



**PLANNING COMMISSION REGULAR SESSION MINUTES ~ APPROVED**  
**THURSDAY, MAY 25, 2017 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 May 25<sup>th</sup> Planning Commission meeting to order at 5:07 pm.

**2. ROLL CALL**

Roll Call was taken by Planning Secretary Rapunzel Oberholtzer.

**Present:** Chairman Bonnie Allen, and Commissioners Ken Pesnell and Ric Ziegler.  
Vice Chairman Barry Sommer arrived at 5:10 pm.

**Absent and Excused:** Commissioner Brett McKnight.

**Others Present:** City Administrator/Recorder Jamie Mills.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

**Commissioner Ziegler made a motion to approve the Agenda as presented. The motion was seconded by Commissioner Pesnell. The motion passed by unanimous vote.**

**5. APPROVAL OF THE CONSENT AGENDA**

A. Planning Commission Meeting Minutes of April 27, 2017

**Commissioner Ziegler made a motion to approve the Consent Agenda as presented. The motion was seconded by Commissioner Pesnell. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS /CORRESPONDENCE**

Chairman Allen read aloud from the list of announcements on the Agenda.

A. Darlings Resort will host an Open Season Barbecue on May 27 with food, beer and games! Everyone is invited!

B. Darlings Resort is also hosting a grand fireworks display on Saturday, July 1. Everyone with a view of the North Shore sky will be able to enjoy the show. Darlings is soliciting donations to offset the cost of the event and is also offering sponsorship packages.

C. The City Council approved Dunes City's CUP application at its May 11 meeting.

## 7. CITIZEN INPUT

There was none.

## 8. NEW BUSINESS

### A. DLCD Oregon Land Use Planning/Online Training

Commissioners and Staff watched the video Introduction and Chapter One "Overview of the Oregon Land Use Planning Program" online training offered by DLCD.

## 9. UNFINISHED/OLD BUSINESS

### A. Staff Report: Follow Up from April 27 Meeting

During the April meeting, Chairman Allen asked Commissioners to review Chapter 151 (Building Regulations). She asked if Commissioners had had time to read the material and asked if there were any questions. There were no questions.

### B. Continue Review of Chapter 155.4

Staff presented the Staff Report in which Staff recommended minor changes to 155.4.3.100 (Purpose) for clarification to existing language. Following discussion, it was agreed to:

#### 1. Change paragraph A on page 37 of 90 as follows:

A. Provide rules, regulations and standards governing the approval of subdivisions, partitions and property line adjustments.

1. Subdivisions ~~involve~~ are the creation of four or more lots from one parent lot, parcel or tract within one calendar year.
2. Partitions ~~involve~~ are the creation of three or fewer lots from one parent lot, parcel or tract within one calendar year.
3. Property line adjustments are modifications to lot lines or parcel boundaries that do not result in the creation of new lots (includes consolidation of lots).

#### 2. Change paragraph F as follows:

F. Provide adequate light and air, prevent overcrowding of land, and facilitate adequate provision for transportation, water supply, sewage, ~~and drainage~~ fire protection, pollution control (land, water, and sky), surface water management, and protection against natural hazards;

3. In light of changes above, Staff recommended deleting the following language on page 45 of 90 under paragraph J (Partition Approval Criteria):

- Partitions are three lots or less,
- Subdivisions are four lots or more.

There were no objections to the recommendation.

4. Discussing the plat submission requirements for tentative plans under 155.4.3.130, Commissioners agreed to add “two copies” (of drawings and supplementary material) in paragraph B on page 40 of 90.

5. Reviewing 155.4.3.160 (Final Plat Submission Requirements and Approval Criteria) on page 45 of 90, Staff provided copies of model development code language for comparison to Dunes City’s language. Commissioners did not make any changes to the existing Dunes City language.

6. Discussing 155.4.3.190 (Filing and Recording) on page 47 of 90, Commissioners agreed to change paragraph B, “Upon final recording with the County...” to “Within fifteen (15) days of final recording...”

7. Discussing 155.4.3.210 (Lot Line Adjustments), Staff noted that although the City Attorney inserted the term “lot line” during her review of Chapter 155, both Lane County and ORS use the term “property line.” Commissioners agreed to make the change to “property line” throughout Chapter 155 as necessary.

8. Reviewing proposed new language for property line adjustments beginning on page 49 of 90, Commissioners agreed to change the first sentence as follows: “Lot line, or property line, adjustments include the relocation or elimination of a common property line between abutting properties, ~~when no new parcels or lots are created.~~” Commissioners agreed to add “two copies of drawings illustrating” to the end of paragraph A (Application Requirements). Commissioners also agreed to change paragraph C(5) from, “Lots less than one acre in size “nonconforming” shall maintain an area large enough to be a buildable parcel” to “Non-conforming lots, lots less than one acre, shall not be made less conforming by the property line adjustment and shall maintain an area large enough to be a buildable parcel.”

There was some discussion about the proposed new language that provides for a Type II process for reviewing applications for property line adjustments. Staff noted that this requirement may be too stringent and could potentially be changed to a Type I process for certain lots, using specific approval criteria. Chairman Allen suggested that Staff research

how to process lot line adjustments for non-conforming lots and report to the Planning Commission at a future meeting.

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

There were none, but Staff noted that the next Planning Commission meeting is scheduled for June 22<sup>nd</sup>—if anyone will not be able to attend, please let Staff know as soon as possible.

**11. ADJOURNMENT**

**Vice Chairman Sommer made a motion to adjourn and Commissioner Pesnell seconded the motion. The motion passed by unanimous vote.**

Chairman Allen adjourned the meeting at 6:26 pm.

**APPROVED BY THE PLANNING COMMISSION ON THE 22<sup>nd</sup> DAY OF JUNE 2017.**

[Signed copy available at City Hall]  
Barry Sommer, Vice Chairman

ATTEST:

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