



**PLANNING COMMISSION MEETING MINUTES ~ APPROVED
REGULAR SESSION JANUARY 23, 2025 AT 6:00 PM**

City Hall ~ 82877 Spruce St. Westlake, OR

These proceedings of the Dunes City Council were recorded and are on file at Dunes City Hall.

Upon approval by the Planning Commission, these minutes will be available online at www.DunesCity.gov.

1. CALL TO ORDER

Chair Rapunzel Oberholtzer called the Thursday, January 23rd Regular Session of the Dunes City Planning Commission meeting to order at 6:00 p.m.

2. OATH OF OFFICE

City Administrator Lila Timmons gave the Oath of Office to Sean Grundon who was appointed to the Planning Commission by the City Council for three years, term ending January 19, 2028.

3. ROLL CALL

City Administrator Lila Timmons called the roll.

Present: Chair Rapunzel Oberholtzer, Commissioner Gail Nichols, Commissioner Jamie Gorder, and Commissioner Sean Grundon were present.

The Planning Commission has one vacancy.

Also Present: City Administrator Lila Timmons, Jeanne Jackson, and Geneva Jackson.

3. SELECTION OF CHAIR AND VICE CHAIR

Jamie Gorder made a motion to nominate Rapunzel Oberholtzer to remain Chair of the Planning Commission. Commissioner Gail Nichols seconded the motion. The motion passed unanimously.

Chair Rapunzel Oberholzer made a motion to nominate Gail Nichols as the Vice Chair of the Planning Commission. Commissioner Jamie Gorder seconded the motion. The motion passed unanimously.

4. PLEDGE OF ALLEGIANCE TO THE FLAG

All who were present stood for the Pledge of Allegiance.

4. CONSIDERATION OF THE AGENDA

Chair Rapunzel Oberholtzer asked if there were any questions or comments regarding the agenda. There were none.

Commissioner Sean Grundon made a motion to approve the Agenda. Vice Chair Gail Nichols seconded the motion. The motion passed unanimously.

5. CONSIDERATION OF THE CONSENT AGENDA

Chair Rapunzel Oberholtzer asked if there were any questions or comments. Commissioner Jamie Gorder made a motion to approved the consent agenda. Vice Chair Gail Nichols seconded the motion. The motion passed unanimously.

6. ANNOUNCEMENTS / CORRESPONDENCE

- A. City Council Regular Session minutes from December 18, 2024 meeting
- B. City Council Special Session minutes from January 8, 2025 meeting

Chair Rapunzel Oberholtzer asked if there were any questions regarding the City Council meeting minutes. There were none.

Chair Rapunzel Oberholtzer mentioned that OSU was putting on a pruning workshop at a home nearby on February 8, 2025 from 10 am to 2 pm.

7. CITIZEN INPUT

Citizen Jeanne Jackson read a letter sent to her by the City Administrator. Geneva Jackson stated she would comment at another time.

8. NEW BUSINESS

- A. Schedule Next Planning Commission Meeting.
February 27, 2025

Chair Rapunzel Oberholtzer stated that the new owners of Fish Mill Lodge presented the Commissioners with some possible new upgrades to their property. The Commissioners agreed to talk about it at the next meeting.

- B. Amend Agenda order for Citizen Input

Chair Rapunzel Oberholtzer stated that she would like to try having the Citizen Input after Old Business starting at the next meeting. The move is in response to a citizen request. All Commissioners agreed.

9. UNFINISHED/OLD BUSINESS

- A. Chapter 155 Remand from City Council (Continued)
Follow up on Multi-Family Housing
Follow up on Accessory Dwelling Unit

Follow up on Building an Outbuilding Before a Home

Chair Rapunzel Oberholtzer referred to the memo dated November 21 and December 12, 2024 and started a discussion on page 21 about the definition for Multifamily Housing. The Commissioners decided to adopt the language in HB 4065 that states, “Multifamily dwelling means a structure that contains more than one dwelling unit sharing at least one wall, floor, or ceiling surface in common with another unit within the same structure.”

On page 50, the Planning Commission discussed the first sentence in section 155.2.1.110, Allowed Land Uses (A)(1) and changed it to read, “One dwelling unit per lot” instead of “One single-family dwelling per lot”.

On page 13, the Planning Commission decided that the definition of Dwelling Unit should simply be “A dwelling unit is a living facility that includes provisions for sleeping, eating, cooking and sanitation, as required by the Uniform Building Code.”

On page 55 under Residential Density, the Planning Commission decided the second paragraph is to read “New land divisions and site developments shall provide for housing at a maximum density of no more than one (1) dwelling unit per acre.

On page 56, the Planning Commission decided that Section 155.2.1.190 Special Standards for Certain Uses should replace “They provide standards for the following land uses in order to control the scale and compatibility of those uses within the Residential Zone.” with “Special uses included in Chapter 2.3 are uses which, due to their effect on surrounding properties, must be developed in accordance with special conditions and standards. These special use standards may differ from the development standards established for other uses in the same zoning district.”

On page 57, the Planning Commission decided to change Guest Houses to Multifamily Dwelling on the Section header of 155.2.1.240.

On page 194, the Planning Commission decided to delete paragraph 155.4.4.120 (H) from Application Submission Requirements.

On page 194, the Planning Commission also decided to delete “...including multifamily housing” from sentence in section 155.4.4.130 (A) Criteria, Standards and Conditions of Approval.

On page 195, on letter B, the Planning Commission decided to change the paragraph to read, “Multifamily Dwelling Unit. In addition to the General Use Criteria described in Subsection A above, the following guidelines are intended to control development scale, avoid or minimize impacts associated with traffic, parking and design compatibility, and ensure management and maintenance of common areas.” They further decided to move this section to page 57 under Special Use.

The Planning Commission deleted page 196.

The Planning Commission decided to keep only letters d and e under the Multifamily Dwelling Unit on page 197.

10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA/FOR THE GOOD OF THE ORDER

Chair Rapunzel Oberholtzer asked the Planning Commissioners if anyone had anything. There were no other comments.

11. ADJOURNMENT

Commissioner Sean Grundon made a motion to adjourn the meeting. Vice Chair Gail Nichols seconded the motion. The motion passed unanimously.

Chair Rapunzel Oberholtzer adjourned the meeting at 7:24 pm.

**APPROVED BY THE DUNES CITY PLANNING COMMISSION ON THE 27th DAY OF
FEBRUARY, 2025.**

[Signature on File]

Rapunzel Oberholtzer, Planning Commission Chair

ATTEST:

[Signature on File]

Lila Timmons, City Administrator/Recorder