



**PLANNING COMMISSION MEETING MINUTES ~ APPROVED
REGULAR SESSION AUGUST 22, 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, August 22, 2024 Regular Session of the Dunes City Planning Commission meeting to order at 6:05 p.m.

2. ROLL CALL

City Administrator/Recorder Lila Timmons called the roll.

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

Also Present: City Administrator Lila Timmons and various citizens

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 any of the Commissioners had any questions or comments regarding the Agenda as presented. 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. Commissioner Jamie Gorder seconded the motion. The motion passed unanimously.

6. ANNOUNCEMENTS / CORRESPONDENCE

- A. City Council Work Session minutes from August 7, 2024 meeting
- B. City Council Special Session minutes from July 17, 2024 meeting
- C. Permit Report from July 15, 2024 to August 14, 2024

Chair Rapunzel Oberholtzer stated that in the August 7th City Council meeting minutes, she was represented as acting as the Chair of the Planning Commission which she was not at that time. She further stated that she will make sure that she signifies when she is representing only herself while at the City Council meetings.

7. CITIZEN INPUT

Jeanne Jackson expressed concern about Short-Term Rentals.

8. NEW BUSINESS

- A. Schedule Next Planning Commission Meeting
September 26, 2024 – Public Hearing

9. UNFINISHED/OLD BUSINESS

- A. Chapter 155 Remand from City Council (Continued)

Follow up on Citizen Comment

Follow up on Performance Agreement

Follow up on Bed & Breakfasts

Rapunzel Oberholtzer presented a memo discussing the improvement guarantee/performance agreement. The Commissioners agreed to the language presented in the memo for page 115. Rapunzel Oberholtzer asked from her memo if the Planning Commission should delete Bed and Breakfasts from Chapter 155. The Commissioners agreed to delete Bed and Breakfasts from Chapter 155.

Chair Rapunzel Oberholtzer stated that they would start on a new section (155.4) dealing with applications and review procedures starting on page 137. There were no staff or citizen comments.

On page 138, Rapunzel Oberholtzer stated that staff made a change without consulting the Planning Commission and therefore have created a discrepancy. She further stated that to clear the discrepancy, on page two the “administrative” should be changed to “quasi-judicial”.

On page 139, Rapunzel Oberholtzer stated that the Expedited Land Use Decision and the Limited Land Use Decision are handled under ORS.

Rapunzel Oberholtzer stated that page 141 goes into General Provisions. She further stated that there is a public comment for Section B expressing concern about the last sentence being confusing. The Commissioners decided to come back to that section at a later time.

On page 142, Rapunzel Oberholtzer stated that there was a highlighted area that was added by staff and recommended that the Commissioners accept that language. It was accepted.

Chair Rapunzel Oberholtzer asked if there were any questions or comments on page 143.

Chair Rapunzel Oberholtzer stated that the blue type was inserted by the attorney on page 144.

Chair Rapunzel Oberholtzer stated that on pages 145 and 146 the text was deleted.

Chair Rapunzel Oberholtzer asked if there were any questions or comments on page 147.

Chair Rapunzel Oberholtzer stated that the ADA verbiage is redundant and should be deleted on page 147. The Commissioners agreed.

Chair Rapunzel Oberholtzer mentioned that the staff had rearranged the yellow highlighted text on page 148 and recommended that the Commissioners accept the changes. The Commissioners agreed.

Chair Rapunzel Oberholtzer stated that 149 had no staff or citizen comments.

Chair Rapunzel Oberholtzer stated that the text on page 150 through 153 was added by the City Attorney.

Chair Rapunzel Oberholtzer stated that page 154 through 156 starts the Type III procedure and that the verbiage has been cleaned up by the City Attorney.

Chair Rapunzel Oberholtzer stated the highlighted text on page 157 was added by the staff and that it is state law that any citizen must provide their mailing address in writing on the Request for Recognition to Speak during the Public Hearing.

Chair Rapunzel Oberholtzer stated that there was a new "a" at the bottom that continues on page 159 that was added by the Attorney. She further stated that the blue is state required.

Chair Rapunzel Oberholtzer stated that there were no citizen comments or staff notes for pages 160 through 162.

Chair Rapunzel Oberholtzer stated that on page 163, there is a change from 45 days to 35 days as is a Department of Land Conservation and Development requirement.

Chair Rapunzel Oberholtzer stated that on page 164 there is another statement that citizens need to provide their mailing address to address the Commission or Council and will be updated once City Administrator, Lila Timmons communicates with City Attorney.

Chair Rapunzel Oberholtzer stated that there was a change on page 165 in paragraph F3 by the Planning Commission to recommend 60 days instead of 30 days to adopt an alternate proposal. All Commissioners agreed.

Chair Rapunzel Oberholtzer stated that there were no public or staff comments on page 166.

Chair Rapunzel Oberholtzer stated that the bottom of page 167 through 171 was deleted because it is governed by Oregon Statutes.

Chair Rapunzel Oberholtzer stated that pages 172 through 176 were deleted by the Planning Commission.

Chair Rapunzel Oberholtzer stated that on page 177, the City Attorney had moved some verbiage around to make things easier to read.

Chair Rapunzel Oberholtzer stated that on page 178, staff had a recommendation that paragraphs E through F needs to be kept to receive FEMA assistance.

City Administrator Lila Timmons stated that she will email the new Floodplain Habitat Assessment and Mitigation guidance for Oregon.

Chair Rapunzel Oberholtzer stated that on page 179 there were no citizen or staff comments.

Chair Rapunzel Oberholtzer stated that on page 180, Planned Development was moved to a different page.

Chair Rapunzel Oberholtzer stated that there were no citizen or staff comments on pages 181 and 182.

Chair Rapunzel Oberholtzer stated that the Future Re-division Plan was added by the Attorney on page 183.

Chair Rapunzel Oberholtzer asked if in paragraph 5 on page 184, an engineer licensed by the State of Oregon is required for development on slopes in excess of 16%, should be kept as is. The Commissioners agreed to leave it at 16%.

Chair Rapunzel Oberholtzer stated that page 185 was added by the City Attorney.

Chair Rapunzel Oberholtzer stated that there were no significant changes made to pages 186 and 187.

Chair Rapunzel Oberholtzer stated that on page 188, there is similar language to the performance guarantee as discussed earlier.

Chair Rapunzel Oberholtzer stated that on page 189, there were no significant changes.

Chair Rapunzel Oberholtzer stated that the Planning Commission would start on page 190 at the next meeting.

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

Chair Rapunzel Oberholtzer stated that City Administrator Lila Timmons had asked about boat house numbers for emergency purposes.

11. ADJOURNMENT

Commissioner Jamie Gorder made a motion to adjourn the meeting. Commissioner Gail Nichols seconded the motion. The motion passed unanimously.

Chair Rapunzel Oberholtzer adjourned the meeting at 7:35 pm.

APPROVED BY THE DUNES CITY PLANNING COMMISSION ON THE 26th DAY OF SEPTEMBER, 2024.

[Signature On File]

Rapunzel Oberholtzer, Planning Commission Chair

ATTEST:

[Signature On File]

Lila Timmons, City Administrator/Recorder