

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

Minutes of the Executive Board Meeting on **September 20, 2010** 6:30 pm
Kiawanda Community Center, 34600 Cape Kiwanda Drive
Pacific City, Oregon

Board Meeting – Gloria Scullin – This meeting of the Executive Board of the PC/W CPAC preceded the full CPAC meeting and was called to order at 6:30 pm. In attendance were Gloria Scullin – Chair, Tom Donohue – Past-Chair, David Yamamoto – Chair-Elect, Sean Carlton – Treasurer, and Bud Miller – Secretary. Approximately ten others were present during the discussions as follows:

- 1. Administrative** – The Chair-Elect will attend future All CPAC Chairs meetings along with the Chair. The contact list for Board members is being updated. With election of new officers, we need to make a statement in the CPAC meeting minutes about who will be authorized to sign checks for the organization. It was decided to put the category “For the Good of the Order” back on our meeting agenda. This would be the place to talk about other issues in the community, allowing for a more balanced discussion of topics of interest to the members.
- 2. Things to do** – We will be scheduling speakers at future PC/W CPAC meetings. Suggestions to date include Butch Parker and/or someone from Oregon LCDRC; Kristin Maze about land use planning procedures; others to provide education on these topics; OSU extension agent about storm water runoff issues; someone on local Tsunami planning status; Dark Skies; and presentation of a summary of how the project by PCJWSA on Horn Creek went. Ideas for additional topics and speakers will be solicited.
- 3. Calendar** - It will soon be necessary to produce a new calendar of meeting dates and places for 2011. Will continue to alternate between an evening and a morning session, and alternative locations will be examined. Mr. Yamamoto will follow up on this.
- 4. Marketing** - This ties in with the need to provide education on land use processes and may include such things as mailings and a website. Mr. Carlton will take the lead on this topic. It was suggested that the CPAC might need to ask for member contributions to cover the costs of such activities. The Kiawanda Community Center will be asked to post an announcement of any CPAC meetings at that location on their reader board.
- 5. Tsunami Warning Sirens Meeting** – David Yamamoto reported on the results of a Countywide meeting on this topic held on September 9, 2010. While this subject would not fall within the list in the June 30, 2010 memo from the BOC (Board of Commissioners), we were invited to attend and provide input. Others that attended the meeting also offered comments. At this time. More detail about this issue is contained in the PC/W CPAC Meeting notes below.

The meeting was adjourned at 6:56 pm.

**Minutes of the PC/W CPAC Meeting on July 19, 2010, 7:00 pm
Kiawanda Community Center, 34600 Cape Kiwanda Drive
Pacific City, Oregon**

The Chair called the meeting to order at 6:32 pm.

1. Self-introductions – Gloria Scullin - Chair

Twenty-six persons were present at the meeting, including the following officers: Gloria Scullin – Chair; Tom Donohue – Past Chair; David Yamamoto- Chair-Elect; Sean Carlton - Treasurer; and Bud Miller - Secretary. Self-introductions were made by all attendees.

- 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 August 21, 2010 – Bud Miller – Secretary

A correction was made in part 8. c. 2) removing the sentence declaring Tom Donohue the chair of the Land Use Committee. A motion was made and seconded to accept the minutes as presented, and this was approved by a unanimous vote by a show of hands.

3. Treasurer’s Report – Sean Carlton – Treasurer

Balance on hand is \$152.33. After some general discussion, it was moved and seconded that Sean Carlton as Treasurer, Gloria Scullin as Chair, and David Yamamoto as Chair-Elect are the individuals that are the individuals authorized to sign checks for the Pacific City/Woods CPAC. This was approved by a unanimous vote by a show of hands. The Treasurer’s report was also accepted by a unanimous vote.

4. Committee Reports

a. **Update Land Use Committee – Tom Donohue – Acting Chair**

- 1) An application for a CU (Conditional Use) Permit has been made Woods resident Tim Robson for a commercial use on a lot zoned PCW-R2 at 33520 Ferry Street. Copies of an earlier, approved request for a lot-line adjustment were available, showing the proposed location of a structure for storage of dory boat(s) and other equipment. Because Mr. Robson will not be available when the CPAC receives this request for review from Tillamook County, he made himself available to answer questions from the attendees. The need for the CU Permit came as a surprise to Mr. Robson and as discussion occurred, no objections to his proposal were made by anyone present. He has already talked to adjacent landowners and they have no problem with what he wants to build. The PC/W CPAC will take no official action until the CU Permit request is reviewed by the DCD (Department of Community Development) and forwarded to us for comment.

- 2) At the request of the CPAC Chair, Kristin Maze of the DCD summarized the process for obtaining such a permit.
 - a) Application submitted.
 - b) Application processed by planner – allowed 30 days to check for completeness.
 - c) Once the application is deemed complete a planner processes it in detail and prepares a staff report. The County has up to 150 days to accomplish this, although usually it is done more quickly than that.
 - d) The completed application is then sent to the appropriate CPAC for their review and comments. Ten days is usually allowed for this step.
 - e) CU Permit request is then returned to the DCD for action by the Planning Commission and/or BOC???????????????
 - f) When asked, Ms Maze estimated about 8 weeks is the usual length of this process.
- 3) For our information, Kristin Maze furnished a copy of a permit approved by the Department of Community Development. The request was for removal of an existing single-family structure and construction of new, single-family structure on a lot located in Flood Zone A-6 at 37420 Brooten Road. No action is needed by the CPAC, and any individual can appeal the decision.
 - b. **Update Community Plan Review Committee – Ilean Rouse** – The Committee held its first meeting on Friday, September 17, 2010. They will meet weekly through at least November 11, and the goal is to have a draft of the revised Community Plan available for discussion at the PC/W CPAC meeting in January 2011. A copy of the notes from this meeting detailing meeting dates and locations, member names, and more detail about the discussions is attached. See *CPACPRCMeetingMinutes.9.17.10.doc*.
 - c. **Update Lighting Committee – Ilean Rouse** - The Committee consists of Ms Rouse, Beverly Fisher, and Robyn Lampa, and needs at least two more volunteers. Please contact Ilean at lrouse@oregoncoast.com . There have been more discussions with the Tillamook PUD about producing a letter to send out to all customers in our area detailing the process for replacing farm lights with new fixtures that have shades. This is a free program, but must be requested by the customer.

5. Old Business

- a. **Update – Reply Letter to Board of County Commissioners RE: Letter to CPAC Chairs, June 30, 2010 – Anne Price** - Draft 4 of this letter was sent to all PC/W CPAC members by email on September 14, 2010. Apparently no other CPACs have responded to the June 30 BOC memo, and MS Scullin indicated she would furnish copies of our final letter to all CPAC Chairs. The members attending this meeting had a lively discussion about the contents of the reply and a few non-substantive changes were suggested. It was suggested that a stronger statement about the confusion over the meaning of Point 6 should be

included but this was not supported. Several members indicated they though preparing a short, cover/summary letter to forward a more detailed response would be more effective. After further debate, the following motion was made and seconded:

“The letter as is with minor grammatical changes will be finalized and sent to the Tillamook County Board of Commissioners.”

After a little more discussion, the motion was approved by a vote of a show of hands, with the results being 15 in favor, 4 against, and 1 abstaining.

The Chair noted that copies would be sent by email and regular mail and would be furnished to the Planning Commission, Department of Community Development, as well as the BOC, both individually and as a Board.

It was suggested that there might be confusion about the results of the vote on this motion, and a second motion was made and seconded as follows:

“The CPAC members support the spirit of the letter.”

After a brief discussion the motion was approved by a vote of a show of hands, with the results being 19 in favor, 1 against, and 1 abstaining. It was declared that this second motion is the one that will be referred to in our letter to the BOC.

In an attempt to get direct comments from the Commissioners on this issue, it was moved and seconded to:

“Ask the Board of Commissioners to allow a substantial amount of time at their January 19, 2010 Meeting to discuss the role of the CPACs.”

This meeting will be held in the evening in Pacific City. A vote was taken by a show of hands, with the results being 19 in favor, 0 against, and 0 abstaining. Gloria Scullin said she would make a request of the BOC to put this topic on their agenda for that date.

b. All CPAC Chairs Meeting, August 27, 2010 – Gloria Scullin

- i. Letter requesting training to Director of Planning and Development – This letter was accepted by Butch Parker at the previous All CPAC Chairs meeting, but no response has yet been received. The Chairs hope to receive on at the next meeting on Friday.
- ii. Website update – Because the DCD does not have the resources to provide the CPACs with support on the County website, Mr. Parker has suggested that each CPAC should set up their own site. Several suggestions were discussed about how this might be

accomplished, and most of them will incur a cost to the CPAC membership. Possibilities include linking to the Chamber of Commerce, the South Tillamook County Library, and with other CPACs, or establishing one for ourselves. More discussion will be needed about this topic.

6. New Business

a. Land Use Issues In Our Area – Coastal Resource Planner Kristen Maze – Tillamook County Department of Community Development

- 1) DCD waiting for more information from the applicants for the CU Permits for the Mobile Kitchen and the Arcade.
- 2) Proposal for the Four Corners Intersection is proceeding. The next step is the Public Meeting Review, and that might be completed before the end of the year.
- 3) There is no further action on any of the DeJong proposals. All are still incomplete at this time.
- 4) Sean Carlton asked why a development permit was required for his permit request and was told by Ms Maze that “dirt is turned in the flood plan you need a permit.”

b. & c. Education and Communication Programs – Gloria Scullin - These topics were mostly deferred until the next CPAC meeting. She stated that these are important items and will require some research to carry out.

d. Fund Raising Ideas and Implementation – Gloria Scullin – Topic deferred until the next CPAC meeting.

e. Records Retention – Gloria Scullin – There will be an emphasis on gathering all existing records together for retention in one location in the next few months. This will include both paper and electronic copies of whatever is available and judged to be important to keep. It was suggested that Carol Johnson at the South County Library be contacted for a possible storage location.

7. For the Good of the Order – As suggested in the Board Meeting, this category has been reintroduced to the Agenda.

a. Tsunami Warning System Meeting – David Yamamoto, Tom Donohue & Others Attendees – The meeting was held to announce a new Oregon State policy establishing specific requirements for Tsunami sirens on the Oregon Coast. None of the sirens in Pacific City, Neskowin, and Tierra del Mar meet these new standards, one of which is to have all those in Oregon sound and operate the same. This is an un-funded mandate, and cost is a large issue since the local communities would be expected to pay for and maintain the new sirens. While a free source of acceptable ones has been located, it is estimated that transportation, installation and programming, and maintenance could total about \$45,000 per location. Of the 30-some sirens in Tillamook County, all eight of the publicly supported ones are in South County area, and Tillamook County is unable to fund their replacement. Attendees discussed this requirement and

possible approaches to addressing it, including doing nothing since there is no penalty for non-compliance. While the County would like a quick answer on how to proceed, it seems clear that since there are many parties involved and because of the funding issue, this will not be possible. More information on this subject is available on the Tillamook County website under the Emergency Management Office.

8. Motion to Adjourn – was made, seconded, and approved unanimously at 8:44 pm.

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
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