

- I. Call to Order: 7 pm
- II. Administration
  - a. Roll Call:  
Planning Commissioners: Dan Ayers, Virgil Staben, Terri Michelsen, Richard Clappé, Joanne Siler, Hal Grimnes; City Manager Jeff Aprati, City Planner Sabrina Pearson
  - b. Minutes: Thursday, July 5, 2012 Motion: Hal Grimnes; 2<sup>nd</sup> Richard Clappé; Unanimous
  - c. Visitors: None
  - d. Correspondence: None
  - e. Non-Agenda Items: None
  - f. Staff Reports:

City Manager Report:

Discuss Training Opportunities; Online Training Opportunities available at no charge from Portland State University through the Oregon Chapter of the American Planning Association.

Review the Tillamook County Inspection Card that now requires signature of City prior to Tillamook County Building Department final occupancy approval.

- III. Unfinished Business:
  - a. City of Wheeler Land Use and Building Permit Application Packet:  
Update revision date after revisions are made. Amend statement to state "check with the City for a form update".
  - i. City of Wheeler Zoning Permit Application:  
Change all references to Wheeler Building Permit to Wheeler Zoning Permit for consistency with Tillamook County Building Permit coordination process. Section I: Legally Recorded (typo) Property Owner. Page 2: Change first line under "For Office Use Only" to provide a line for the **Tillamook County** [Wheeler] Building Permit Application #. Page 2: Delete City Inspection sign-off lines and replace this section with a paragraph that explains that a City Inspection Card is required for erosion control, construction access, setback verification, stormwater drainage, and driveway construction prior to final City Approval.
  - ii. City of Wheeler Zoning Permit Instructions:  
Amend Title
  - iii. City Building Permit Review Checklist:  
"Scan" to "scan"

- iv. City of Wheeler Inspection Card:  
Re-title: City of Wheeler Inspection Card **for** City Required Inspections:  
End each sentence with a period rather than a colon.
- v. City of Wheeler Interpretation of Required Information:  
Amend language so that these paragraphs are definitions not directives. Match (c) CCF Permit to Section 11.053 (3) (a-d).
- vi. City of Wheeler Clearing, Cutting and Filling Application: Edit the introduction to reflect the standards of Section 11.053 (3) (a-d); Edit page 2 to clearly reflect the standards of Section 11.053 (4) (b-i). Edit the Geologic Investigation Report section to reflect the standards of Section 11.053 (4) (a). Edit page 2 to request a Site Plan "to measurable scale".
- vii. City of Wheeler Zoning Permit / County Building Permit Application Process Chart:  
Arrow from Step One to point to the beginning of the Step Two process.
- viii. City of Wheeler Staff Zoning Permit Application Instructions:  
Delete quotation marks. Underline 120 days. #2 add period at the end of the sentence.
- b. City of Wheeler Zoning Map:  
  
Planning Commission review:  
Change the color of the IND and WRC Zone to clearly differentiate the zone borders as the colors used for these zones are very hard to read. Identify the tax lots outlined as blue squares as within the City Limits. Define the purple line shown; it is unclear what it depicts and no key is provided in the legend. Check the shown zone designations of U.S. Highway 101 and the Port of Tillamook Bay Railroad right of way; determine whether a correction or rezone would be needed.
- c. Any other Unfinished Business:  
  
Bruner: Correction regarding a report of site development having occurred at Tax Assessor Map 2N10W2CC Tax Lot 14000 was incorrect as reported in the minutes of the July 5, 2012 Planning Commission meeting. A site visit and investigation with the Water Resources Department Water Master Greg Beaman and Tillamook County Department of Community Development finds that no site development is known to have occurred. The City Planner did observe the storage of a trailer and construction materials on the site.
- IV. New Business
  - a. Any New Business:      None

V. Upcoming Meetings: Commissioner, Manager, Planner and Staff Comments

a. Upcoming Meetings:

Planning Commission discusses upcoming meeting agenda to include update about City Council Amendments process, review of updates to the draft digital Zoning Map, and discussion about watching PSU APA training videos at upcoming meetings.

b. Commissioner Comments:

Planning Commissioner Terri Michelson requests an update about the zoning ordinance amendments recommended to the City Council. City Planner Sabrina Pearson explains that the City Council continued their public hearing to August 21, 2012 to have additional time to review the proposed amendments and with a request for additional information about the amendments for 11.053 (5) (b) (2), 11.020 (5), and the definitions of lot, site, tract, and mean lot elevation.

Planning Commission President Dan Ayers asks about an interpretation of standard applicability to place a ramp in the required yard to be used for access for a person with accessibility issues. Ayers explains that the existing single family structure may have been built prior to current setback requirements and may be a pre-existing nonconforming structure in regard to the setback standards. City Planner Sabrina Pearson advises that with the submittal of a site plan and elevations to measurable scale City Staff will quickly advise the applicant whether approval of a setback variance, geologic site investigation, and building permit will be necessary to place the structure.

Planning Commission President Dan Ayers asks for a finding of whether Brighton Estates is within the Wheeler Urban Growth Boundary.

c. City Manager:

City Manager Jeff Aprati cautions the Commission to limit discussion to documentation and ideas rather than specific people and opinions.

d. City Planner Comments: None

e. Staff Comments: None

VI. Adjournment: 9 pm

  
\_\_\_\_\_  
Dan Ayers, Planning Commission President

  
\_\_\_\_\_  
ATTEST: Jeff Aprati, City Manager