

WHEELER PLANNING COMMISSION MEETING AGENDA
WHEELER PLANNING COMMISSION / CITY COUNCIL WORKSHOP

THURSDAY September 6, 2012, 7:00 P.M.

Wheeler City Hall

755 Nehalem Blvd (US Highway 101), Wheeler, OR 97147

- I. Call to Order**

- II. Administration.....**
 - a. Roll Call
 - b. Minutes: Thursday, August 2, 2012
 - c. Visitors
 - d. Correspondence
 - e. Non-Agenda Items

- III. Unfinished Business.....**
 - a. City of Wheeler Zoning Map
 - b. Planning Commissioner Trainings
 - c. Any other Unfinished Business

- 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)
 - b. Any other New Business

- V. Upcoming Meetings; Commissioner, Manager, Planner and Staff Comments**
 - a. Upcoming Meetings
 - b. Commissioner Comments
 - c. City Manager
 - d. City Planner Comments
 - d. Staff Comments

- VI. Adjournment**

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I. Call to Order: 7:00 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; 2nd 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.

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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

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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. Planning 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.

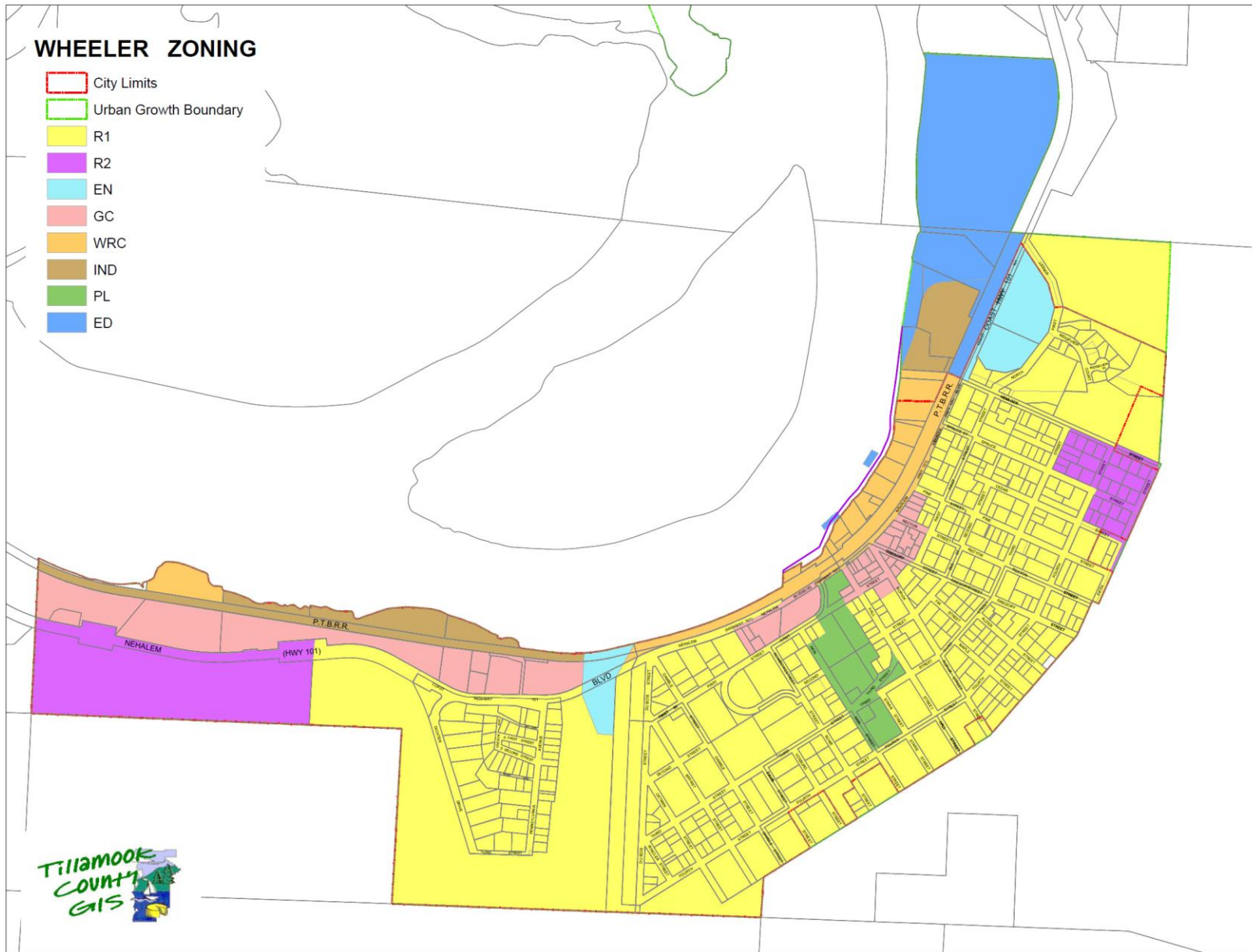
d. City Planner Comments: None

e. Staff Comments: None

l. Adjournment: 9 pm

Dan Ayers, Planning Commission President

ATTEST: Jeff Aprati, City Manager



The following Planning Commissioner Trainings are offered free of charge through the Oregon Chapter of the American Planning Association. The Oregon APA wishes to thank the Nohad A. Toulan School of Urban Studies and Planning at Portland State University for co-sponsoring three years of monthly Planning Commissioner Training. The topics are below. Each one is approximately one hour. The website at which they can be directly accessed is: <http://www.oregonapa.org/PCT-search>

Title:

Roles and Responsibilities of Planning Commissioners
Quasi-Judicial Land Use Decisions Part 1
Quasi-Judicial Land Use Decisions Part 2
Oregon's Land Use Planning Goals
History and Fundamentals of Planning in Oregon
Introduction to Plans and Implementation
Implication of the Urban Growth Boundary
Rural and Small Community Planning in Oregon
Transportation Planning Rule
Traffic Studies: What Good Are They?
Were All Citizens
Urban Renewal & Tax Increment Financing
Panel Discussion: Person to Person, the interpersonal challenges of serving on a PC
Smart Growth Planning
Place-Making Secrets for Planning Commissioners
Legal Aspects of Being a Planning Commissioner
Tools for Making Infill Development Compatible
Planning 101
Overview of LEED & LEED-ND
Case Law & Legislative Update for OR Planning Commissioners
Eight Practices of Commissions that deliver high quality service to the public (AND a rewarding experience for Commissioners)
Affordable Housing and Fair Housing for Planning Commissioners
Site Planning for Smart Growth in Small Towns
Charettes for Today's Budgets
Hot Topics in Historical Preservation
Oregon Government Ethics Law Overview
An Introduction to Transportation Impact Studies

Speaker:

Ric Stephens
Adrienne Brockman
Adrienne Brockman
Ed Sullivan
Sy Adler
John Andersen
Bob Rindy
Alwin Turiel
Beth Wemple
Carl Springer
Elaine Cogan
Jeff Tashman
Steve Dignam, Cliff Walkey, Dan Vizzini, Don Greene
June Carlson (PB) and Sam Seskin (CH2MHill)
Ric Stephens
Ed Sullivan
Ralph Tahrn
Ralph Tahrn
Sera Architects
Carrie Richter
Sue Dicile
Andrée Tremoulet and Ellen Johnson
Ken Pirie
Bill Lennertz, AIA
Carrie Richter
Tammy Hedrick
Matt Hughart

CITY OF WHEELER
RESOLUTION NO. 2012-26

A RESOLUTION ADOPTING THE CITY OF WHEELER VISION REPORT 2011 AS
A MANDATORY GUIDING DOCUMENT

WHEREAS, in May 2011 the Wheeler Visioning Committee completed a two year review and update of the 2001 Wheeler Visioning Report and produced a document entitled City of Wheeler Vision Report 2011; and

WHEREAS, the City Council adopted the City of Wheeler Vision Report 2011 at its May 17, 2011 meeting as a “guiding document for making decisions going forward;” and

WHEREAS, the Council wishes to strengthen these requirements,

NOW, THEREFORE, BE IT RESOLVED, that the document entitled City of Wheeler Vision Report 2011 shall be a mandatory guiding document for all policy and regulatory decisions made for the City.

Further, in order to make the City of Wheeler Vision Report 2011 a mandatory guiding document for all land use decisions made for the City, the City Council directs the Planning Commission to begin the process of adopting the City of Wheeler Vision Report 2011 as a binding Comprehensive Plan background document by scheduling a public hearing for their earliest available meeting.

ADOPTED by the City Council this 21st day of August, 2012 by the following vote:

CITY COUNCIL WHEELER, OREGON	Aye	Nay	Absent/Abstain
_____ Loren Remy, President	_____	_____	____/____
_____ Michael Glowa, Councilor	_____	_____	____/____
_____ Pat Scribner, Councilor	_____	_____	____/____
_____ Dave Bell, Councilor	_____	_____	____/____
_____ Karen Mathews, Councilor	_____	_____	____/____

PROF

1 **DLCD Notice of Proposed Amendment or**
 Periodic Review work Task Proposed Hearing or
 Urban Growth Boundary or Urban Reserve Area

THIS COMPLETED FORM, including the text of the amendment and any supplemental information, **must be submitted to DLCD's Salem office at least 35 DAYS PRIOR TO THE FIRST EVIDENTIARY HEARING** ORS 197.610, OAR 660-018-0020 and OAR 660-025-0080

Jurisdiction: **City of Wheeler**

Date of First Evidentiary Hearing: **10/04/2012**

Local File Number: **CPA 2012-02**

Date of Final Hearing: **10/15/2012**

Is this a **REVISION** to a previously submitted proposal? No Yes Original submittal date: **8/24/2012**

Comprehensive Plan Text Amendment(s)

Comprehensive Plan Map Amendment(s)

Land Use Regulation Amendment(s)

Zoning Map Amendment(s)

Transportation System Plan Amendment(s)

Urban Growth Boundary Amendment(s)

Periodic Review Work Task Number _____

Urban Reserve Area Amendment(s)

Other (please describe):

Briefly Summarize Proposal in plain language IN THIS SPACE (maximum 500 characters):

Adopt the City of Wheeler 2011 Vision Plan into the Wheeler Comprehensive Plan Background Report as a Mandatory Guiding Document.

Has sufficient information been included to advise DLCD of the effect of proposal?

Yes, text is included

Are Map changes included: minimum 8½"x11" color maps of Current and Proposed designations.

Yes, Maps included

Plan map change from:

To:

Zone map change from:

To:

Location of property (Site address and TRS):

Previous density range:

New density range:

Acres involved:

Applicable statewide planning goals:

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Is an exception to a statewide planning goal proposed? YES NO Goal(s):

Affected state or federal agencies, local governments or special districts (It is jurisdiction's responsibility to notify these agencies.)

Tillamook County, Nehalem Bay Wastewater Agency, Nehalem Bay Regional Fire District

Local Contact person (name and title): **Jeff Aprati**

Phone: **503-368-5767**

Extension:

Address: **PO Box 177**

City: **Wheeler**

Zip: **97147-**

Fax Number: **503-368-4273**

E-mail Address: **citymgrwheeler@nehalemtnet.net**

- FOR DLCD internal use only -

DLCD File No _____

SUBMITTAL INSTRUCTIONS

This form must be submitted to DLCD at least 35 days prior to the first evidentiary hearing.
per ORS 197.610, OAR Chapter 660, Division 18 and OAR Chapter 660, Division 25

1. This Form 1 must be submitted by a local jurisdiction. Individuals and organizations may not submit a comprehensive plan amendment for review or acknowledgment.
2. When submitting a plan amendment proposal, please print a completed copy of Form 1 on light green paper if available.
3. **Text:** Submittal of a proposed amendment to the text of a comprehensive plan or land use regulation must include the text of the amendment and any other information necessary to advise DLCD of the effect of the proposal. "Text" means the specific language proposed to be amended, added to or deleted from the currently acknowledged plan or land use regulation. A general description of the proposal is not adequate. **Please submit Form 1 with ALL supporting documentation.**
4. **Maps:** Submittal of a proposed map amendment must also include a map of the affected area showing existing and proposed plan and zone designations. The map must be legible, in color if applicable and printed on paper no smaller than 8½ x 11 inches. Please provide the specific location of property: include the site address (es) and Township/Range/Section/tax lot number. Include text regarding background, justification for the change, and the application if there was one accepted by the local government.
5. **Exceptions:** Submittal of proposed amendments that involve a goal exception must include the proposed language of the exception.
6. Unless exempt by [ORS 197.610\(2\)](#), proposed amendments must be submitted to DLCD's Salem office at least 35 days before the first evidentiary hearing on the proposal. The 35 days begins the day of the postmark, or, if submitted by means other than US Postal Service, on the day DLCD receives the proposal in the Salem Office. The first evidentiary hearing is typically the first public hearing held by the jurisdiction's planning commission on the proposal.
7. Submit one paper copy of the proposed amendment including the text of the amendment and any supplemental information and maps (for maps see # 4 above).
8. Please mail the proposed amendment packet to:

**ATTENTION: PLAN AMENDMENT SPECIALIST
DEPARTMENT OF LAND CONSERVATION AND DEVELOPMENT
635 CAPITOL STREET NE, SUITE 150
SALEM, OREGON 97301-2540**

9. **Need More Copies?** Please print forms on 8½ x11 green paper if available. If you have any questions or would like assistance, please contact your DLCD regional representative or contact the DLCD Salem Office at (503) 373-0050 x238 or e-mail plan.amendments@state.or.us.

<http://www.oregon.gov/LCD/forms.shtml>

Updated February 14, 2012

This is to notify you that the City of Wheeler has proposed a land use regulation that may affect the permissible uses of your property and other properties.

WHEELER, OREGON PUBLIC HEARING NOTICE

The City Council of the City of Wheeler is proposing the adoption of Amendment CPA 2012-02 to adopt the 2011 Wheeler Vision Plan Report into the Comprehensive Plan Background Report as a mandatory guiding document for all policy and regulatory decisions made for the City. The City of Wheeler has determined that adoption of this ordinance may affect the permissible uses of your property and other properties in the affected zone and may change the value of your property. The Ordinance Number is yet to be assigned. For additional information concerning the application you may call the City of Wheeler City Manager Jeff Aprati at (503) 368-5767.

Planning Commission Public Hearing

On October 4, 2012, at 7:00 pm at Wheeler City Hall, the City of Wheeler Planning Commission will hold their first evidentiary public hearing regarding the adoption of Comprehensive Plan Background Report Amendment Application CPA 2012-02. The purpose of the Planning Commission public hearing is to provide a recommendation to the City Council. If the Planning Commission continues their public hearing to a place, date and time certain, no further mailed notice will be provided.

City Council Public Hearing

On October 15, 2012, at Wheeler City Hall, the Wheeler City Council will hold their first evidentiary public hearing regarding the adoption of Comprehensive Plan Background Report Amendment Application CPA 2012-02. The purpose of the City Council public hearing is to make a decision whether to adopt the proposed amendment. If the City Council continues their public hearing to a place, date and time certain, no further mailed notice will be provided.

All interested parties are invited to attend the hearing and express their views. Written statements will also be accepted at Wheeler City Hall, 775 Nehalem Blvd., PO Box 177 Wheeler OR 97147 or at the hearing if received not later than the close of the record of the public hearing. Testimony, arguments and evidence must be directed toward the applicable criteria described in this notice or other criteria in the plan or land use regulations to which the person believes to apply to the decision. Failure by the applicant or other parties to the hearing to raise an issue in person or by letter prior to the close of the record, or failure to provide sufficient specificity to afford the decision makers an opportunity to respond to an issue precludes an appeal based on that issue. The text proposed for adoption is available for inspection at Wheeler City Hall located at 775 Nehalem Boulevard (US Highway 101), Wheeler Oregon 97107. A staff report will be available (7) seven days prior to any public hearing. Copies are available for purchase at the cost of 30 cents per page. Copies are available for purchase at a reasonable cost.

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