



**PLANNING COMMISSION SPECIAL SESSION MINUTES ~ APPROVED**  
**TUESDAY, JANUARY 21, 2014 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](http://www.dunescity.com).

**1. CALL TO ORDER**

The Special Session of the Planning Commission was called to order by Chairman George Burke at 2:02 pm.

**2. ROLL CALL**

Roll Call was taken by City Administrator Fred Hilden.

**Present:** Chairman George Burke and Commissioner Darlene Beckman.

**Absent/Excused:** Vice Chairman Paul Gargis, Commissioner Norman Martin and Commissioner Ken Henderson.

**Others Present:** City Administrator Fred Hilden, Planning Secretary Rapunzel Oberholtzer and City Engineer Tom Hart.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

Chairman George Burke announced that there was no quorum present and, therefore, there could be no vote to approve the agenda or votes on other actions.

**5. APPROVAL OF THE CONSENT AGENDA – None**

**6. ANNOUNCEMENTS / CORRESPONDENCE**

City Administrator Hilden announced that the City did not receive any applications in response to its public requests for volunteers to apply for appointment to the CAC that would review the draft Master Road Plan (MRP). Mr. Hilden explained that the City twice published notice about the formation of the CAC in the *Siuslaw News*, posted notices at the post office and at City Hall, sent a Public Service Announcement to KCST, and sent an email to the City's "interested parties" mailing list. Mr. Hilden went on to note that the City received one telephone reference about a citizen potentially interested in reviewing the MRP but that individual did not submit an application for appointment to the CAC. Chairman Burke explained that without a CAC the citizen input process for the draft MRP would take place via

input from citizens who attend public hearings of the Planning Commission and the City Council about the MRP. Mr. Burke went on to note that during the Planning Commission Regular Session on January 23<sup>rd</sup> he would formally announce that there would be no CAC review of the MRP.

**7. CITIZEN INPUT – None**

**8. PUBLIC HEARING – None**

**9. UNFINISHED / OLD BUSINESS**

**A. City of Florence Stormwater Management Plan/Administrative Rule Review**

City Administrator Hilden pointed out that the Planning Commission's main interest in the Florence Plan was in the section dealing with private stormwater facilities. Chairman Burke went on to explain to Mr. Hart that the Planning Commission was requesting his help to define Dunes City's requirements and guidelines with regard to inspections and maintenance of private stormwater facilities—those that have been approved for subdivisions that already exist and those that will be approved in the future—as well as craft the relevant definitions appropriate for Dunes City.

There was discussion about the existing City subdivisions that have private stormwater mitigation facilities. Chairman Burke and City Administrator Hilden identified, in particular, Woahink Ridge, Sunset Cove and Summerbell, which all have some type of stormwater management systems in place. During discussion, it was noted that the intent of runoff mitigation was to prevent erosion caused by development—more water from flowing into the lake than was entering the lake prior to development of the property.

Mr. Hart summarized the discussion thus far by pointing out two separate issues: water quality vs. water quantity. He went on to comment that both lakes are large enough so that water quantity should not be a significant problem if water can be slowed down on its way into the lake. He added that bioswale systems, which exist in Dunes City, are used both to slow water going into the lake and to retain and filter water as it enters the lake, effectively acting as natural erosion control and filtering systems. Mr. Hart noted that Dunes City has not yet adopted Code that addresses erosion control regulations.

Chairman Burke explained that the Planning Commission is in the process of creating Code for erosion control and stormwater management and that Mr. Hart's expertise would help the Commission create Code that incorporates appropriate federal and state guidelines. Mr. Burke went on to say that the idea was to create Code that addresses both erosion control and stormwater runoff because they are related subjects. One obstacle is that the City has no guidelines to reference regarding the requirements for inspections and maintenance of existing and future stormwater management systems, and these need to be in the Code along with specifics of what an inspector would check—Mr. Hart would help craft those guidelines, based on his expertise.

Mr. Hart commented that one of the inspector's tasks should be to make sure that naturally occurring overgrowth did not impede water flow. He suggested that inspections could be done once a year, possibly after a major event, or bi-annually. Chairman Burke noted that those were the kinds of recommendations that the Commission wanted from Mr. Hart.

There was further discussion about performing such inspections. Topics discussed included: who would pay for them, how often they would be done, whether the requirement for inspections would be part of the permit application process, whether approval of final plats would require successful final inspections of stormwater mitigation, how the City would regulate annual inspections, and what would happen if a facility did not pass inspection. Mr. Hart noted that he has observed instances where a homeowners association that was responsible for maintenance of a facility did not meet its responsibilities and the facility was taken over by the municipality. City Administrator Hilden observed that Dunes City Code does not currently allow the City to take over private facilities and the City does not have funding to do so.

Mr. Hilden referred back to the Florence Plan (page 11) that dealt with private facility issues and suggested that it might be possible for Dunes City to include a facility maintenance requirement in a subdivision's CCR. Further discussion ensued about costs to the City and enforcement.

It was agreed that the Commission would look into the possibility of including regulations in future CCRs. Staff was directed to obtain copies of the CCRs for Woahink Ridge, Sunset Cove and Summerbell and provide them to the Planning Commissioners for reference at a future discussion. It was also agreed that the Commission would use the Florence Plan and, potentially, language from the CCRs to create a first draft of maintenance and inspection requirements and send that document to the City Engineer for review and feedback.

#### B. Soil Erosion and Storm Water Management Guidelines Review (Chapters 141 and 142)

In response to a question from Mr. Hart, there was a brief discussion about whether or not Chapters 141 and 142 could be combined into one Chapter. It was noted that "erosion control" applies to both single-family lots and subdivisions. Mr. Hart suggested that the Commissioners could look at exemptions for small vs. large lots and make sure that they're defined. Chairman Burke pointed out that applications for partitions are now, and would continue to be, carefully reviewed to make sure that there are adequate erosion control requirements into the future. He went on to note that there are also some large parcels of land that are not annexed into Dunes City, although it could be beneficial at some point so that future development on those properties would include erosion control requirements.

It was agreed that the Planning Commission would schedule a work session to edit the next version of Chapters 141 and 142, or a combination of the two, and then forward that draft document to Mr. Hart for review and feedback. It was suggested that the Chapter

could be called Surface Water Management, with sections for Erosion Control and Stormwater Management.

C. Citizen Involvement Program Policy (Final Review)

City Administrator Hilden presented the first draft of a document that outlines Citizen Advisory Committee (CAC) procedures, responsibilities and expectations. There being only two Commissioners present for discussion of the document, Chairman Burke requested that staff add the discussion about it to the agenda for the Planning Commission's regularly scheduled meeting on January 23<sup>rd</sup> when more Commissioners would be present.

**10. NEW BUSINESS – None**

**11. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA – None**

**12. ADJOURNMENT**

Chairman Burke adjourned the meeting of the Planning Commission at 3:21 pm.

**APPROVED BY THE PLANNING COMMISSION ON THE 11<sup>th</sup> OF FEBRUARY 2014**

[Signed copy available at City Hall]

George Burke, Planning Commission Chairman

ATTEST:

[Signed copy available at City Hall]

Rapunzel Oberholtzer, Planning Secretary