



PLANNING COMMISSION MEETING MINUTES ~ APPROVED REGULAR SESSION - THURSDAY, MARCH 23, 2023 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

Chair Rapunzel Oberholtzer called to order the Thursday, March 23, 2023 Planning Commission Regular Session meeting at 6:02 p.m.

2. SWEARING IN OF COMMISSIONER GAIL NICHOLS

City Administrator/Recorder Jamie Mills administered the Oath of Office to newly appointed Planning Commissioner Gail Nichols.

3. ROLL CALL

Planning Secretary Lani Noroña called the Roll.

Present: Chair Rapunzel Oberholtzer, Vice Chair Ken Pesnell, Commissioner Jamie Gorder, Commissioner Ed McGuire, and Commissioner Gail Nichols.

Absent: N/A

Absent / Excused: N/A

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

4. PLEDGE OF ALLEGIANCE

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

5. APPROVAL OF THE AGENDA

Vice Chair Pesnell made a motion to approve the amended Agenda. Commissioner Nichols seconded the motion. The motion passed unanimously.

6. APPROVAL OF THE CONSENT AGENDA

- A. Draft minutes of the Planning Commission's Thursday, January 26, 2023 meeting.
Vice Chair Pesnell made a motion to approve the Consent Agenda.
Commissioner Gorder seconded the motion. The motion passed unanimously.

7. ANNOUNCEMENTS / CORRESPONDENCE

Planning Secretary Noroña announced the following:

- A. A Public Hearing of Ordinance No. 259, Chapter 155 revisions, is scheduled for the May 17, 2023 City Council meeting.

Vice Chair Pesnell informed the Commission that he is unavailable May 17, 2023. Chair Oberholtzer suggested that at the next P.C. meeting, Commissioners could compose a statement to City Council about Ordinance No. 259, Ch. 155 revisions, and this could be presented at the May 17, 2023 City Council meeting. Commissioners agreed this is a good idea.

- B. Dunes City Residential Development permits issued from 2-15-2023 to 3-14-2023:

Four (4) Structural, five (5) Mechanical, two (2) plumbing, nine (9) Electrical, four (4) driveway access, and one for (1) excavation and grading.

One (1) new build permit is included in the Structural, Mechanical, and Plumbing permits, as those are issued jointly (SMP) for a new build.

City Administrator/Recorder Mills reported there are currently fifteen (15) new homes being built in Dunes City.

She informed Commissioners that City staff attended the March 17, 2023 Job Fair at Siuslaw High School, where there were some promising internship candidates for learning basic office skills and assisting with projects.

Chair Oberholtzer asked if an intern would attend Planning Commission and/or City Council meetings.

City Administrator/Recorder Mills said attending meetings is part of the plan.

- C. Draft minutes from the February , 2023 City Council meeting.

Vice Chair Pesnell pointed out that the Road Reports in the February 15, 2023 City Council minutes include comments that there is not enough space to turn around at the end of Meadow Lake Way. He said that is not accurate, that there is plenty of space for emergency vehicles to turn around and they have done so. He added that Meadow Lake Way is well maintained.

8. CITIZEN INPUT FOR ITEMS NOT LISTED ON THE AGENDA

There was none.

9. PUBLIC HEARING

There was none.

10. NEW BUSINESS

A. Review P.C. Memo to City Council, re: Erhart Partition

Chair Oberholtzer presented a draft Memo to City Council, which she proposed to accompany the Planning Commission's Findings and Recommendation regarding the Erhart Rd. partition application.

Commissioner Gorder agreed the Memo is a good idea, making it easy to see that the Planning Commission ensured all requirements are met.

Commissioner McGuire asked staff if they had located a driveway access permit that would serve the proposed, newly created lot.

Planning Secretary Noroña answered yes, staff located an approved driveway access permit that would serve the proposed, newly created lot.

Chair Oberholtzer offered to sign the Memo, on behalf of the Commission.

Commissioners agreed that Chair Oberholtzer should sign the Memo.

B. Planning Commissioner Training

Chair Oberholtzer mentioned the League of Oregon Cities (LOC) March 15, 2023 virtual training. She asked staff when the recording might be available and how much it would cost.

Planning Secretary Noroña stated that the price to attend is \$79 per person, but the LOC has not indicated when the recorded training will be available, nor provided the discount price to view the recorded training.

City Administrator/Recorder Mills informed Commissioners that arrangements could be made to view the training in the Community Center, if Commissioners prefer to meet and view it as a group.

Commissioners and staff discussed LOC bulletins, articles, and contact information.

Chair Oberholtzer mentioned that in the past, the Department of Land Conservation and Development (DLCD) had training for Planners and asked staff to find out if this training is still available and if DLCD will provide any training links.

City Administrator/Recorder Mills informed Commissioners that the City's insurer requires other training, such as Ethics, Non-discrimination, Harassment.

Commissioner McGuire asked about Additional Dwelling Units (ADUs).

Commissioners and staff discussed proposed State legislation and different ADU requirements for counties and cities with populations of a certain size, and whether Dunes City is, or will be, required to allow ADUs. There was some discussion about future state legislation and how it could impact Dunes City.

Commissioners and staff discussed current City Code, proposed Code changes, and whether the proposed changes adequately address ADUs and multi-family housing. During discussion, Commissioners noted that future changes might be made to the Zoning and Development Code, but that proposed changes are a good starting point that provides some City oversight that does not exist in current Code.

Commissioner Nichols asked for Dunes City's current population.

City Administrator/Recorder Mills answered that it is estimated at 1,426.

11. UNFINISHED / OLD BUSINESS

A. Schedule the next Planning Commission meeting.

Commissioner Gorder stated she will be out of town for April 27, 2023, the date of the next regularly scheduled Planning Commission meeting.

Commissioners agreed to keep the regularly scheduled P.C. meeting for 6:00 p.m., Thursday, April 27, 2023.

12. UNSCHEDULED ITEMS NOT ON THE AGENDA FOR THE GOOD OF THE ORDER

Vice Chair Pesnell asked about a lot in the Little Woahink Heights subdivision.

He stated the lot is marked "Lot 14", and has been completely cleared. He said his concern is that the Planning Commission addressed vegetation removal and run-off during their review of the subdivision.

Commissioners and staff agreed to review the Conditions of Approval for the LWH subdivision and to continue this discussion at their April 27, 2023 meeting.

13. ADJOURNMENT

Commissioner Gorder made a motion for adjournment.

Vice Chair Pesnell and Commissioner Nichols seconded the motion.

The motion passed unanimously.

Chair Oberholtzer adjourned the meeting at 7:02 p.m.

APPROVED BY THE PLANNING COMMISSION THE 27TH OF APRIL, 2023.

[Signed Copy Available at City Hall]

Rapunzel Oberholtzer, Chair

ATTEST:

[Signed Copy Available at Cit Hall]

Jamie Mills, City Administrator/Recorder