



**PLANNING COMMISSION SPECIAL SESSION MINUTES ~ APPROVED**  
**WEDNESDAY, MARCH 31, 2021 AT 6:00 PM**  
City Hall ~ 82877 Spruce St., Westlake, OR 97493

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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**

Chair Bonnie Allen called the March 31, 2021 Planning Commission meeting to order at 6:00 pm.

**2. ROLL CALL**

Roll Call was taken by Administrative Assistant Rapunzel Oberholtzer.

**Present:** Commissioner Bonnie Allen, Commissioner Wanda Phillips and Commissioner Jamie Gorder. There is one vacancy on the Commission.

**Absent and Excused:** Commissioner Ken Pesnell.

**Also Present:** City Administrator/Recorder Jamie Mills and Councilor Rory Hammond.

**3. OATH OF OFFICE**

City Administrator/Recorder Mills administered the Oath of Office to reappointed Commissioners Allen and Gorder.

**4. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**5. ELECT CHAIR AND VICE CHAIR**

**Commissioner Phillips made a motion to nominate Commissioner Allen as Chair. The motion was seconded by Commissioner Gorder and passed by unanimous vote.**

**Chair Allen nominated Commissioner Pesnell as Vice Chair. Commissioner Phillips seconded the motion and the motion passed by unanimous vote.**

**6. APPROVAL OF THE AGENDA**

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

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

### **A. Planning Commission Meeting Minutes of October 22, 2020**

**Commissioner Phillips made a motion to approve the Consent Agenda. The motion was seconded by Commissioner Gorder.**

There was some discussion about the definitions of Kitchen and Wet Bar that were included in the October meeting minutes. Commissioners agreed that the definitions should stand as agreed upon in the October meeting.

**The motion passed by unanimous vote.**

## **8. ANNOUNCEMENTS /CORRESPONDENCE**

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

A. There is a vacancy on the Planning Commission. The term ending date is January 11, 2023.

B. Dunes City is looking for a Permit Tech and a Planning Secretary—ASAP.

## **9. CITIZEN INPUT**

There was none.

## **10. UNFINISHED/OLD BUSINESS**

### **A. Review Chapter 155 Re Guest Houses**

Rapunzel referred Commissioners to copies of the Staff Report on Guest Houses that was included in their meeting packets and explained that she prepared the Staff recommendations for new language by pulling content from other cities' code, Lane County Code and Model Development Code. She went on to explain that Staff recommended changing the definition of Guest House in 155.1.3, deleting the definition of Accessory Dwelling in 155.1.3 and adding new language to describe guest houses and the standards for them in 155.2.1.200, or where most appropriate.

Following discussion, Commissioners agreed to accept the definition of Guest House proposed by Staff in the Staff Report and deleting the definition of Accessory Building.

Commissioners went on to discuss Staff's proposed description of Guest Houses and their standards. Commissioners agreed to accept the following new language:

*A guest house is a separate structure either constructed on site or a manufactured dwelling, but not a recreational vehicle. Guest houses shall be constructed from the same materials and style and design of the primary residence. One guest house shall be allowed per lot of record in the R-1 zone, provided that setback and height standards of the zone are met. The primary dwelling and guest house shall be considered as one dwelling unit. Land divisions separating an approved guest house from the primary dwelling shall not be allowed. A guest house must conform to the following standards:*

- 1. The maximum floor area of the guest house shall be eight hundred fifty (850) square feet excluding the garage.*
- 2. A guest house may include a toilet or bathroom plus one additional sink but shall not include a stove, oven or other cooking appliances.*
- 3. The guest house shall be located within one hundred (100) feet of the primary dwelling to which it is accessory. The distance shall be measured from the closest portion of each structure.*
- 4. The guest house shall receive all utilities via extensions of the same service lines as that of the primary dwelling for water, electric, gas, or alternative energy. No separate meters for the guest house shall be allowed.*
- 5. If the primary dwelling is on a septic system, then the guest house shall use the same septic system as the primary dwelling, pending certification that the existing system is adequate to accommodate the additional residential use.*
- 6. The guest house shall not have a separate address from the primary dwelling.*
- 7. A guest house shall not be rented for any purpose other than as part of the property as a whole.*

#### **B. Schedule Outdoor Lighting Ordinance Work Session**

Commissioners agreed to defer setting a date until the April meeting. Staff agreed to send emails to interested parties to find dates that fit with everyone's schedule.

### **11. NEW BUSINESS**

#### **A. Preview Chapter 155 Revisions Comparison**

Commissioners agreed to defer discussion until the April meeting.

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

Chair Allen announced that Commissioner Barry Sommer passed away in February, and noted that his unique personality and perspective would be missed.

## **11. ADJOURNMENT**

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

Chairman Allen adjourned the meeting at 7:02 pm.

**APPROVED BY THE PLANNING COMMISSION ON THE 27<sup>th</sup> DAY OF MAY 2021**

[Signed copy available at City Hall]

Bonnie Allen, Chair

ATTEST:

[Signed copy available at City Hall]

Jamie Mills, City Administrator/Recorder