



**CITY COUNCIL WORK SESSION MINUTES ~ APPROVED**

**JUNE 5, 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.dunescityhall.com](http://www.dunescityhall.com)

**1. CALL TO ORDER**

Mayor Ed McGuire called the Wednesday, June 5, 2024 meeting to order at 6:01 pm.

**2. ROLL CALL**

Roll Call was taken by Mayor Ed McGuire.

**Present:** Mayor Ed McGuire, Council President Susan Snow, Councilor Joe Giammona, Councilor Melissa Stinson, Councilor Rich Olson, and Councilor Tom Mallen

**Absent:** Councilor Chris Clemons

**Also Present:** Acting City Administrator Lila Timmons, and various Dunes City residents.

**3. PLEDGE OF ALLEGIANCE**

**4. CONSIDERATION OF THE AGENDA**

Mayor Ed McGuire asked if there were any changes or corrections that needed to be discussed. There were none.

Councilor President Susan Snow made a motion to approve the Agenda. Councilor Melissa Stinson seconded the motion. The motion to approve the agenda passed by unanimous vote.

**4. ANNOUNCEMENTS/CORRESPONDENCE**

There were none.

**5. OLD BUSINESS**

**A. Review of proposed changes to Short-Term Rental Ordinance 256 B**

Mayor Ed McGuire stated that the Council was down to revisiting the sections highlighted in yellow. The first being on the Short-Term Rental definition. Mayor Ed McGuire stated that the definition conformed with state law.

Councilor Joe Giammona commented on the need for Calendar days plus calling out February. Councilor Melissa Stinson asked about the addition of "any portion of a residential property".

After some discussion, the Council decided to leave the definition as written.

Mayor Ed McGuire asked if any of the Councilors had any questions on page 5.

Mayor Ed McGuire stated that he had a comment on page 6, number 6. Any "off-road" verbiage should be changed to "off street".

Councilor Joe Giammona questioned page 6, number 5 in regards to Homeowner's Associations. It was decided that it was to be left as written.

Councilor Rich Olson asked to talk about number 7 on page 7 that discussed Water Source. Both Rich Olson and Mayor McGuire had spoken with the watermaster and found out that a Short-Term Rental in a private residence had no extra restrictions for water since it was still domestic use.

Mayor Ed McGuire moved on to B-2 on page 7. Councilor Melissa Stinson questioned if 14 days was enough time for staff to deem an application complete. Councilor Melissa Stinson stated that the last sentence should say "Such notice must be in writing."

Mayor Ed McGuire stated that we added a Permit Fee section.

Councilor Joe Giammona asked who "City" was meant to be. Mayor Ed McGuire stated that unless it was very specific like City Council, "City" would mean City Staff.

After much discussion, the TERMINATION section should be PROPERTY TRANSFER instead.

Councilor Joe Giammona changed the "At least Sixty (60) days" to just Sixty (60) in the Renewal of Short-Term rental permit.

Mayor Ed McGuire moved on to the Complaint Review Section. There was much discussion concerning the number and types of complaints. Council President Susan Snow proposed the last sentence to say, "Three (3) or more, separate complaints substantiated by the City have been filed with the City, and those complaints have been determined to be violations, the City Staff shall deny the issuance of a Short-Term Rental permit."

Mayor Ed McGuire asked if the 100 feet in the Notice to Neighbors should be 300 feet.

Councilor Joe Giammona asked if the word "timely" could be stricken from the first sentence in Complaint Review B. The Council also discussed adding "written request within 14 calendar days".

Councilor Melissa Stinson stated that from the last sentence from Notice to Neighbors should be stricken.

Mayor Ed McGuire talked about the Actions Required by Property Owner section.

Councilor Tom Mallen suggested to change, "Woahink and Siltcoos Lakes serve as drinking water sources. Please protect lake water quality and surrounding lands as if it is your own drinking water source – because it is."

Mayor Ed McGuire suggested that these notices are required to be in the Short-Term Rental and posted in the rental listing.

Mayor Ed McGuire suggested that these postings should be on the website as well for property owners to stay in compliance.

Mayor Ed McGuire stated that the Short-Term Rental signage, including advertising, will comply with Dunes City Code Chapter 155, Section 155.2.1.250. Council President Susan Snow suggested that the section Advertising should be called Signage instead.

Mayor Ed McGuire stated that there is a Transfer Section and a Transferability Section. Council President Susan Snow felt that the permit should be void upon a property transfer.

Councilor Joe Giammona suggests that the Property Transfer section state, "Subject to the provisions of this Chapter 123, a permit terminates automatically upon the transfer of property to a new owner as defined in Subsection 123.003 herein, unless said new owner apply to the City with a new application within 30 days prior to close of escrow. Failure for a new owner to apply".

Mayor Ed McGuire stated that would mean that the Transferability section would be deleted.

Mayor Ed McGuire stated that a Video Monitor Service section has been added. Councilor Joe Giammona wondered if Thirty (30) days is enough time for storing video. Mayor Ed McGuire stated that it should state, "Footage must be available for review by Code Enforcement or City Staff within 48 hours upon request."

Councilor Susan Snow mentioned that page 10 needed to be renumbered.

Councilor Melissa Stinson stated that she thought that the first sentence of number 1 complaints was to

read, “must retain a record of complaints and mitigating actions taken in response to each complaint.” She further stated that the last sentence in that section should be stricken.

Councilor Melissa Stinson stated that a sentence was omitted that should be returned which said, “Initial complaints related to noise disturbances, occupancy, or parking must be first made to the complainant, directly to the owner, or representative.”

Council President Susan Snow stated that “or a clearly inadequate response” was to be stricken.

Councilor Melissa Stinson stated that the same sentence should read, “a complaint should be submitted”

The Councilors decided that they will start on page 11 with Section 123.015 at the City Council meeting.

#### **10. NEW BUSINESS**

- A. Begin review of Comprehensive Plan for referral to the Planning Commission  
This will be delayed until the next work session.

#### **11. FOR THE GOOD OF THE ORDER**

Mayor Ed McGuire stated that there will be a Resolution in regards to the Audit at the City Council Meeting.

#### **12. ADJOURNMENT**

Mayor Ed McGuire adjourned the meeting at 8:34 pm.

**APPROVED BY THE DUNES CITY COUNCIL ON THE 19<sup>TH</sup> DAY OF JUNE, 2024**

\_\_\_\_\_[Signature On File]\_\_\_\_\_  
Ed McGuire, Mayor

ATTEST:

\_\_\_\_\_[Signature On File]\_\_\_\_\_  
Lila Timmons, Acting City Administrator