



**PLANNING COMMISSION MEETING MINUTES ~ APPROVED
SPECIAL SESSION - THURSDAY, SEPTEMBER 29, 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

Commissioner Wanda Phillips, acting Chair, called to order the Thursday, September 29, 2022 Planning Commission Special Session meeting at 6:00 p.m.

2. SWEARING IN OF COMMISSIONER RAPUNZEL OBERHOLTZER AND COMMISSIONER RICH OLSON

City Administrator/Recorder Jamie Mills administered the Oath of Office to newly appointed Planning Commissioners Rapunzel Oberholtzer and Rich Olson.

3. ROLL CALL

City Administrator/Recorder Jamie Mills called the Roll.

Present: Commissioner Wanda Phillips Commissioner Rapunzel Oberholtzer, and Commissioner Rich Olson.

Absent: N/A

Absent / Excused: Vice Chair Ken Pesnell, Commissioner Jamie Gorder, and Planning Secretary Lani Noroña.

Also Present: City Administrator/Recorder Jamie Mills.

4. PLEDGE OF ALLEGIANCE

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

4. APPROVAL OF THE AGENDA

Commissioner Oberholtzer made a motion to approve the Agenda.

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

5. APPROVAL OF THE CONSENT AGENDA

A. Minutes of the Monday, August 15, 2022 Planning Commission Meeting:

Commissioner Oberholtzer made a motion to approve the Consent Agenda.

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

6. ANNOUNCEMENTS / CORRESPONDENCE

City Administrator/Recorder Mills read aloud the following announcements:

- A. Dunes City Residential Development permits issued from August 17, 2022 to September 20, 2022 included one (1) mechanical, five (5) electrical, and one (1) new build.
- B. Updated copies of the 2019 Oregon Statewide Planning Goals were distributed to Commissioners.
- C. A copy of the 2021-2023 DLCDC Draft Policy Agenda was distributed to Commissioners. City Administrator/Recorder Mills suggested this be reviewed, noting that public comments can be submitted to DLCDC until October 23, 2022.

7. CITIZEN INPUT FOR ITEMS NOT LISTED ON THE AGENDA

There was none.

8. PUBLIC HEARING

There was none.

9. NEW BUSINESS

- A. Review Chapter 155 Code re: partition application

Commissioner Oberholtzer referred to Commissioners’ copies of Chapter 155, Section 155.4, in which various types of land use decisions are described. She pointed out that Dunes City Code is inconsistent in its options for processing some types of land use applications. She pointed out that in the past, the City opted to process partition applications as Type III (Quasi-Judicial) procedures, instead of Limited Land Use (LLU), as Dunes City Code for Type III applications clearly describes the submission requirements, public notice requirements, public hearing procedures, and approval criteria. The procedures and requirements for Limited Land Use decisions, allowed under Oregon Revised Statutes, are not as clearly described in Dunes City Code.

Commissioners and staff discussed City Code differences between Type III and LLU procedures.

Commissioner Oberholtzer made a motion to process a pending partition application as a Type III Quasi-Judicial procedure.

Commissioner Olson seconded the motion, with the caveat that the applicant be advised of the cost, requirements, and procedures for Type III Quasi-Judicial procedures.

The motion passed, with City staff noting that the applicant is aware of the requirements, and that staff has documented the material submitted with the application.

10. UNFINISHED / OLD BUSINESS

- A. Planning Commission Chair vacancy

Commissioners agreed to delay election of a Chair until more Commissioners are present.

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

Commissioners and staff discussed citizen concerns the Little Woahink Heights (LWH) subdivision development, especially of small lot sizes and septic system requirements.

City Administrator/Recorder Mills explained there is some confusion about the subject, as the lots in the approved and platted Little Woahink Heights (LWH) subdivision are all more than one acre. She added that a condition of approval for the LWH subdivision is that all lots are required to have alternative technology septic systems. She added that smaller lots of less than one acre are currently advertised for sale, but those smaller lots are not part of the LWH subdivision.

12. ADJOURNMENT

Commissioner Phillips adjourned the meeting at 6:54 p.m.

APPROVED BY THE PLANNING COMMISSION ON THE 27TH DAY OF OCTOBER, 2022.

[Signed Copy Available at City Hall]
Ken Pesnell, Vice Chair

ATTEST:

[Signed Copy Available at City Hall]
Jamie Mills, City Administrator/Recorder