter from the CPAC Chairs to Butch Parker as presented to the membership by Gloria Scullin.”

After further discussion, a vote by a show of hands was taken. The result was unanimous in favor, with sixteen yes, zero no, and one abstaining. One of the CPAC meeting attendees reported that in separate, private conversations, all three County Commissioners have stated to him they have no desire to disband the Community Planning Advisory Committees at this time.

8. New Business

- a. **Election of 2010/2011 CPAC Board of Officers – Rob Royster** – Paper ballots were distributed to all PC/W CPAC members. There was some discussion about

whether the ballots needed to be signed, but no such requirement was found in the By-laws. The ballots were marked and collected, then counted and the following were the results:

Chair-elect – David Yamamoto - 17 votes. No write-in votes were received

Treasurer – Sean Carlton –17 votes. No write-in votes were received.

Secretary – Bud Miller – 15 votes. No write-in votes were received.

- b. **Seating of New Officers – Tom Donohue** - The new officers were seated at the front table and Certificates of Appreciation for their services were presented to Gloria Scullin, Rob Royster, Robyn Lampa, and Bud Miller by now Past-chair Tom Donohue. **Gloria Scullin**, the new Chair announced her plans to have the Board members meet in session for one-half hour prior to the regularly scheduled CPAC meetings. Her intention is to make the transition of officers smoother by discussing administrative matters and also the agenda(s) for up-coming meetings. These sessions will follow the Open Oregon Guidelines and will be announced in advance and open to the public.
- c. **Land Use Issues in Our Area** – Kristen Maze, Tillamook County Department of Community Development Coastal Resource Planner was not able to attend the meeting. Several topics were discussed by attendees.
 - 1) **Community Plan Review Committee membership** – There have been some resignations and new volunteers for this committee. Current membership includes Sean Carlton, Greg Grinnell, Tom Donohue, Carolyn McVicker, Bud Miller, Anne Price, Ilean Rouse, and Barb Taylor. The members will get together before the September CPAC meeting to set up a structure and elect a chairperson.
 - 2) **Land Use Committee membership** - Sean Carlton, Tom Donohue, Bud Miller, Larry Rouse, Rob Royster, Jeff Schons, Gloria Scullin, Margie Stoughton, Barb Taylor, and David Yamamoto are the current members. The members will get together to set up a structure before the September CPAC meeting.
 - 3) **Undated letter concerning a Tsunami Siren Meeting** – This letter from Commissioner Mark Labhart to PC/W CPAC Chair Tom Donohue invites the Chair to attend a meeting on September 9, 2010 to discuss the updating, maintenance, and future availability of Tsunami Warning Sirens in Tillamook County. Tom Donohue and Gloria Scullin will follow-up on who will attend this meeting. It was pointed out that while this invitation is certainly welcome and appropriate, it is ironic that it also falls outside the list of topics to be discussed by the CPAC’s in the June 30 letter from the BOC.
 - 4) **Other topics to cover at future PC/W CPAC meetings** – Several members suggested topics such as how the Conditional Use Permit process works, more information about the “Dark Skies” program, and how to get ordinances passed if they are needed as a result of revising the Community and Transportation Plans. Ms Scullin asked that anyone that has a possible topic for future meetings email her the subject and other information.
 - 5) **Short Term Rentals Ordinance** – It was reported that the process of getting permits for all such houses is on-going, with about 700 requests so far. The County has hired an enforcement officer who is searching for additional properties that have not yet applied. Updated information may be obtained by checking the Tillamook County website and reviewing the information on the

weekly Board of Commissioners meetings.

- 6) **FEMA Maps** – The new draft of these for the Pacific City/Woods area are available from the DCD. There was a discussion about getting copies for the CPAC by paying to have them copied. It was noted that while these are not the final version, they would be needed for the updating of the Community and Transportation Plan. There was no final decision on how to proceed on this item. Copies of other maps such as for the airport zone and landing zone(s) will also be needed
- 7) **Tillamook County Website** – It was reported that the County is now posting Conditional Use Permit requests on their website as they are being received. It was mentioned that it would be useful to set up a way to post the CPAC Meeting Notices, Agendas, and Minutes of Meetings on the County website also. In response to a request from an attendee, the following website information is provided as a way to get whatever is available concerning the PC/W CPAC and other land use items, especially a copy of the By-laws and the summary results of the 2009 Community Survey. Please note that there has been one change on the last page of the posted By-laws, which allows the Chair to cast a vote on any matter.

<http://www.co.tillamook.or.us/gov/ComDev/planning/default.htm>

Another website of interest which contains documents regarding land use and citizen involvement is as follows:

http://www.oregon.gov/LCD/docs/publications/putting_the_people_in_planning.pdf

- d. **Next PC/W CPAC Meeting on September 20, 2010** – Will be held at the Kiawanda Community Center at 6:30 pm. Remember it will be preceded by a CPAC Board meeting starting at 6:00 pm.
9. **Motion to Adjourn** was made at 11:32 am; it was seconded and approved unanimously.

CPAC's provide local citizens an opportunity to interact with their neighbors on local land use issues that impact their surrounding environment and are a valuable tool for decision-makers in formulating policies, rules and ordinances for land use and other actions. This is public meeting and public comment may be presented.

For further information contact Gloria Scullin, CPAC Chair at (503) 965-7295.
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