



**PLANNING COMMISSION MEETING MINUTES ~ APPROVED
SPECIAL SESSION MONDAY, AUGUST 15, 2022 AT 6:00 P.M.**

City Hall ~ 82877 Spruce St., Westlake, OR 97493

The proceedings of the Dunes City Planning Commission are recorded and on file at Dunes City Hall.

Upon approval by the Planning Commission, these minutes will be available online at: www.dunescityhall.com.

1. CALL TO ORDER

Vice Chair Ken Pesnell called to order the Monday, August 15, 2022 Planning Commission Special Session meeting at 6:00 p.m.

2. ROLL CALL

Planning Secretary Lani Noroña took the Roll Call.

Present: Vice Chair Ken Pesnell, Commissioner Wanda Phillips, and Commissioner Jamie Gorder.

Absent: N/A

Absent / Excused: N/A

Also Present: Planning Secretary Lani Noroña, City Administrator/Recorder Jamie Mills.

3. PLEDGE OF ALLEGIANCE

All who wished to participate stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Commissioner Gorder made a motion to approve the Agenda.

Commissioner Phillips seconded the motion and the motion passed by unanimous vote.

5. APPROVAL OF THE CONSENT AGENDA

A. Minutes of the July 28, 2022 Planning Commission Meeting:

Commissioner Gorder made a motion to approve the Consent Agenda.

Commissioner Phillips seconded the motion and the motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

A. Ch. 155 revisions Staff Report to City Council still a work in progress

Planning Secretary Noroña reported that a Code conflict was discovered in Ch. 155.

One section states a partition is a Limited Land Use (LLU), Type II Administrative procedure, and another section states a partition is a Type III Quasi-Judicial procedure. There appears to be a typo that cites a non-existent section number (155.4.160).

The Ch. 155 revisions Staff Report to City Council is still a work in progress.

7. CITIZEN INPUT FOR ITEMS NOT LISTED ON THE AGENDA

There was none.

8. PUBLIC HEARING

There was none.

9. NEW BUSINESS

A. Planning Commission application submitted

Vice Chair Pesnell stated that applicant Rapunzel Oberholtzer would bring a unique understanding of planning and be a valuable member of the Planning Commission.

Commissioner Phillips made a motion that the Planning Commission recommend the City Council appoint Rapunzel Oberholtzer to the Planning Commission.

Commissioner Gorder seconded the motion. The motion passed by unanimous vote.

10. UNFINISHED / OLD BUSINESS

A. Planning Commission Chair vacancy

Vice Chair Pesnell stated his availability for the next three (3) months is limited and he is unsure if or when he can attend Planning Commission meetings. He clarified that he is willing to act as Chair for the interim and expressed a hope that Ms. Oberholtzer will be willing to act as Chair.

B. Update on July 31, 2022 Site Review

Planning Secretary Noroña reported that the City engineer reviewed the developer's plans for the lot Commissioners visited July 31, 2022. The City engineer stated the developer can proceed with this lot, but must submit geo engineered plans for development of the other three (3) lots, and that this agreement is now in all four property files.

Vice Chair Pesnell asked if the geo engineering is required because of the question about slopes. City Administrator/Recorder Mills answered yes and added that the partition plat map shows the City's conditions of approval regarding slopes. The City engineer visited the site with the developer and allowed development to continue on this lot, as it is one of the flatter lots.

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

A. City Administrator/Recorder Mills stated she will be unavailable until August 28th. She also the City still has two employment vacancies, one full-time Permit Administrator position and one part-time Administrative Assistant position.

B. Planning Secretary Noroña gave an update on the following:

1. A previous P.C. review of a proposal for two driveways on a residential lot.
The City is awaiting a revised Site Plan that shows only one (1) driveway, per Dunes City Code.
2. The City received a proposal for a partition of an existing residential lot into two residential lots.
The importance of a quorum and requirements for Public Notice and publishing were reviewed.

Commissioners tentatively decided on Thursday, September 29, 2022.
Planning Secretary Noroña will confirm dates with Commissioners via email.

12. ADJOURNMENT

Vice Chair Pesnell adjourned the meeting at 6:17 p.m.

APPROVED BY THE PLANNING COMMISSION ON THE 29th DAY OF SEPTEMBER, 2022.

[Signed Copy Available at City Hall]

Wanda Phillips, Acting Chair

ATTEST:

[Signed /Copy Available at City Hall]

Jamie Mills, City Administrator/Recorder