



PLANNING COMMISSION SPECIAL SESSION MINUTES ~ APPROVED
TUESDAY, OCTOBER 8, 2013 AT 2:00 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

The Planning Commission Special Session meeting was called to order by Chairman George Burke at 2:03 pm.

2. ROLL CALL

Roll Call was taken by City Administrator Fred Hilden.

Present: Chairman George Burke, Vice Chairman Lee Riechel, Commissioner Norman Martin, Commissioner Darlene Beckman, and Commissioner Ken Henderson.

Absent/Excused: Commissioner Paul Gargis.

Others Present: City Administrator Fred Hilden and Administrative Assistant Rapunzel Oberholtzer.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Vice Chairman Riechel made a motion to approve the Agenda. Commissioner Ken Henderson seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

A. Planning Commission Special Session Meeting Minutes of September 26, 2013

Vice Chairman Riechel made a motion to approve the Planning Commission Special Session Meeting Minutes as submitted. Commissioner Beckman seconded the motion. The motion passed by a vote of two in favor, none opposed and two abstentions (Commissioners Henderson and Beckman).

6. ANNOUNCEMENTS / CORRESPONDENCE

City Administrator Hilden announced that the agenda for the October 24 Planning Commission meeting would include a public hearing to discuss a Conditional Use Permit application

for the parking pad cover located at 82868 Lake Boulevard. He noted that the staff report for that application will be available to Planning Commissioners in advance of the meeting on the 24th and that the meeting will start at 6:00 pm.

Mr. Hilden distributed copies of the Planning Staff Report on Ordinance 223 that he prepared for presentation to the City Council during its October 10 meeting. He explained that the report summarizes the Planning Commission's recent actions and decisions in recommending that the City Council adopt Option 1 of Ordinance 223. Commissioners read the report and had no objections to its content. For the benefit of Commissioners Beckman and Henderson who were not present for the September 26 Planning Commission Special Session in which Options 1 and 2 were deliberated, Chairman Burke recounted a brief summary of the reasoning behind the Commission's recommendation. Mr. Burke went on to note that the Planning Commission has already submitted to the City Council its recommendation for how the CCI is to be administered and that, if necessary, the administrative rules will be revisited by the Planning Commission once the City Council has made a decision about adopting Ordinance 223.

Vice Chairman Riechel announced that this meeting would be his last as a member of the Planning Commission and said that he would inform the City Council of his resignation during its October 10 meeting, the effective date of his resignation.

Chairman Burke requested that the Commissioners address agenda item number 9 (New Business) before moving on to item 8 (Unfinished/Old Business).

Commissioner Beckman made a motion to amend the agenda and discuss New Business before Unfinished/Old Business. Vice Chairman Riechel seconded the motion. The motion passed by unanimous vote.

7. CITIZEN INPUT – None

8. NEW BUSINESS

A. Planning Commission Membership and Quorum

Chairman Burke began the discussion by relating a short history of the events that led to the City Council's decision to increase the number of members on the Planning Commission from five to six. He said that Vice Chairman Riechel's resignation would create a vacancy on the Commission and suggested that this would be an opportune time to consider recommending that the City Council revert to a five-member Planning Commission.

Vice Chairman Riechel noted that changing the number of members on the Commission would require an Ordinance. Chairman Burke explained that an ordinance amending Chapter 32 was waiting for approval by the City Council and that it included language to better organize the responsibilities and appointment of Dunes City's various committee and commission members. He said that the Planning Commission could recommend that the City Council direct the Ordinance Review Committee to rewrite this ordinance to re-

duce the number of Planning Commissioners to five and change the quorum to three. City Administrator Hilden noted that the Planning Commission could direct staff to draft an Ordinance and added that, at the same time, language could be included to confirm term limits for Commissioners and the process for selecting a Chairman and a Vice Chairman. Mr. Hilden also noted that the Ordinance Review Committee was not scheduled to meet until January and that this was an issue that should be moved forward quickly, which staff could facilitate. A discussion about the status of the existing ordinance and the process for changing the Planning Commission membership ensued.

Vice Chairman Riechel made a motion to direct staff to prepare a recommendation from the Planning Commission for the City Council to reduce the number of members on the Planning Commission from six to five and change the quorum from four to three. Commissioner Beckman seconded the motion.

Chairman Burke asked for additional comments. A lengthy discussion followed. Commissioners discussed the need to ensure that geographic diversity and representation are preserved with fewer members on the Commission. They went on to discuss state laws that mandate the job descriptions of Commissioners and quorum requirements and the importance of having Commissioners familiar with land use and code regulations. It was noted that a City Council seat has been vacant for several months and that there have been times when it was difficult to fill vacancies on the Planning Commission and other Commissions and Committees.

Chairman Burke asked for a vote on the motion that was made and seconded.

The motion passed by unanimous vote.

9. UNFINISHED/OLD BUSINESS

A. Soil Erosion and Storm Water Guidelines from City Engineer

Commissioners reviewed the edits that City Engineer Tom Hart made to Dunes City's Chapter 141 Erosion Control guidelines and made the following changes:

1. Page 1, in Mr. Hart's first addition to the document, "seimentation" should be spelled "sedimentation"
2. Page 1, in the second addition, the typos "soild" and "artificial" should be corrected to "solid" and "artificial"
3. There were no changes to page 2
4. Page 3, it was agreed to remove the footnote number 1 following Sediment Control Manual and to insert "or current version" at the end of the same sentence
5. Page 4, it was agreed to change "City Engineering Standards" that Mr. Hart added to read "City Engineer Standards"

There were no changes to the remainder of the document. Chairman Burke noted, however, that all of the code language would need to be reviewed again at a later date to make sure that it is consistent and correct throughout.

Commissioners reviewed the edits that the City Engineer Tom Hart made to Dunes City's current Chapter 154, noting that the chapter number is now 142 and is titled Soil and Vegetation Removal. There were no changes to Mr. Hart's document but Chairman Burke reminded the Commissioners that they had already made changes to the City's Soil and Vegetation Removal Code and those changes were currently being reviewed by the City Attorney.

Commissioners went on to review the contents of the new Chapter 154 Storm Water Management code provided by Mr. Hart. Chairman Burke noted that the content was recommended by Mr. Hart and came from the Storm Water Management Plan for Florence. There was some discussion about whether Storm Water Management Code and Erosion Control Code should both be contained in one Chapter or separated. City Administrator Hilden pointed out that at the August 27 Planning Commission meeting, Commissioners agreed that Section 141 should be expanded to include Storm Water Management and that it would replace Section 154.

Chairman Burke called for a short break at 3:35 and reconvened the meeting at 3:45.

Discussion about the proposed Storm Water Management language resumed after the break. Commissioners agreed to make the following changes:

1. Page 1, item (B) (2) of Purpose and Intent, change, "...may be caused by increased in the quantity..." to "...may be caused by increased quantity..."
2. Page 1, item (A) (1) of Applicability, change the sentence to read, "Ground-disturbing projects by the landowner or City, whichever is the responsible party for an increase in the surface water discharge into any public water bodies, or onto any right-of-way, or onto adjacent property."
3. Page 1, item (A) (2), same section, change "500 square feet" to "3,000 square feet"
4. Page 1, item (A) (3), same section, change "500 square feet" to "3,000 square feet"
5. Page 2, Definitions section, delete "Director" and its entire definition.
6. Staff was directed to locate occurrences of "director" in the document, and it with the appropriate term or terms that appear elsewhere in the revised code chapters and bring it back to the Planning Commission for review
7. Page 4, item (B) of Storm Water Treatment, delete the word "manual" from the end of the sentence.
8. After a lengthy discussion, it was agreed that staff would meet with City Engineer Tom Hart to craft appropriate language to replace this document's entire section 154.005 Facility Design with the language in Chapter 141.005 for Erosion Control.
9. Page 5, there were no changes to section 154.006 Facility Responsibility.

There was a lengthy discussion of section 154.007 Maintenance, whether or not the section was necessary, whether it was applicable to Dunes City and how it would be enforced or managed. It was suggested that staff arrange to have the Florence City Manager or Public Works Director attend the next Planning Commission work session to discuss how they manage and enforce issues involving maintenance, inspections, variances and enforcement.

10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

Commissioners scheduled the next Planning Commission Special Session for 2:00 pm on Thursday, November 7. City Administrator Hilden reminded the Commissioners of the Planning Commission Regular Session on Thursday, October 24 starting at 6:00 pm.

11. ADJOURNMENT

Chairman George Burke asked for a motion to adjourn. Commissioner made a motion to adjourn the meeting. Vice Chairman Riechel seconded the motion. The motion passed by unanimous vote.

Chairman Burke adjourned the meeting of the Planning Commission at 5:00 pm.

APPROVED BY THE PLANNING COMMISSION ON THE 7th OF NOVEMBER 2013.

[Signed copy available at City Hall]
George Burke, Planning Commission Chairman

ATTEST:

[Signed copy available at City Hall]
Rapunzel Oberholtzer, Administrative Assistant