



**PLANNING COMMISSION MEETING MINUTES ~ APPROVED**  
**THURSDAY, OCTOBER 27, 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](http://www.dunescityhall.com).

**1. CALL TO ORDER**

Vice Chair Ken Pesnell called to order the October 27, 2022 Planning Commission meeting at 6:03 p.m.

**2. ROLL CALL**

Planning Secretary Lani Noroña called the Roll.

**Present:** Vice Chair Ken Pesnell, Commissioner Jamie Gorder, Commissioner Rich Olson, and Commissioner Rapunzel Oberholtzer.

**Absent:**

**Absent / Excused:** Commissioner Wanda Phillips.

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

**3. 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 Gorder seconded the motion. The motion passed by unanimous vote.

**5. APPROVAL OF THE CONSENT AGENDA**

A. Minutes of the Thursday, September 29, 2022 Planning Commission Meeting:

Commissioner Oberholtzer made a motion to approve the Consent Agenda.

Commissioner Olson seconded the motion.

Vice Chair Pesnell asked if the September 21, 2022 draft City Council minutes were part of this Consent Agenda. He asked if the 2042 date for the extension of time to install fish screens was a typo. City Administrator/Recorder Mills confirmed that the extended deadline is 2042.

Vice Chair Pesnell stated he agreed with Councilor Mallen's report of a thin layer over the pothole on Cloud Nine Rd., which is breaking up. He added that the edge of the road is also starting to crack.

Vice Chair Pesnell asked about the phrase “restrictive horizon”, regarding the discussion of Little Woahink Heights subdivision in the September 21, 2022 draft City Council minutes. City Administrator/Recorder Mills explained there are court-ordered Conditions of Approval for the Little Woahink Heights subdivision.

Vice Chair Pesnell referred to the Commissioner Oberholtzer’s earlier motion and Commissioner Olson’s second, for approval of the Consent Agenda. The motion passed by unanimous vote.

## 6. ANNOUNCEMENTS / CORRESPONDENCE

Planning Secretary Noroña informed Commissioners of two (2) important items not on the printed and distributed Agenda:

1. There is a Town Hall meeting on Tuesday, November 1, 2022 at City Hall, regarding an auction for property that includes the dams on Siltcoos and Tahkenitch lakes.
2. Dunes City hired Rebecca Rozier, a second part-time Administrative Assistant, and Pam Palmer, a full-time Permit Administrator.

### A. Dunes City Residential Development permits issued from 9-20-2022 to 10-19-2022:

One (1) structural permit, for a new garage and one (1) electrical permit for garage wiring.

City staff and Commissioners discussed sale of lots in the Little Woahink Heights (LWH) subdivision, and development requirements such as lot size, lot slope, wastewater concerns, and meeting setbacks. One particularly small, steep, waterfront lot with no identified water source and an easement to put the septic drainfield on another property makes development of that lot challenging and expensive.

Vice Chair Pesnell asked about narrow roads and overgrowth along roads in the subdivision. City Administrator/Recorder Mills informed Commissioners that the City has no roads department. She added that Brent Chipps does trimming along City streets with the City’s bucket lift truck and the City is exploring a possible Inter-Governmental Agreement (IGA) with the City of Florence.

### B. City Council draft minutes from the September 21, 2022 meeting

Planning Secretary Noroña apologized for listing these City Council draft minutes under announcements and agreed with Vice Chair Pesnell that the draft City Council minutes are part of the Consent Agenda.

### C. A handout, with instructions for submitting comments to DLCD, about the draft updated Policy agenda is in the meeting packets.

Planning Secretary Noroña informed Commissioners the Department of Land Conservation and Development (DLCD) is soliciting comments. The handout has instructions for submitting comments about the DLCD’s updated draft version 2021-2023 Policy agenda. She clarified that the original draft of the DLCD 2021-2023 Policy Agenda was previously distributed and this is the update of that draft. Planning Secretary Noroña told Commissioners she would re-send an electronic copy of this updated draft policy.

Commissioner Oberholtzer noted that the 2021-2023 DLCD draft policy agenda mentions housing, and that housing will continue to be at the forefront of discussions at every agency in this state. She added that DLCD proposes to expand statewide Goal 1, Citizen Involvement and this might involve more specific State guidelines about alternative communication methods like email and social media, and this reminded her that Commissioners need to keep Citizen Involvement in mind during discussions.

Vice Chair Pesnell asked when water bills are sent.

City Administrator/Recorder answered that water bills are delayed this year, due to requirements for fish screen installation and associated record keeping.

## **7. CITIZEN INPUT FOR ITEMS NOT LISTED ON THE AGENDA**

There was none.

## **8. PUBLIC HEARING**

There was none.

## **9. NEW BUSINESS**

### **A. Election of Planning commission Chair and Vice Chair**

Vice Chair Pesnell stated his current work schedule demands travel, with no sign of abating. Commissioners discussed the vacancies and their respective work schedules.

Commissioner Oberholtzer volunteered to serve as Chair, until the January, 2023 elections. Vice Chair Pesnell thanked Commissioner Oberholtzer and expressed appreciation for her wealth of experience.

There were no other volunteers and Commissioners unanimously affirmed that Commissioner Oberholtzer serve as Chair until the January, 2023 elections.

As there were no other volunteers, Vice Chair Pesnell offered to continue as Vice Chair, for now, if that is what Commissioners want.

Commissioners unanimously affirmed that Vice Chair Pesnell continue as Vice Chair.

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

### **A. Schedule the next Planning Commission meeting**

Vice Chair Pesnell asked if any business is coming before the Planning Commission in November. Planning Secretary answered no and detailed a delay in the submitted application for a partition. Commissioners discussed their availability for potential November and December dates. Commissioners decided to cancel the November, 2022 Planning Commission meeting and scheduled the next meeting for Thursday, December 15, 2022. This will be a Special Session.

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

Commissioner Oberholtzer asked about Water Rights, specifically what is expected to result from the November 1, 2022 Town Hall meeting about the auction.

City Administrator/Recorder Mills answered the City wants to hear ideas from the community. She explained that Dunes City records do not indicate the City was informed of a 2004 Order mandating the Siltcoos lake level be maintained at eight feet, even though the City is a party to that action. The City was operating under a previous Order mandating a five-foot level, with the minimum level at three feet.

Commissioners and staff discussed lake levels, measurements and points where measurements are taken, and potential changes as a result of the auction. Removal of the dam was the main concern, especially for those residents who use Siltcoos Lake as a water source, as Siltcoos Lake is shallow.

Commissioners also discussed health concerns, protected species in Siltcoos Lake, the auction reserve price, and concerns over possible manufacturing on the lake.

Commissioner Olson stated that lower lake levels affect the aquifer, and result in wells going dry.

City Administrator/Recorder Mills informed Commissioners that many area wells are salinized, as a result of the State Watermaster holding the lake levels at five feet.

## **12. ADJOURNMENT**

Vice Chair Pesnell adjourned the meeting at 6:41 p.m.

**APPROVED BY THE PLANNING COMMISSION ON THE 15<sup>TH</sup> DAY OF DECEMBER, 2022.**

[Signed Copy Available at City Hall]

Ken Pesnell, Vice Chair

ATTEST:

[Signed Copy Available at City Hall]

Jamie Mills, City Administrator/Recorder