



PLANNING COMMISSION SPECIAL SESSION MINUTES ~ APPROVED
THURSDAY, NOVEMBER 21, 2019 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.

1. CALL TO ORDER

Chairman Bonnie Allen called the November 21, 2019, Planning Commission special session to order at 5:00 pm.

2. ROLL CALL

Roll Call was taken by Administrative Assistant Rapunzel Oberholtzer.

Present: Chairman Bonnie Allen, Vice Chairman Ken Pesnell, and Commissioner Barry Sommer as well as City Administrator/Recorder Jamie Mills.

Absent and Excused: Commissioner Jamie Gorder.

Absent: Commissioner Rodd Bench, who resigned earlier in the day in person at City Hall.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

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

5. APPROVAL OF THE CONSENT AGENDA

- A. Citizens Advisory Committee Meeting Minutes of September 23, 2019
- B. Planning Commission Meeting Minutes of October 24, 2019

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

6. ANNOUNCEMENTS /CORRESPONDENCE

Chairman Allen read from the list of announcements on the Agenda:

- A. Eight citizens came out to the October 28 work session on Outdoor Lighting! And, one part-time resident has asked to be updated via email. Staff has created an email list of all those who attended and/or expressed interest in the subject and will keep everyone informed of developments.

Rapunzel announced that the January 23, 2020, Planning Commission meeting would begin at 6:00 pm and include a public hearing on Ordinance No. 253, an ordinance amending Dunes City's Flood Damage Prevention code.

7. CITIZEN INPUT

There was none.

8. NEW BUSINESS

- A. Commissioner Sommer Coastal Fall Planners Meeting Update

Commissioner Sommer reported that he was unable to attend the Tuesday, October 15, session.

- B. Commissioners' CIS Training Updates

Rapunzel and Vice Chairman Pesnell reported that they each had taken one of the required classes. Rapunzel agreed to send an email to all of the Commissioners with instructions for accessing the CIS Learning website.

- C. Outdoor Lighting Work Session Report

Rapunzel referred Commissioners to a copy of notes from the October 28 work session that that was included in the Commissioners' meeting packets.

- D. Outdoor Lighting Ordinance Next Steps

There was some discussion about the timeline for developing new code. It was generally agreed that Commissioners should finish their work on Chapter 155 before working on code for outdoor lighting. Chairman Allen suggested that illustrations of acceptable and unacceptable lighting fixtures could be included in the next City newsletter. Vice Chairman Pesnell offered to try to draft some language. Rapunzel offered to email PDFs of the dark sky news articles to Commissioners for future reference.

E. Annual CIP Report to Council

Chairman Allen referred Commissioners to a draft copy of the annual CIP report that was created by Staff and included in the Commissioners' meeting packets. Following discussion, Commissioners agreed that Staff should include in the report the number of times the CAC met to review Chapter 155.4. Staff agreed to amend the report and Chairman Allen offered to present it to the Council in the January meeting.

9. UNFINISHED/OLD BUSINESS

A. Continue Review of Chapter 155.5

Rapunzel referred Commissioners to copies of her Staff Report on 155.5.1.1(D) (Requirements for a Variance). Following discussion, Commissioners agreed that the proposed changes to the existing language were confusing and resulted in the possibility of allowing a use not listed in Code as an outright allowed use or allowed use with a Conditional Use Permit.

Rapunzel referred Commissioners to copies of the Variance Code from Florence. There was some discussion during which Commissioners agreed to look at revised changes to Chapter 155.5 that would replace the existing code and proposed changes to it with the language of Florence Code.

10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA/FOR THE GOOD OF THE ORDER

There were none.

11. ADJOURNMENT

Vice Chairman Pesnell made a motion to adjourn. Commissioner Sommer seconded the motion. The motion passed by unanimous vote.

Chairman Allen adjourned the meeting at 5:46 pm.

APPROVED BY THE PLANNING COMMISSION ON THE 23rd DAY OF JANUARY 2020

[Signed copy available at City Hall]

Bonnie Allen, Chairman

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder