



**PLANNING COMMISSION MEETING MINUTES ~ APPROVED
SPECIAL SESSION NOVEMBER 7, 2024 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 City Council, these minutes will be available online at www.DunesCity.gov

1. CALL TO ORDER

Chair Rapunzel Oberholtzer called the Thursday, November 7, 2024 Special Session of the Dunes City Planning Commission meeting to order at 6:00 p.m.

2. ROLL CALL

Chair Rapunzel Oberholtzer called the roll.

Present: Chair Rapunzel Oberholtzer, Vice Chair Ken Pesnell, Commissioner Gail Nichols, and Commissioner Sean Grundon.

Commissioner Jamie Gorder was excused.

Also Present: City Administrator Lila Timmons, City Administrative Assistant Terry Franklin and various residents.

3. 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 Gail Nichols made a motion to approve the Agenda. Vice Chair Ken Pesnell seconded the motion. The motion passed unanimously.

5. CONSIDERATION OF THE CONSENT AGENDA

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

Commissioner Sean Grundon made a motion to approved the consent agenda.

Vice Chair Ken Pesnell seconded the motion. The motion passed unanimously.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. City Council Regular Session minutes from October 16, 2024 meeting

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

Chair Rapunzel Oberholtzer announced the election results.

Chair Rapunzel Oberholtzer discussed that she had watched a networking meeting with the DLCD regarding the new FEMA requirements for homes in a Special Flood Hazard Area.

7. CITIZEN INPUT

Jeanne Jackson stated that floods do impact Dunes City. For example, Tyee park was flooded in the 90's.

8. NEW BUSINESS

A. Schedule Next Planning Commission Meeting.

November 21, 2024

December 12, 2024

B. City Council recommended items for Chapter 155 to be placed on the next meeting agenda.

1. ADU's vs. Guesthouses

Chair Rapunzel Oberholtzer stated that the community survey indicated that a majority of Dunes City residents were in favor of allowing ADU's and that the City Council asked the Planning Commission to add ADU language to Chapter 155.

2. Chapter 155 does not allow an outbuilding to be built on a property before a home is built. The City Council would like the Planning Commission to review this section.

Commissioners had no objections to the meeting dates but did ask Staff to send an email reminder a day or two prior to the meeting.

9. UNFINISHED/OLD BUSINESS

A. Chapter 155 Remand from City Council (Continued)

Follow up on Citizen Comment

Chair Rapunzel Oberholtzer stated that the first comment talked about deferring adoption of Chapter 155 until after the proposed amendments to Goal 10 but that has happened.

The next comment asked if there was a conflict of interest in the City Attorney defending Chapter 155 if they made suggestions on the verbiage contained within. The Planning Commission discussed that our current City Attorney was not involved with the revisions and also that it was their job to defend the City regardless if they were involved in the revisions or not.

There was a comment about not being invited to the Planning Commission meetings when Chapter 155 was being discussed. The public is always welcome. The meetings are posted on the website, at City Hall and at the Post Office.

A comment was made about the CAC meetings being sporadic. The Planning Commission discussed that this was a volunteer committee and that meetings were held as posted as needed.

There was a comment about providing a 3–4 page summary on the major changes. The Planning Commission decided that staff would be able to do that.

There were comments about not receiving notice of the changes to Ordinance 259. The Commission discussed that a giant mailing did go out to all the property owners based on information from the assessor's role and that staff followed the requirements and the law.

A comment was made that there was concern that the City Administrator was also the Code Enforcement Officer with extensive powers to declare violations, assess fines and attach liens. The Planning Commission discussed that the City is currently looking for a Code Enforcement Officer.

The Planning Commission then discussed a memo from Rapunzel. On page 7, Bed and Breakfasts were discussed and the Planning Commission decided to take all references to Bed and Breakfasts out of the Code because they no longer exist. Page 13 talked about Guest Houses and the Planning Commission said that that was to be placed on the next Planning Commission Agenda. On page 217, Code indicates that a Temporary Use Permit form was to be used that does not currently exist but Chair Rapunzel Oberholtzer said that she could provide. Page 222 discusses Temporary Occupancy of Recreational Vehicles and Travel Trailers and Chair Rapunzel Oberholtzer stated that the new Short-Term Rental Ordinance does not allow RV's to be used as Short-Term Rentals. The Planning Commission asked staff to consult the City attorney about if requiring a "hardship" applicant to provide a written verification of hardship once a year is a HIPPA violation. The Planning Commission discussed the numbering errors and typos that will be fixed upon Codification of the Code. The Planning Commission stated that the possible move of multi-family use to Special Standards will be on the next Agenda.

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 none.

11. ADJOURNMENT

Commissioner Sean Grondon made a motion to adjourn the meeting. Vice Chair Ken Pesnell seconded the motion. The motion passed unanimously.

Chair Rapunzel Oberholtzer adjourned the meeting at 7:20 pm.

APPROVED BY THE DUNES CITY PLANNING COMMISSION ON THE 21st DAY OF NOVEMBER, 2024.

[Signature on File]

Rapunzel Oberholtzer, Planning Commission Chair

ATTEST:

[Signature on File]

Lila Timmons, City Administrator/Recorder