



**PLANNING COMMISSION SPECIAL SESSION MINUTES ~ APPROVED
THURSDAY, APRIL 23, 2018 AT 5:35 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

Chairman Bonnie Allen called the April 23, 2018, Planning Commission Special Session to order at 5:40 pm.

2. ROLL CALL

Roll Call was taken by Administrative Assistant Rapunzel Oberholtzer.

Present: Chairman Bonnie Allen, Vice Chairman Barry Sommer, and Commissioners Ken Pesnell and Ric Ziegler. Also present was City Administrator/Recorder Jamie Mills.

Absent and Excused: Commissioner Shauna Robbers.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Vice Chairman Sommer made a motion approve the Agenda. The motion was seconded by Commissioner Ziegler. The motion passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

A. Planning Commission Meeting Minutes of March 29, 2018

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

6. ANNOUNCEMENTS /CORRESPONDENCE

A. A Public Hearing on a Conditional Use Application will be held during the Planning Commission's regular meeting on May 24. The first of the required notices will be mailed later this week and publication of required notices will occur in early May. Staff is working on the Staff Report and Findings of Fact, which will be available for review prior to the May 24 meeting.

There was some discussion about Commissioners' availability for the May 24 meeting. It was noted that Chairman Allen and Commissioner Pesnell would not be available. After discussion, it was agreed that the Planning Commission would hold a Special Session on May 29 with a Public Hearing on the Conditional Use Permit application.

Vice Chairman Sommer made a motion to schedule a Special Session on May 29 at 6:00 pm. Commissioner Ziegler seconded the motion. The motion passed by unanimous vote.

- B. The Oregon Dunes Triathlon is Saturday, May 12, in Dunes City. We need volunteers to staff race courses. And, we're looking for someone with a motorized boat to help set up the swim course and "swim angels" with kayaks or paddle boards to monitor the swim course. Call Rapunzel at City Hall to register.

7. CITIZEN INPUT

There was none.

8. NEW BUSINESS

- A. Introduce New Commissioner Shauna Robbers

Since Commissioner Robbers was absent, Chairman Allen deferred discussion until another meeting. City Administrator/Recorder Mills explained that Administrative Assistant/Notary Public Linda Stevens had already administered the Oath of Office to Ms. Robbers.

9. UNFINISHED/OLD BUSINESS

- A. Review Proposed New Text for 155.4.9 re Mobile Homes

Chairman Allen suggested that Commissioners read aloud the draft text presented by Staff and determine whether or not changes were necessary.

155.4.9.4 Temporary Occupancy of Motor Homes and Travel Trailers

Using a Type I procedure, pursuant to Section 155.4.1.4, the Planning Official or his/her designee, may approve, approve with conditions, or deny an application for the temporary occupancy of motor homes or travel trailers in the residential zone. Short-term stays, defined as twenty-eight (28) or fewer consecutive days, are exempt. Manufactured homes (mobile homes) are not eligible for temporary use permits. The following procedures and conditions shall be complied with in the temporary occupancy of motor homes and travel trailers:

- A. *Motor homes and travel trailers, regardless of location in the residential zone or other standards imposed by this Chapter 155, may be allowed temporary occu-*

pancy on an R-1 lot with permission of the owner(s) of the lot for some period of time of not more than one year:

There was some discussion about paragraph A as presented and the changes above were agreed upon.

1. *For providing shelter while a residential structure is under construction, for temporary housing subsequent to disaster, for short-term occupancy where a more permanent facility would be inappropriate or for other good cause as determined by the Planning Official. Approved method of wastewater disposal such as a self-contained unit, chemical toilet or portable toilet is required if the unit is not served by an approved septic system.*

There were no recommended changes to subparagraph (A)(1).

2. *Specific siting requirements may be imposed ~~at the discretion of~~ by the Planning Official if the proposed siting would violate Dunes City Code.*
3. *This provision does not waive any other permit requirements of the City, the County, ~~or~~ the State or Federal agencies.*

There was some discussion about subparagraphs (A)(2) and (3) as presented and the above changes were agreed upon.

4. *The Planning Official, may ~~if he/she determines that an extension of time is warranted,~~ grant extensions in monthly increments up to one year on the temporary siting of a travel trailer or motor home provided there have been no unresolved violations of Dunes City Code. Planning Official decisions may be appealed to the Planning Commission pursuant to Section 155.4.1.4 (Type I Procedure).*

There was some discussion about subparagraph (A)(4) as presented and the above changes were agreed upon.

5. *The unit shall not be parked in or in any way obstruct any public right-of-way and the unit must be sited to conform to all Dunes City residential zone setback requirements and shall maintain a minimum of ~~five (5)~~ ten (10) feet between it and any structure, and all side and rear property lines.*

There was some discussion about subparagraph (A)(5) as presented and the above changes were agreed upon.

- B. *Motor homes and travel trailers in the residential zone may be allowed temporary occupancy for the undefined term of a hardship suffered by the existing resident. As used in this Section, "hardship" ~~means~~ may include a medical hardship for the care of an aged or infirm person or persons. The applicant shall provide written*

verification of hardship (statement from doctor, therapist, or other healthcare professional regarding need for assistance) annually. Within thirty (30) days after the hardship ceases to exist, the temporary occupancy shall cease.

There was some discussion about paragraph (B) as presented and the above changes were agreed upon.

C. *Residing in a motor home or travel trailer for an unlimited period of time is allowed if the unit is located in a mobile home or recreational vehicle park and lawfully connected to water, septic and electrical systems.*

There was some discussion about paragraph C as presented and there were no changes. Staff agreed to incorporate all of the changes into 155.4.9.

B. Continue Review of Chapter 155.4.9

Staff agreed to renumber the Sections listed under 155.4.9 (Miscellaneous Permits/Applications) on page 77 of 90.

Referring to page 79 of 90 and 155.4.9.2 (Home Occupation Permit), Chairman Allen suggested reading aloud each paragraph before discussion.

The purpose of Section 155.4.9.2 is to encourage those who are engaged in small commercial ventures which are not subject to acquisition of a Conditional Use Permit and which could not necessarily be sustained if it were necessary to lease commercial quarters or which, by the nature of the venture, are appropriate in scale and impact to be operated within a residence. Home occupations are encouraged for their contribution in reducing the number of vehicle trips often generated by conventional businesses. They are permitted in all residential units (dwellings) subject to review under the Type I process applying the following standards.

There was some discussion about the introductory paragraph as written and the above change was suggested.

Paragraph A and its subparagraphs 1 through 4 on page 79 were read and discussed. There were no changes to the language as written.

Paragraph B and its subparagraphs 1 through 2 were read and discussed and the following change to subparagraph 1 was agreed upon.

1. Outside storage of inventory or materials related to the home occupation cannot be visible from the public right-of-way or adjacent properties. ~~is prohibited.~~

Chairman Allen suggested tabling further discussion of (B)(2) until the next meeting. There were no objections.

10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

Commissioner Pesnell remarked that a huge rainstorm during his recent visit to Hawaii illustrated the importance of proper planning and of listening to citizen input. He recounted that the heavy rain severely damaged dozens of homes, especially those that were built in wetland areas where, over the years, people had objected to the filling of the wetlands and building homes there.

11. ADJOURNMENT

Vice Chairman Sommer made a motion to adjourn. Commissioner Ziegler seconded the motion.

Chairman Allen adjourned the meeting at 6:56 pm.

APPROVED BY THE PLANNING COMMISSION ON THE 29th DAY OF MAY 2018.

[Signed copy available at City Hall]

Bonnie Allen, Chairman

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder