



PLANNING COMMISSION SPECIAL SESSION MINUTES ~ APPROVED
THURSDAY, NOVEMBER 7, 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 Special Session of the Planning Commission was called to order by Chairman George Burke at 2:01 pm.

2. ROLL CALL

Roll Call was taken by Administrative Assistant Rapunzel Oberholtzer.

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

Absent/Excused: Commissioner Paul Gargis.

Others Present: Administrative Assistant Rapunzel Oberholtzer.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Commissioner Henderson made a motion to approve the Agenda. Commissioner Beckman seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

A. Planning Commission Special Session Meeting Minutes of October 8, 2013

Commissioner Henderson made a motion to approve the Planning Commission Meeting Minutes of October 8 as submitted. Commissioner Beckman seconded the motion. The motion passed by unanimous vote.

B. Planning Commission Regular Session Meeting Minutes of October 24, 2013

Commissioner Beckman made a motion to approve the Planning Commission Meeting Minutes of October 24 as amended. Commissioner Henderson seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE – None

7. CITIZEN INPUT – None

8. UNFINISHED / OLD BUSINESS

A. Review Amended Staff Report (Stronegger CUP)

Chairman Burke directed the Commissioners' attention to the Planning Commission's Staff Report and Findings of Fact for Richard Stronegger's Conditional Use Permit application, as amended by staff pursuant to the Planning Commission's meeting and discussion on October 24th. Mr. Burke noted that he had reviewed the revised staff report and found that it accurately reflected the Commission's October 24 questions and discussions with the applicant and the subsequent deliberations by the Commission. Commissioners discussed the report contents and the attachments, including new photographs of the building. There were no questions about the report content, or changes to it, by any of the Commissioners.

Commissioner Henderson made a motion for the Planning Commission to accept the Staff Report and recommend it to the City Council. Commissioner Beckman seconded the motion. The motion passed by unanimous vote.

B. Soil Erosion and Storm Water Guidelines from City Engineer

Chairman Burke briefly reviewed the changes the Planning Commission made to the proposed Chapter 154 Storm Water Management Ordinance in the Commission's October 8th meeting. He went on to note that on October 8th the Commission had also reviewed and edited the City Engineer's suggested guidelines for Chapter 141 and Chapter 142.

The Commissioners briefly reviewed the changes they made to Chapters 141 and 142. Chairman Burke noted that the Commission's changes to Chapters 141 and 142 needed to be reviewed by the City Engineer and requested that staff send those changes to the City Engineer.

Returning to the proposed Chapter 154 StormWater Management guidelines document, Commissioners briefly discussed existing official Dunes City public and private storm water facilities and who is, or should be, responsible for their maintenance. Chairman Burke pointed out that the guidelines they were reviewing came from the Florence guidelines and some of the details in the sections describing responsibility, maintenance, inspections, variances, and enforcement were not applicable to Dunes City. Commissioners agreed that it would be helpful to meet with a Florence representative to learn more about how that city deals with storm water management before they made more changes to the proposed guidelines for Dunes City.

Chairman Burke requested that staff arrange to have a Florence representative available to discuss these issues at the Planning Commission meeting on November 21st and change the start time of that meeting from 6:00 pm to 2:00 pm.

9. NEW BUSINESS

A. Appoint Planning Commission Vice Chairman

Commissioner Beckman made a motion to appoint Commissioner Paul Gargis as the Planning Commission Vice Chairman. Commissioner Martin seconded the motion. The motion passed by unanimous vote.

10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

Chairman Burke requested that the Commission review and discuss proposed Citizen Involvement Administrative Rule for Dunes City. Commissioners agreed, and Mr. Burke distributed copies of a version that was drafted in 2011. Chairman Burke explained that the draft document had already been submitted to the City Council for consideration but that it needed some editing or additional detail to align it with Ordinance 223 that was recently adopted by the Council.

Chairman Burke went on to explain that Ordinance 223 allows the City Council to appoint the Planning Commission to act as the Commission for Citizen Involvement in Dunes City, overseeing the City's Citizen Involvement Program. Mr. Burke noted that the CCI needed to have parameters that describe how the CCI functions and how staff determines the need for and requests a Citizens Advisory Committee; those parameters are not included in the draft version of the Administrative Rules. Following a short discussion about the Rules, Chairman Burke suggested that he meet with staff to draft guidelines and bring that draft back to the Planning Commission for further discussion. Commissioners agreed to his suggestion.

Commissioner Beckman asked Chairman Burke to clarify when terms for Commissioners expired, and when the deadline was to apply for reappointment. Mr. Burke will look into the details and report back. Commissioner Henderson asked Chairman Burke about the status of the Planning Commission's recommendation to the City Council to reduce the number of members on the Commission from six to five. Mr. Burke answered that the decision was still pending and he would be addressing the City Council about the Planning Commission's recommendation.

11. ADJOURNMENT

Commissioner Beckman made a motion to adjourn the meeting. Commissioner Henderson seconded the motion. The motion passed by unanimous vote.

Chairman Burke adjourned the meeting of the Planning Commission at 3:15 pm.

APPROVED BY THE PLANNING COMMISSION ON THE 23rd OF JANUARY 2014.

[Signed copy available at City Hall]

George Burke, Planning Commission Chairman

ATTEST:

[Signed copy available at City Hall]

Rapunzel Oberholtzer, Administrative Assistant