

Pacific City/Woods Citizen Advisory Committee (PC/W CAC) LAND USE PLANNING COMMITTEE

Minutes of the PC/W CAC LUP Meeting on July 8, 2014, 5:30 pm
Ribcage Restaurant, 6425 Pacific Ave.
Pacific City, Oregon

FINAL VERSION -- 8-16-14

The meeting was called to order at 5:30 pm.

1. **Self-introductions** – Present at the meeting were the following committee members: Sean Carlton, Bud Miller, Gene Johnson, Larry Rouse, Ilean Cox-Rouse, and Barbara Taylor.
2. **Discussion of the Draft by the Department of Community Development (DCD) of four categories or TYPES of Actions for Land Use Planning.** – Sean introduced the Four Decision Types Document supplied by Director of DCD, Bryan Pohl. It breaks down the requests for action received by or required of the Department into four groups, defining the type of handling received and detailing timeframes for action to be taken. This is the result of a recent effort by the Department to streamline their process for insuring action is taken on land use requests submitted to them. They are already using this new approach, and Sean commented that their response to such requests has greatly improved. Ilean explained that these guidelines were presented at the last CAC All Chairs meeting by Mr. Pohl, and while the agenda called for their adoption by the Board of Commissioners (BOC) at that time, it was pointed out that this specific document had not been shared with or reviewed by the CAC's. Ms. Cox-Rouse also expressed concern about the conflict between the requirements contained in this new "Four Types" approach and those enunciated in the BOC ORDER #13-034 of 5-1-13 establishing rules for the CAC's for Tillamook County. It was decided to refer the current version of the "Four Types" to the CAC's for their review and comments before finalizing them. The LUP Committee proceeded to discuss the topic as summarized below.
 - **TYPE I PROCEDURES – Ministerial Development Actions** – This group is identified as including actions such as property line adjustments, final plat approvals, geologic hazard report review, etc. The decision is made without notice to anyone or public hearing, and because of clear and objective review criteria do not require the exercise of discretion. Our discussion centered on whether we (representing the public) and/or the public needed to know about such decisions before they are made. After spending quite a bit of time on this, there was a general agreement that the designation was appropriate. There is conflict with the requirements in ORDER #13-034, which will mean it will have to be revised.

- TYPE II PROCEDURES – Administrative Land Use Actions with Notice – These are noted as being subject to notice and the right to appeal to a public hearing and include applications with review criteria that require the exercise of discretion. There may be impacts on nearby properties. Comments from the group included pointing out the difference between the document and ORDER #13-034. In addition, there were a number of remarks concerning confusion about the timeframes as outlined, and agreement that this needs to be clarified. There are a number of significant actions in this category including conditional use review, variances, exceptions to resource or riparian setbacks, and partition review.
- TYPE III PROCEDURES – Land Use Actions Requiring Public Hearing Review – Summary states these involve the approval of denial of development or uses which may have significant impacts to surrounding property or are might be particularly complex. They require the exercise of discretion and judgment based on existing code requirements. Requests for action under this grouping include some conditional use, appeals, subdivisions, detailed hazard reports, etc. It was noted that the CAC was not specifically mentioned for notice, and again the timeframes are confusing.
- TYPE IV PROCEDURES – Legislative Land Use Actions – Such actions include ordinance amendments and Plan text amendment and are made through adoption of County Ordinances. The group noted that notification of CAC's was not specifically mentioned.

In conclusion, there was general agreement to concur with this “Four Types” approach to go forward, with a need to suggest some changes/clarifications in some types, and to make changes to the Order by referencing this set of types and including it with the revised Order. Committee Chair Sean Carlton agreed to prepare a letter to Bryan Pohl, DCD Director, which should be transmitted to him prior to the next CAC All Chairs meeting on July 15, 2014. See attached document [“LUP on Types.7.22.14.doc.”](#)

Please see our website at www.pacificcitywoodscpac.org for additional information.

The PC/W CAC and LUP meetings provide citizens an opportunity to interact with all community members on issues important to our area. These are public meetings and everyone attending is encouraged to participate.

For further information contact Ielean Rouse – CAC Chair
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