



PLANNING COMMISSION REGULAR SESSION MINUTES ~ APPROVED
THURSDAY, SEPTEMBER 24, 2020 AT 6:00 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

Chair Bonnie Allen called the September 24, 2020, Planning Commission meeting to order at 6:00 pm.

2. ROLL CALL

Roll Call was taken by Planning Secretary Rapunzel Oberholtzer.

Present: Chair Bonnie Allen, and Commissioners Jamie Gorder, Barry Sommer and Wanda Phillips. Vice Chair Ken Pesnell arrived at 6:01 pm.

Also Present: City Administrator/Recorder Jamie Mills.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Commissioner Gorder made a motion approve the Agenda. The motion was seconded by Commissioner Phillips and passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

A. Planning Commission Meeting Minutes of August 27, 2020

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

6. ANNOUNCEMENTS /CORRESPONDENCE

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

- A. If you have not already done so, please take the 2020 Census Survey. It is easy and takes just a few minutes. Call 844-330-2020 to complete the survey by telephone, or visit **my2020census.gov** for the online version.

City Administrator/Recorder Mills announced that the semi-annual litter clean up along Canary and Clear Lake Roads would take place on Saturday, October 3. Volunteers are to meet at the East Woahink Boat Ramp at 11:00 am, bring gloves and trash pickers.

7. CITIZEN INPUT

There was none.

8. PUBLIC HEARING

None was scheduled.

9. NEW BUSINESS

Chair Allen suggested rearranging the New Business items to appoint CAC members as the first order of business. There were no objections.

A. Appoint CAC Members

Chair Allen referred Commissioners to copies of two Applications for Appointive Office that were included in their meeting packets.

Vice Chair Pesnell made a motion to appoint Mr. Keith Garvey and Mr. Brett McKnight to the Citizens Advisory Committee to review Chapter 155.5 and 155.6. Commissioner Phillips seconded the motion. The motion passed by unanimous vote.

B. Appoint Outdoor Lighting Ordinance Members

Vice Chair Pesnell made a motion to appoint Mr. Keith Garvey and Mr. Brett McKnight to the Outdoor Lighting Ordinance Committee. The motion was seconded by Commissioner Gorder and passed by unanimous vote.

C. Review Draft CIP Report to City Council

Chair Allen referred Commissioners to the draft copy of the Annual Report to the City Council that was included in their meeting packets. Following discussion, Commissioners agreed no changes were needed.

Vice Chair Pesnell made a motion to approve the Citizen Involvement Program report to the City Council. Commissioner Gorder seconded the motion and the motion passed by unanimous vote.

D. Review Draft Ordinance Amending Chapter 155.2.0.100

City Administrator/Recorder Mills referred Commissioners to copies of draft ordinances that were distributed prior to the start of the meeting and explained that the City was proposing minor changes to language in Chapter 155 that would specifically exempt the City from the minimum lot size for purchase of land needed for any public facilities.

There was some discussion about the language proposed in both draft ordinances presented to the Commission. Commissioners generally agreed that the language should refer in general to City public utilities and not specifically to the Outlet Control Structure. They also agreed that the language of the proposed ordinance should include a definition of public utilities because there is not one in the definitions in Chapter 155.

City Administrator/Recorder Mills agreed to revise the proposed language. She also explained that the City has asked DLCD whether the ordinance to make changes to land use code would need to go through the Type IV process because, in this case, the change is very minor and Chapter 155 is already undergoing revisions.

10. UNFINISHED/OLD BUSINESS

None scheduled.

11. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

Chair Allen informed Commissioners that in their meeting the previous evening, the City Council reviewed the Planning Commission's Findings of Fact and Recommendation on the Conditional Use Permit application to build a guest house. She explained that the Council had discussed at length the definition of a kitchen and the size of the proposed guest house before they voted to approve the application. She went on to explain that, while Councilors did not object to the project in general, the definition of a kitchen and the size of the proposed guest house were of concern.

Chair Allen went on to note that the Council asked Staff and the Planning Commission to revisit those concerns before finalizing changes to Chapter 155. Planning Secretary Rapunzel agreed to include the kitchen definition and size of guest house on the agenda for October's Planning Commission meeting.

12. ADJOURNMENT

Commissioner Sommer made a motion to adjourn. Commissioner Phillips seconded the motion and the motion passed by unanimous vote.

Chairman Allen adjourned the meeting at 7:00 pm.

APPROVED BY THE PLANNING COMMISSION ON THE 22nd DAY OF OCTOBER 2020

[Signed copy available at City Hall]

Bonnie Allen, Chair

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder