



210 Laurel Avenue • Tillamook, OR 97141
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February 2018 Summary Report

Hello,

My name is Melissa Jenck. I provide Planning Services for the City of Tillamook through a contract with Tillamook County. The following is a summary of activities and work completed in February 2018.

- 1) Provide response and research in land use and zoning information for the public.
- 2) Tree City USA Certification
 - a. Certification was completed and accepted.
- 3) Dan Helmick – 3664 12th Street
 - a. Submitted a Partition to split one parcel into three units.
 - b. Site is located of 12th street, east of Five Rivers Center
- 4) Site Plan Review - Kispert
 - a. Melanie Kispert – located at 901 Stillwell Avenue
 - b. Completing the administrative review for the conversion of a single-family dwelling to a duplex.
 - c. Awaiting conditions from City Public Works
- 5) Property Line Adjustment
 - a. Tillamook 911 and Tillamook Fire are completing an adjustment
 - b. The adjustment is being made to allow for a communication tower to be sited on 911 property
- 6) Site Plan Review – Lawhorn/Subway
 - a. Site visit was completed to verify that all required conditions of SP-17-02 were met. Provided a letter to Lawhorn and the City referencing all conditions having been met on site.
- 7) Pre-Application Meeting
 - a. Had a meeting with potential developers for a commercial property
 - b. Property is the currently vacant field at Wilson River Loop and Wilson River Hwy.
 - c. Their proposal is for three (3) commercial stores to be built on 8 acres of the property.



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- d. Agencies present during meeting were: County Public Works, Oregon Department of State Lands and Oregon Department of Transportation.
- 8) Fence Zoning Permit
 - a. 1613 4th Street
 - b. Fence is proposed to be located in the City Road right-of-way
 - c. Awaiting City PW decision regarding siting location
- 9) New Site Plan Review applications received
 - a. New Food Cart to be located at 401 Main Street
 - b. New Car Sales Lot located at 2102 10th Street (corner of 10th and Main)
 - c. These two site plans are being reviewed by the City Manager.