

- I. Call to Order: 7:05 pm
- II. Administration:
  - a. Roll Call:  
Planning Commissioners: Joanne Siler, Richard Clappé, Hal Grimnes, Terri Michelsen, Dan Ayers, Virgil Staben; City Manager: Jeff Aprati; City Planner: Sabrina Pearson
  - b. Minutes: Thursday, August 2, 2012  
Motion to approve the minutes Virgil, Terri 2<sup>nd</sup> Unanimous
  - c. Visitors:  
No Visitors
  - d. Correspondence:  
League of Oregon Cities Trainings
  - e. Non-Agenda Items:  
Letter to Planning Commission from City Council  
Ordinance No. 2012-02 Rules of Decorum
- III. Unfinished Business:
  - a. City of Wheeler Zoning Map:  
City Planner Sabrina Pearson working on the update with Tillamook County GIS Coordinator Wendy Schenk. Research will be conducted as necessary to identify zone standard for US Highway 101.
  - b. Planning Commissioner Trainings:  
Planning Commission President Dan Ayers asks City Manager Jeff Aprati to ask City Attorney Joel Sacks about the Ethics Video he previously presented; The Planning Commission reviews the list of trainings presented by Portland State University available for download at the Oregon Chapter of the American Planning Association website included in the packet. The Planning Commission would like to start with 'Roles and Responsibilities of Planning Commissioners', 'Eight Practices of Commissions that Deliver High Quality Service to the Public', and 'Oregon's Land Use Planning Goals'. The trainings will be offered at meetings without scheduled agenda items to the Planning Commission. The training opportunity will be available for free to the public as it will be noticed and posted in the community on the Planning Commission agenda.
  - c. Any Other Unfinished Business:
    - (1) Specify a Time Limit for Applications  
The Planning Commission continues discussion about recommending a time limit for applications that do not currently have time limitations. The Planning Commission recommends that a time limit should be considered during the next Post Acknowledgement Plan Amendment Zoning Ordinance amendment process to address Design Review and by the City Council to address the Public Right

of Way. The Planning Commission recommends that design review time limitation language should be consistent Wheeler Zoning Ordinance Variance standard in Section 14.040.

(2) Driveway Construction:

The Planning Commission is concerned that final driveway construction is not always occurring. The Planning Commission recommends that since driveway construction is a condition of approval, that final occupancy should not be issued unless the final driveway construction is completed or suitable assurance is provided that the driveway will be constructed. Multiple examples have occurred where the final driveway has not been constructed. The new Memorandum of Understanding with the Tillamook County Building Department now requires the City of Wheeler to approve the occupancy permit before it is approved by Tillamook County. The Planning Commission recommends that the City review the current City of Wheeler Driveway Ordinance #2002-07 to clarify the requirement to construct the driveway before City of Wheeler approval of the occupancy permit and to provide the applicant the opportunity to provide suitable assurance to avoid the City delaying the approval of the occupancy permit. City Planner Pearson recommends that this is not the imposition of a new requirement or a hardship since the current ordinance requires the construction of the driveway. The Planning Commission recommends consideration of the City offering the applicant the option to submit a valid construction bid and a cash assurance that will be put into a City accessible driveway escrow account for use by the City if the driveway is not constructed within one year as required.

IV. New Business:

a. Wheeler Vision Plan 2011 Public Hearing Schedule:

- i. Wheeler City Council Resolution
- ii. DLCD 35-day Notice
- iii. Draft Public Notice
- iv. Wheeler Vision Plan 2011 (available upon request)

The Planning Commission discusses the City Council resolution to initiate the Post Acknowledgement Plan Amendment process to adopt the Wheeler Vision Plan as part of the City of Wheeler Comprehensive Plan Background Report as a mandatory guiding document. The Planning Commission requests that City Staff provide a copy of the table of contents for the City of Wheeler Comprehensive Plan Background Report and make said copy available as part of the record for the public hearing process. The Planning Commission is concerned about specific recommendations that would require amendments to the Wheeler Zoning Ordinance. Specific discussion included the recommendation to require all lots to be (50' x 100') and 5,000 square feet since most lots in Wheeler are not 5,000 square feet and a lesser minimum than 50 x 100 and 5,000 square feet is allowed to be buildable by the Zoning Ordinance.

b. Any other New Business:                      None

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

a. Upcoming Meetings:

The Planning Commission discusses the resolution directing the Planning Commission to hold a meeting at the earliest opportunity. The Planning Commission recommends that the earliest opportunity is November in order to provide the Planning Commission an opportunity to understand the issues with the adoption of the vision plan as a Comprehensive Plan Background Report. The Planning Commission cites that final comments have not yet been received from DLCD, cites that preliminary DLCD comments from DLCD Gordon Howard, Urban Planning Specialist which identify concerns about housing recommendations and a need to review the application carefully, and cites that North Coast Regional Representative Patrick Wingard is still waiting for the final discussion to provide official comments.

b. Planning Commissioner Comments:

(1) Development South of Paradise Cove, East of US 101

The Planning Commission asks staff to determine whether the development just south of Paradise cove, east of US 101 is in the City of Wheeler UGB or City Limits.

(2) Planning Commission Vacancies:

The Planning Commission asks City Manager Jeff Aprati to advertise the two vacancies on the Planning Commission, to seek participants to the two seats that are open: Position 1 and Position 8.

c. City Manager Comments: None

d. City Planner Comments: None

e. Staff Comments: None

VI. Adjourn: 9:33 pm

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Dan Ayers, Planning Commission President

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ATTEST: Jeff Aprati, City Manager