

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

Minutes of the PC/W CPAC Meeting on January 17, 2011, 6:30 pm  
Kiawanda Community Center, 34600 Cape Kiwanda Drive  
Pacific City, Oregon

FINAL VERSION -- 2/19/11

The Chair called the meeting to order at 6:30 pm.

1. **Self-introductions – Gloria Scullin - Chair**

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

2. **Minutes of the PC/W CPAC meeting on December 18, 2010 – Bud Miller – Secretary** - No changes were made to these minutes. 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** - Balance on hand is \$152.33 and there is an outstanding check for \$36.25. In response to our request for funds, donations have been received from seven sources, totaling \$275 in cash and \$42 “in-kind” for PO Box rent. After the checks and cash are deposited, the new balance will be \$427.33. The Treasurer’s report was accepted by a unanimous vote by a show of hands. Gloria Scullin made a statement of thanks to all who contributed, and asked that anyone donating items such as postage, copying, etc. please submit a “receipt” marked paid to the Treasurer so we can better track our expenses and income.

4. **Education Program – Sean Carlton – Airport Overlay Process & Considerations** - Mr. Carlton presented a very interesting slide show illustrating the various zones of restrictions that surround the airport in Pacific City. These usually place some height limitation on structures and trees, with the restriction varying by zone and distance from the airport runway. The broadest one he described is the Transitional Surface Zone, which affects almost all the built up area of Pacific City. These areas are established by the FAA and the Oregon Department of Aviation, and affect any construction that occurs within them. They are also codified by Tillamook County and considered in any request for construction or conditional use approval. Mr. Carlton commented that the restrictions imposed by these zones have forced him to withdraw his application to employ a mobile kitchen at his place of business.

5. **Committee Reports**

- a. **Community Plan Review – Gloria Scullin** - The committee will meet on January 24, 2011 at 6:30 pm at the Kiawanda Community Center.

- b. **Land Use Committee – Tom Donohue - Chair** - Mr. Donohue announced the Committee had met prior to the CPAC meeting to discuss a Notice of Application for a Conditional Use Request CU-10-13(a) and passed a resolution as follows:

“The Land Use Committee send forward a recommendation to the PC/W CPAC for support of CU-10-13(a) request.”

The LUC had voted by a show of hands, approving the motion with a count of six votes in favor, none against, and one abstention (see attached – *CPAC LUC Meeting Minutes – 17-11.doc*).

**Howard Goodman** then led a discussion of the proposal, explaining what is planned and answering questions. It was clarified that the use of the building as an arcade is provided for as a Conditional Use in the PC-C2 Zone. A motion was made and seconded as follows:

“Move that the PC/W CPAC send a letter to the Tillamook Planning Commission in support of C(-10-13(a) Request.”

A vote by a show of hands was taken, with sixteen voting in favor, one against, and one abstaining. Ms Scullin stated she would prepare and submit the letter and pointed out that any comments are due to Tillamook County by January 24, 2011.

Other items: Revisions that are needed with the Pacific City Roundabout Plan are being worked on by the Public Works Department. CU- 10-11, request for a mobile restaurant has been withdrawn. Requests were made to Kristen Maze of the County Department of Community Development to follow-up on several items previously requested

There is a Tillamook Planning Commission meeting on February 10, 2011 at the BOC Meeting Room on the second floor of the County Courthouse. The portion from 6:00 to 7:00 pm will be for a discussion with the various Community Planning Advisory Committee officers and members. All members are invited to attend to learn more about the role of the Planning Commission and how it interacts with the CPAC’s.

## 6. Old Business

- a. **Status of Contribution Letter – Fund Raising Program – Gloria Scullin** - The letter requesting contributions has been sent out by email and by USPS mail to all members. Some responses have been received.
- b. **Website Status – Gloria Scullin** – A request for someone to serve as web master was sent out, and Ms Kris Rooke has volunteered. Gloria has been communicating with her, and they have made some cost estimates for several

approaches to setting up a website. Ms Scullin then went through a presentation of what they have come up with (see attached – *CPAC Website Costs Gloria.1.11.pdf*). Item number one is a name for the website. Start-up costs are estimated to be about \$400. As for annual prices, there a lot of variables, depending on what services are selected, with the average around \$200 per year. The source of funding for the work was discussed, and it was stated that it would be covered by member contributions. The presentation recommended a two-year subscription to save about \$10 per year.

During and after the slide show, members asked questions and discussed options. Several of the latter that are available were rejected for the beginning of the site, which will change final costs. There was also some discussion of what the website would make available and how or if it will benefit the PC/W CPAC and its membership, and the question of how it will be funded was raised. A motion was made and seconded as follows:

*“Move to formulate a website design committee to research more about the design and cost and what we want to accomplish with it; with a minimum of three people on the committee.”*

Further discussion followed about how we would use the website, and a suggestion was made to start out with a one year subscription. It was also pointed out that while we appreciate Ms Rooke’s volunteering to help set it up, we will also need to educate others on how to operate the website. A vote by a show of hands was then taken. Sixteen votes in favor were recorded, one against, and none abstaining. Ms Scullin asked for volunteers for the Website Design Committee, and she plus, Margie Stoughton, Tom Donohue, and David Yamamoto offered to serve.

- c. **Document Retention – Gloria Scullin** – It was suggested that before the CPAC proceeds further with a plan of how to archive our records, since we work under the auspices of Tillamook County we should determine what rules the County is using. A brief discussion occurred in which Kristen Maze suggested that someone contact the Assessor’s Office be contacted for this information. Bud Miller volunteered to do this and report at the next meeting.
7. **New Business – Land Use Related** – No topics were raised.
8. **Next Meeting – Saturday, February 19, 2011 at 10:30 am at the Central Building on Brooten Road by the Post Office, Pacific City** – A presentation about the reapplication for a Destination Resort near Ore Town will be made by John DeJong.

**9. For the Good of the Order – Community Issues –**

- There will be a Board of Commissioners Meeting on January 19, 2011 at 6:30 pm at the Kiawanda Community Center.
- Excellent day for flying the flags on the bridge.
- The BOC is setting up a committee on Emergency Preparedness for the County. Kris Weiland and David Yamamoto are local representatives. The group will meet in January, February, and March and then take recommendations to the BOC. There are eighteen members of the committee and they are looking for comments.
- The Nestucca Valley Community Alliance will meet on January 20, 2011.

The Meeting was adjourned at 7:56 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 community issues. This is a public meeting and public comment may be presented.*

For further information contact Gloria Scullin – CPAC Chair  
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