



**PLANNING COMMISSION REGULAR SESSION MINUTES ~ APPROVED**  
**THURSDAY, JULY 27, 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 July 27 Planning Commission meeting to order at 5:00 pm.

**2. ROLL CALL**

Roll Call was taken by Planning Secretary Rapunzel Oberholtzer.

**Present:** Chairman Bonnie Allen, Vice Chairman Barry Sommer, and Commissioners Brett McKnight and Ken Pesnell.

**Absent:** Commissioner Ric Ziegler.

**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**

Chairman Allen suggested amending the Agenda to defer item A (DLCD Online Training) until the August meeting. There were no objections.

**Commissioner Pesnell made a motion to defer Agenda item A until August. The motion was seconded by Commissioner McKnight. The motion passed by unanimous vote.**

**5. APPROVAL OF THE CONSENT AGENDA**

**A. Planning Commission Meeting Minutes of June 22, 2017**

Chairman Allen pointed out a scrivener error on page three, paragraph one, where “not shall a lot be replatted...” should read “nor shall a lot be replatted...”

**Commissioner Pesnell made a motion to approve the Consent Agenda as amended. The motion was seconded by Vice Chairman Sommer. The motion passed by unanimous vote.**

## **6. ANNOUNCEMENTS /CORRESPONDENCE**

There was none.

## **7. CITIZEN INPUT**

There was none.

## **8. NEW BUSINESS**

### **A. Staff Update Re: CAC**

Staff pointed out that CAC citizen-at-large Paul Reilly resigned from the CAC. There was some discussion about holding future CAC meetings on the same day as Planning Commission meetings beginning at 5:00 pm, followed by the Planning Commission meeting beginning at 5:45. Commissioners agreed to try the new schedule in August.

Chairman Allen noted that she would not be in town on August 24, the date of the next Planning Commission meeting. Following discussion, Commissioners agreed to hold the meeting on August 31.

### **B. Staff Report: Follow Up from June 22 Meeting**

Staff presented a short report, noting that Staff is still working on the assignment to develop guidelines for assessing penalties for City Code violations. Staff also noted that Northwest Code Professionals is helping to develop new building code and permit fees and that building code could be taken out of Title XV. There was some discussion about which Code violations the City would enforce if NCP took over enforcement of building code. Commissioners asked Staff to prepare a list for reference in developing penalty guidelines. Commissioners also asked Staff to find out if a NCP representative could be available to discuss their operation at a future Planning Commission meeting.

## **9. UNFINISHED/OLD BUSINESS**

### **A. Continue Review of Chapter 155.4**

Staff presented a nine page document illustrating changes to Section 155.4.4 (Conditional Use Permits) made by Staff after the June 22 Planning Commission meeting. Following discussion, Commissioners agreed to the following revisions:

1. (Page 3 of 9) 155.4.4.2 (Approvals Process), “The application shall meet the submission requirements in Section 155.4.4.3 – Application Submission Requirements. The approval criteria is contained in Section 155.4.4.4 – Criteria, Standards and Conditions of Approval.”

2. (Page 4 of 9) 155.4.4.4 (Criteria, Standards and Conditions of Approval) delete paragraph A(1)(a).
3. (Page 4 of 9) 155.4.4.4 (Application Submission Requirements) move paragraph A(1)(b) to fall under item A(5) and edit (5) as necessary.
4. (Page 4 of 9) 155.4.4.4 (Criteria, Standards and Conditions of Approval) delete paragraph A(1)(c).
5. (Page 6 of 9) Staff noted that model development code also lists as a condition, “The Planning Commission may require review and renewal of conditional use permits annually or in accordance with another timetable as approved pursuant to this Chapter 155. Where applicable, the timetable shall provide for periodic review and renewal, or expiration, of the conditional use permit to ensure compliance with conditions of approval; such periodic review may occur through a Type III review process, except where the Planning Commission delegates authority to the Planning Official to issue renewals, who shall do so through a Type I or Type II procedure, as applicable.”

Commissioners agreed to add the above paragraph to 155.4.4.4(B) as a possible condition of approval.

6. (Page 6 of 9) As suggested by Staff, change the introductory paragraph of 155.4.4.4(C) to read, “Multi-Family Housing. In addition to the General Use Criteria described in Subsection A above and the Conditions of Approval in Subsection B above, the following conditions, which are intended to control development scale; avoid or minimize impacts associated with traffic, parking and design compatibility; and ensure maintenance of common areas, apply to any conditional use permit proposal which involves multi-family housing.”
7. (Page 6 of 9) Change 155.4.4.4 (Criteria, Standards and Conditions of Approval) paragraph C(1)(a) as follows: “The duplex, if located on an interior lot sharing a property boundary with a single-family lot shall not exceed the height of the adjacent single-family dwelling by more than twenty (20) percent for that portion of the duplex placed within twenty (20) feet of the single-family dwelling.”
8. (Page 7 of 9) 155.4.4.4 (Criteria, Standards and Conditions of Approval) change paragraph C(2)(c) as follows, “Where the proposed site is served by an existing or planned alley, vehicle access shall be from the alley and all garage entrances shall be oriented to the alley.”
9. (Page 7 of 9) Change paragraph C(2)(d) as follows, “Any design and development standards in Division 155.2 – Land Use Zones and the design standards of Division 155.3 – Design Standards shall be met.”
10. (Page 8 of 9) Staff will draft language relevant to garages/car ports for multi-family dwelling units.

11. (Page 8 of 9) Staff will draft language requiring that multi-family dwelling proposals must include a common area management plan as part of an application for a conditional use permit.

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

There were none.

**11. ADJOURNMENT**

**Commissioner McKnight made a motion to adjourn. Commissioner Sommer seconded the motion. The motion passed by unanimous vote.**

Chairman Allen adjourned the meeting at 6:16 pm.

**APPROVED BY THE PLANNING COMMISSION ON THE 31<sup>st</sup> DAY OF AUGUST 2017.**

[Signed copy available at City Hall]

Bonnie Allen, Chairman

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder