



**PLANNING COMMISSION REGULAR SESSION MINUTES ~ APPROVED**  
**THURSDAY, OCTOBER 27, 2016 AT 5:00 PM**  
City Hall ~ 82877 Spruce St., Westlake, OR 97493

The proceedings of the Dunes City Planning Commission 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.com](http://www.dunescity.com).

**1. CALL TO ORDER**

Chairman Bonnie Allen called the October 27<sup>th</sup> Planning Commission's regular session to order at 5:00 pm.

**2. ROLL CALL**

Roll Call was taken by City Administrator/Recorder Jamie Mills.

**Present:** Chairman Bonnie Allen, Commissioner Ken Pesnell, Commissioner Ric Ziegler, and Commissioner Steve Galbraith.

**Absent and Excused:** Vice Chairman Brett McKnight.

**Others Present:** Administrative Assistant Rapunzel Oberholtzer and CAC applicant Paul Reilly.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

**Commissioner Pesnell made a motion to approve the Agenda. Commissioner Galbraith seconded the motion. The motion passed by unanimous vote.**

**5. APPROVAL OF THE CONSENT AGENDA**

**A. Planning Commission Regular Session Meeting Minutes of September 22, 2016**

Commissioner Pesnell pointed out a scrivener error on page five of the draft minutes. In paragraph two, the word "drat" should have been written as "draft."

**Commissioner Pesnell made a motion to approve the minutes of the September 22<sup>nd</sup> meeting. Commissioner Galbraith seconded the motion. The motion passed by unanimous vote.**

## 6. ANNOUNCEMENTS /CORRESPONDENCE

City Administrator/Recorder Mills reminded everyone that there will be an Emergency Expo at the FEC on November 5<sup>th</sup>.

## 7. CITIZEN INPUT

There was none.

## 8. NEW BUSINESS

### A. CAC Appointment(s)

Chairman Allen referred Commissioners to a copy of the application to the Citizen Advisory Committee from Paul Reilly that was included in their meeting packets. She invited Mr. Reilly to introduce himself to the Commission. Mr. Reilly explained that he was relatively new to Dunes City, but liked the area and felt that the CAC would be an opportunity to get to know more about the community.

Chairman Allen noted that just one application to the CAC was received, Mr. Reilly's. She went on to request a motion to appoint the Planning Commission to act as the CAC to review Chapter 155.1, .2 and .3.

There was some discussion about the amount of time that should be allocated to CAC meetings.

**Commissioner Ziegler made the motion to appoint the Planning Commission to act as the CAC. Commissioner Pesnell seconded the motion. The motion passed by unanimous vote.**

Chairman Allen requested a motion to appoint applicant Paul Reilly to the CAC assigned to review Chapter 155.1, .2 and .3. Chairman Allen commended Mr. Reilly for volunteering to participate in the review process, noting that citizen involvement is important. The Commissioners agreed.

**Commissioner Pesnell made a motion to appoint Paul Reilly to the CAC. Commissioner Ziegler seconded the motion. The motion passed by unanimous vote.**

### B. CAC Responsibilities/Procedures

Chairman Allen referred Commissioners and Mr. Reilly to copies of notes from the Oregon Attorney General's Public Meetings Manual prepared by Staff and included in their meeting packets. She suggested that they take turns reading aloud from it so everyone becomes familiar with the basic Public Meeting rules. There was some discussion

and clarification of various points during the reading of the document. *THE COMPLETE DOCUMENT IS ON FILE WITH THE PLANNING SECRETARY AT CITY HALL.*

City Administrator/Recorder Mills noted that if meeting participants decide that they need an expert to provide information or opinion, City Staff will arrange to have an expert available during a meeting or will contact an expert to pose questions raised during a meeting and will then pass on the expert's answers.

### C. CAC Fall/Winter Meeting Schedule

Chairman Allen referred Commissioners and Mr. Reilly to copies of calendars that were provided to them prior to the start of the meeting and suggested that they set dates and times for November and December CAC meetings. She remarked that, if everyone was amenable, CAC meetings should comprise a full two hours in order to cover as much material in one sitting as possible. Commissioner Ziegler suggested that the CAC could simplify the meeting agendas to save time. Commissioners generally agreed.

Chairman Allen suggested that the first CAC meeting be held on November 17 from 5:00 pm to 7:00 pm and the second meeting be held on December 15<sup>th</sup> from 5:00 pm to 7:00 pm. Commissioners and Mr. Reilly agreed to the proposed schedule. Chairman Allen also suggested that during the December meeting the CAC members could assess their progress and determine whether to schedule January meetings.

Chairman Allen referred Commissioners to their copies of "Chapter 155: A Little History" prepared by Staff and included in the Commissioners' meeting packets. She asked Rapunzel to summarize highlights of the Chapter 155 revision process. Rapunzel explained that the initial review of Chapter 155 was begun in early 2011, with the goal to review all of the Chapter's standards to make sure they were clear and objective ..... (as required by law) and enforceable. Planning Commissioners at the time were each assigned sections of Chapter 155 to edit. Those edits were discussed by the Commission and refined during the next two years. Eventually, the Commission's changes were forwarded to the City Attorney who was tasked with reviewing key sections and making changes and/or recommendations for changes. When the City Attorney finished her review, the Planning Commission met with her to discuss her recommendations. Then, Commissioners spent about another year meeting in special work sessions to go through each of the City Attorney's recommendations and changes. During that time, Staff was assigned to research and finish portions of Code that were deemed incomplete and to prepare clean redlines for CAC review. *THE COMPLETE HISTORY DOCUMENT IS ON FILE WITH THE PLANNING SECRETARY AT CITY HALL.*

There was some discussion about the reasons for revising Chapter 155, the purpose of the redline presentation, the reason for CAC review. It was noted that by 2011 Chapter 155 was somewhat outdated and contained inappropriate language, the redline allows readers to see actual deletions and additions of text, and the CAC review is required by Statewide Planning Goals whenever a city is contemplating changes to land use code or a comprehensive plan.

Staff noted that handouts provided to Commissioners and Mr. Reilly included an updated version of 155.1, an updated Table of Contents for 155.2 and a Dunes City Land Use/ Zoning Districts map.

**9. UNFINISHED/OLD BUSINESS**

There was none.

**10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA**

Chairman Allen distributed copies of an article she clipped from the November issue of *The Atlantic*. The article described work done in Detroit to repurpose abandoned houses as greenhouses.

**11. ADJOURNMENT**

**Commissioner Pesnell made a motion to adjourn. Commissioner Galbraith seconded the motion. The motion passed by unanimous vote.**

Chairman Allen adjourned the meeting at 5:44 pm.

**APPROVED BY THE PLANNING COMMISSION ON THE 23<sup>rd</sup> DAY OF FEBRUARY 2017.**

[Signed copy available at City Hall]  
Brett McKnight, Vice Chairman

ATTEST:

[Signed copy available at City Hall]  
Jamie Mills, City Administrator/Recorder