



PLANNING COMMISSION REGULAR SESSION MINUTES ~ APPROVED
THURSDAY, JUNE 22, 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.

1. CALL TO ORDER

Vice Chairman Barry Sommer called the June 22nd Planning Commission regular schedule to order at 5:05 pm.

2. ROLL CALL

Roll Call was taken by Vice Chairman Sommer.

Present: Vice Chairman Barry Sommer, and Commissioners Ken Pesnell and Ric Ziegler.

Absent and Excused: Chairman Bonnie Allen and 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 Pesnell made a motion to approve the Agenda as presented. The motion was seconded by Commissioner Ziegler. The motion passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

A. Planning Commission Meeting Minutes of May 25, 2017

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

6. ANNOUNCEMENTS /CORRESPONDENCE

Vice Chairman Sommer read aloud from the list of announcements on the Agenda:

- A. Darlings Resort is hosting a grand fireworks show 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.
- B. The annual ARRL Field Day radio sport event will be this weekend at Sutton Campground in camping loop C. Ham radio setups will operate non-stop from 11:00 am on Saturday until 11:00 am on Sunday. There will be family-friendly things to do and a potluck BBG at 4:00 pm on Saturday.

7. CITIZEN INPUT

There was none.

8. NEW BUSINESS

A. DLCD Oregon Land Use Planning/Online Training

Commissioners and Staff watched and discussed Chapter Two “Urban, Rural and Resource Planning” online training offered by DLCD.

B. Update Re: CAC Review of Chapter 155.1-.3

Staff distributed copies of a list of the CAC recommendations to the Planning Commission compiled from CAC meetings through May 2017. After discussion, Planning Commissioners agreed to direct Staff to work on the May recommendation to develop guidance for Staff to assess penalties for Code violations and be prepared to submit draft language at a future Planning Commission meeting.

9. UNFINISHED/OLD BUSINESS

A. Staff Report: Follow Up from May 25, 2017 Meeting

Staff reviewed its report included in the Commissioners’ meeting packets.

Staff reminded Commissioners that in the May meeting’s discussion about property line adjustments, City Administrator/Recorder Mills expressed some concern about processing property line adjustment applications as a Type II procedure. After the meeting, Staff researched Model Development Code as well as other cities’ code and found that most use the Type I procedure. Staff’s recommendation is that Dunes City use a Type I procedure, noting that the City’s criteria for approval of property line adjustment applications must be clear and objective and the Planning Official must not apply discretionary judgement in the approval process. Staff pointed out that proposed new language for Chapter 155 provides some relief for owners of nonconforming lots who wish to apply for property line adjustments.

Staff pointed out that the City of Florence Code contains language addressing nonconforming lots that is not included in Dunes City Code, but could be included in 155.4.3 property line adjustments as well as in 155.5.2 – Nonconforming Uses and Development. Following discussion, Commissioners agreed to add, “No lot or combination of contiguous lots, either vacant or containing a single-family or multiple-family dwelling, shall be replatted so that an undersized lot is created, nor shall a lot be replatted if setbacks or dimensions less than the minimum would result” from Florence Code to 155.4.3.

Commissioners also agreed to revisit the language from Florence Code when they review Section 155.5 – Exceptions to Code Standards.

Staff went on to report that research is ongoing into language regulating marijuana grow sites and suggested that research continue and discussion follow at a later date.

B. Continue Review of Chapter 155.4

Staff presented the Staff Report in which Staff recommended some minor language changes to Code and posed several questions to the Commissioners. Following discussion, it was agreed to:

1. (Page 50 of 90) 155.4.4.1 (Purpose), change, “The purpose of Section 155.4.4 is to provide standards and procedures under which a conditional use may be permitted, enlarged or altered if the site is appropriate and if other appropriate conditions of approval can be met” to, “The purpose of Section 155.4.4 is to provide standards and procedures for permitting conditional uses.”
2. (Page 51 of 90) 155.4.4.2 (Approvals Process) insert “–Application Submission Requirements” after 155.4.4.3 and insert “–Criteria, Standards and Conditions of Approval” after 155.4.4.4.
3. (Page 51 of 90) 155.4.4.3 (Application Submission Requirements) change, “...an application for conditional use ~~approval~~ must include...”
4. (Pages 51 and 52 of 90) 155.4.4.4 (Criteria, Standards and Conditions of Approval) Staff was asked to make sure that the terms “building mass” or “lot coverage” are used consistently.

(Page 52 of 90) Bullet point 2 amended to read, “The negative impacts of the proposed use, if any, ~~on adjacent properties and~~ on the public can be mitigated through application of...”

Following discussion, Staff was asked to revisit the proposed new language and make sure that the order of criteria, conditions of approval, multi-family use and revocation make sense. Staff agreed to review the all of the proposed multi-family language to make sure the meaning is clear.

10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

There were none.

11. ADJOURNMENT

Commissioner Pesnell made a motion to adjourn and Commissioner Ziegler seconded the motion. The motion passed by unanimous vote.

Vice Chairman Sommer adjourned the meeting at 7:10 pm.

APPROVED BY THE PLANNING COMMISSION ON THE 27th DAY OF JULY 2017.

[Signed copy available at City Hall]

Bonnie Allen, Chairman

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder