



PLANNING COMMISSION MEETING MINUTES ~ APPROVED SPECIAL SESSION – WEDNESDAY MAY 22 , 2024 AT 6:00 P.M.

City Hall ~ 82877 Spruce St., Westlake, OR 97493

The proceedings of the Dunes City Planning Commission are recorded and on file at Dunes City Hall. Upon approval by the Planning Commission, these minutes will be available online at:
www.dunescityhall.com.

1. CALL TO ORDER

Chair Rapunzel Oberholtzer called the Special Session Planning Commission's May 22, 2024 to order at 6:05 pm.

2. ROLL CALL

Lila Timmons called the Roll.

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

Also Present: Planning Secretary Lila Timmons and resident Jeanne Jackson.

3. PLEDGE OF ALLEGIANCE

All who wished to participate stood for the Pledge of Allegiance.

4. CONSIDERATION OF THE AGENDA

Chair Rapunzel Oberholtzer asked if there were any changes or items to discuss.

Vice Chair Ken Pesnell moved to approve the Agenda. Commissioner Sean Grundon seconded the motion. The motion passed unanimously.

6. CONSIDERATION OF THE CONSENT AGENDA

Chair Rapunzel Oberholtzer asked if there were any changes or items to discuss.

Commissioner Sean Grundon moved to approve the Consent Agenda. Commissioner Jamie Gorder seconded the motion. The motion passed unanimously.

7. ANNOUNCEMENTS / CORRESPONDENCE

- A. City Council Work Session Minutes from May 1, 2024 meeting
- B. City Council Work Session Minutes from April 16, 2024 meeting
- C. Permit Report from April 11, 2024 - May 13, 2024
- E. Projects in Wetlands and Waters

Chair Rapunzel Oberholtzer asked if staff had any additions to the Announcements or Correspondence. Staff did not.

Vice Chair Ken Pesnell commented that he was surprised at how much material (50 cubic yards) can be moved without a permit.

Chair Rapunzel Oberholtzer stated that on May 1st, DLCD held a Spring Coastal Planners Meeting that we missed. There is information from the meeting on their website.

Chair Rapunzel Oberholtzer stated that ODART will be landing in Siltcoos in June for an emergency drill.

8. CITIZEN INPUT

Chair Rapunzel Oberholtzer recognized Ms. Jeanne Jackson. Ms. Jackson expressed concerns about the budget, and Rebecca's Trail. She liked the idea about the Commissioners taking a field trip to Booth Island.

9. NEW BUSINESS

A. Schedule Next Planning Commission Meeting

Chair Rapunzel Oberholtzer stated that a Public Hearing will probably take place because the City had received a Conditional Use Permit application that involves a property line adjustment on properties under one acre. The 1st notice has been posted.

It was decided that the next Planning Commission meeting would be held on June 27, 2024 at 6 pm. Staff report will be in the packet for discussion.

10. UNFINISHED / OLD BUSINESS

A. Review of Riparian Corridor/50 ft code

There was some confusion and the commission felt that research was needed.

Chair Rapunzel Oberholtzer prepared a memo stating that setbacks in a Riparian Corridor are 50 ft. from the water high water line horizontally. She further stated that Wetlands setbacks are also at 50 ft.

Chair Rapunzel Oberholtzer stated that Wetlands are to comply with provisions stated in Chapter 154. She made copies of Chapter 154 for all Commissioners.

Chair Rapunzel Oberholtzer pointed out that in the wetlands, pruning is not to exceed 25% of any one tree or trimming of other vegetation to be no closer than 3 feet to the ground.

Chair Rapunzel Oberholtzer stated that removal or non-native vegetation or danger trees are allowed to be removed with notification to the City.

Chair Rapunzel Oberholtzer stated that the Commission may at some point want to revisit Chapter 154, Bed and Breakfasts, ADUs, and trails within Riparian zone.

B. Chapter 155 Remand from City Council (continued)

Chair Rapunzel Oberholtzer resumed discussion on Chapter 255 on page 94. Chair Rapunzel Oberholtzer asked if the Commissioners had their list of comments from citizens. Pages 95, 96, 97, 98, 99, 100 had no staff changes. Chair Rapunzel Oberholtzer stated that on page 101 there are notes from staff and citizens about staff-shared driveways. Chair Rapunzel Oberholtzer stated that staff had asked for clarification. She further stated that in paragraph J, item number 2, it indicated that a driveway can serve a maximum of 4 tax lots. Chair Rapunzel

Oberholtzer suggested the verbiage, "up to 4 tax lots may share one driveway access". Ken Pesnell asked why it stated frontage streets. Chair Rapunzel Oberholtzer suggested to omit street frontage and replace with "a shared driveway may access up to a maximum of 4 tax lots." Chair Rapunzel Oberholtzer stated that one citizen comment addresses nonconforming accesses and parking lots should be brought into compliance with code when they are developed or expanded more than 75%. The Commissioners were unclear about the comment. Commissioners decided to table this discussion for a later time. Chair Rapunzel Oberholtzer stated on page 102 there was a comment about culverts were not a state requirement but a Dunes City requirement for some driveways. Jamie Gorder clarified that there was a citizen comment. Chair Rapunzel Oberholtzer confirmed it was a citizen comment. Commissioner Ken Pesnell stated that was probably the reason driveways need a permit. It allows the City to determine if a culvert is needed to redirect water. Citizen Jeanne Jackson stated it would be nice if it was worded where you can understand it. Chair Rapunzel Oberholtzer asked if there was anything councilors needed to discuss with Chapter 90 of Dunes City code. Commissioner Sean Grundon asked if horseshoe driveways were allowed. Chair Rapunzel Oberholtzer stated that it is not allowed at this time. Commissioner Ken Pesnell stated that Councilor Rich Olson's comment was to protect our wetlands. Chair Rapunzel Oberholtzer believed that the point of the comments was to keep Dunes City code in place since it is more stringent. Commissioner Ken Pesnell suggested adding an "F". Chair Rapunzel Oberholtzer stated that they would suggest adding an F and changing E to read "to ensure proper storm water management, culvert(s) or other drainage systems may be required." Councilors approved the verbiage. Chair Rapunzel Oberholtzer asked if there were any questions on page 102. There were none. Chair Rapunzel Oberholtzer stated that on page 103 regarding vision clearance, there were no staff or citizen comments.

Citizen Jeanne Jackson stated that she felt unheard and felt mistreated. Chair Rapunzel Oberholtzer told Jeanne Jackson that she was sorry she felt misunderstood and mistreated.

Chair Rapunzel Oberholtzer asked if there were any questions or discussion on page 104. There were none.

Chair Rapunzel Oberholtzer stated that the Commission would resume on page 105 at the next meeting.

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

There were none.

11. ADJOURNMENT

Commissioner Jamie Gorder moved for adjournment. Vice Chair Ken Pesnell seconded the motion. The motion passed unanimously.

Chair Oberholtzer adjourned the meeting at 7:35 pm

APPROVED BY THE PLANNING COMMISSION THE 27TH OF JUNE, 2024

Signature on file

Rapunzel Oberholtzer, Chair

ATTEST:

Signature on file

Lila Timmons, Acting City Administrator