



**PLANNING COMMISSION REGULAR SESSION MINUTES ~ APPROVED**  
**THURSDAY, JANUARY 23, 2014 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**

The Planning Commission meeting was called to order by Chairman George Burke at 5:02 pm.

**2. ROLL CALL**

Roll Call was taken by City Administrator Fred Hilden.

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

**Absent/Excused:** Vice Chairman Paul Gargis.

**Others Present:** City Administrator Fred Hilden and Planning Secretary Rapunzel Oberholtzer.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. SWEARING IN OF NEWLY APPOINTED PLANNING COMMISSIONERS**

City Administrator Fred Hilden administered the Oath of Office to George Burke and Norman Martin who were both reappointed to the Planning Commission by the City Council at its December 12, 2013 meeting.

**5. ELECTION OF OFFICERS**

Chairman Burke noted that although Paul Gargis was elected Vice Chairman in November of 2013, Dunes City Code requires that new officers must be elected in January of each new year. City Administrator Hilden pointed out that Code also mandates that officers may not serve more than two consecutive terms, and noted that Chairman Burke had served just one term. Mr. Burke asked for nominations for Chairman of the Planning Commission.

**Commissioner Henderson made a motion to nominate George Burke as Chairman. Commissioner Beckman seconded the motion. The motion passed by unanimous vote.**

Chairman Burke asked for nominations for Vice Chairman of the Planning Commission.

**Commissioner Henderson made a motion to nominate Paul Gargis as Vice Chairman. Commissioner Beckman seconded the motion. The motion passed by unanimous vote.**

#### **6. APPROVAL OF THE AGENDA**

**Commissioner Martin made a motion to approve the agenda. Commissioner Beckman seconded the motion. The motion passed by unanimous vote.**

#### **7. APPROVAL OF THE CONSENT AGENDA**

Chairman Burke requested that the Commissioners approve each set of minutes separately beginning with the minutes of the April 9 meeting, item D on the agenda. There were no objections from the Commissioners.

D. Planning Commission Special Session Meeting Minutes of April 9, 2013

**Commissioner Henderson made a motion to approve the Planning Commission meeting minutes as submitted. Commissioner Beckman seconded the motion. The motion passed by unanimous vote.**

C. Planning Commission Special Session Meeting Minutes of April 24, 2013

**Commissioner Beckman made a motion to approve the Planning Commission meeting minutes as submitted. Commissioner Martin seconded the motion. The motion passed with two votes in favor, none opposed and one abstention (Henderson).**

B. Planning Commission Special Session Meeting Minutes of November 7, 2013

**Commissioner Beckman made a motion to approve the Planning Commission meeting minutes as submitted. Commissioner Henderson seconded the motion. The motion passed by unanimous vote.**

A. Planning Commission Regular Session Meeting Minutes of November 21, 2013

**Commissioner Henderson made a motion to approve the Planning Commission meeting minutes as submitted. Commissioner Martin seconded the motion. The motion passed with two votes in favor, none opposed and one abstention (Beckman).**

#### **8. ANNOUNCEMENTS / CORRESPONDENCE**

City Administrator Hilden announced that the Dunes City Council would hold its annual Goal Setting meeting on Friday, January 24<sup>th</sup> from 2:00 – 5:00 pm. During the meeting the Council would assess the goals it set for 2013, review what was accomplished and what was not, and set goals for 2014. He also announced that the City received the auditors' results of

the fiscal year 2012 – 2013 audit. The audit was good and the auditors complimented the City on its ability to separate certain responsibilities for handling the City's money with such a small staff. The auditors are in the process of preparing their final report for the state.

Chairman Burke announced that he was invited to, and planned to attend, the City Council's Special Session to review the edits the Council made to the City's Comprehensive Plan during 2013. City Administrator Hilden pointed out that the Comp Plan is not being revised at this point and there are no major changes that would affect the Planning Commission's work, but there are updates to language and data that are being suggested. He noted that the City Council meeting in which the edits would be discussed is scheduled for February 25<sup>th</sup> from 2:00 – 4:00 pm and invited Planning Commissioners to attend.

**9. CITIZEN INPUT – None**

**10. PUBLIC HEARING – None**

**11. UNFINISHED / OLD BUSINESS**

**A. Citizen Advisory Committee Appointment Procedures**

Chairman Burke pointed out that the next order of business of the agenda was to appoint a Citizen Advisory Committee (CAC) to review the proposed Master Road Plan. However, he noted, the City did not receive applications to be appointed to the CAC so there would be no appointments. City Administrator Hilden explained that the draft Appointment Procedures document in front of the Commission is intended, if approved, to serve as the City's detailed guideline for how the CAC is appointed, what the CAC's responsibilities are, what is expected of the CAC, and what City staff responsibilities are. Commissioner Henderson suggested that rather than spend time editing the document it should remain in draft form and put into use with the first CAC to make sure that it works as intended for the City, the Planning Commission and the CAC. Mr. Henderson noted that by actually using the draft, everyone involved will be able to determine whether corrections need to be made.

After a short discussion City Administrator Hilden suggested that the Commission consider adopting the draft form as written and put it to use. There were no objections from the Commissioners and none had any edits to suggest at the time. Chairman Burke recommended, as Commissioner Henderson suggested, that staff use the document, track changes that may be necessary, keep the Planning Commission apprised of how it works, and then bring it back to the Planning Commission to revise or approve.

**Commissioner Beckman made a motion to accept the first draft of the Citizen Advisory Committee Procedures as submitted. Commissioner Henderson seconded the motion. The motion passed by unanimous vote.**

## **12. NEW BUSINESS – None**

## **13. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA**

Having concluded the meeting's agenda items, Chairman Burke described the events of the Planning Commission's January 21<sup>st</sup> Special Session. He explained that although there was no quorum present for that meeting the Commissioners in attendance proceeded as scheduled and discussed the Florence Stormwater Management Plan and Dunes City's draft Erosion Control documents with the City Engineer who was present for the meeting.

Chairman Burke recapped the discussions of the Special Session, noting in particular that the one of the key issues that the Planning Commission is facing in drafting new Code for Erosion Control is how to regulate private stormwater mitigation facilities. He explained that staff would find out what existing Dunes City subdivisions have done with stormwater mitigation and will report back to the Commission. He went on to ask Commissioners to take time before the next meeting to read the Florence Plan's language about maintaining and regulating private stormwater facilities and be prepared to start crafting language for Dunes City. He suggested that a Chapter titled Surface Water Management would include sections for Erosion Control and for Stormwater Management, but that could be discussed and decided at the next meeting.

Chairman Burke went on to explain that the idea was to use the expertise of the City Engineer to review, recommend changes and approve stormwater mitigation on new development in Dunes City, much the same as he is now handling new road building in the City.

Chairman Burke requested that the Commissioners set a date for the next Special Session to work on the Surface Water Management/Stormwater Management Plan. Commissioners agreed to meet on Tuesday, February 11<sup>th</sup> at 2:00 pm.

Chairman Burke noted that another topic of discussion at the January 21<sup>st</sup> Special Session was about how stormwater control on subdivisions differed from stormwater control on individual lots. He explained that erosion control applied to individual lots and stormwater control was applicable to subdivisions, but there might need to be exceptions for non-conforming lots. Chairman Burke also mentioned that the Code would need to address how often inspections are performed, noting that the City Engineer suggested annual inspections.

There was a brief discussion among the Commissioners and City Administrator Hilden about the status of the Conditional Use Permit denial appeal. City Administrator Hilden explained that the appeal was in process and it would take a few more weeks for resolution.

There was also a brief discussion about the status of Chapter 155 currently being reviewed by the City Attorney. City Administrator Hilden explained that the Attorney should be finished with the review in two or three weeks.

#### **14. ADJOURNMENT**

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

Chairman Burke adjourned the meeting of the Planning Commission at 6:03 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