



**PLANNING COMMISSION MEETING MINUTES ~ APPROVED  
SPECIAL SESSION NOVEMBER 21, 2024 AT 6:00 PM**

City Hall ~ 82877 Spruce St. Westlake, OR

These proceedings of the Dunes City Council 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.gov](http://www.DunesCity.gov).

**1. CALL TO ORDER**

Chair Rapunzel Oberholtzer called the Thursday, November 21, 2024 Special Session of the Dunes City Planning Commission meeting to order at 6:00 p.m.

**2. ROLL CALL**

City Administrator Lila Timmons called the roll.

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

Commissioner Sean Grundon was absent.

**Also Present:** City Administrator Lila Timmons, and Jeanne Jackson.

**3. PLEDGE OF ALLEGIANCE TO THE FLAG**

All who were present stood for the Pledge of Allegiance.

**4. CONSIDERATION OF THE AGENDA**

Chair Rapunzel Oberholtzer asked if there were any questions or comments regarding the agenda. There were none.

Commissioner Gail Nichols made a motion to approve the Agenda. Commissioner Jamie Gorder seconded the motion. The motion passed unanimously.

**5. CONSIDERATION OF THE CONSENT AGENDA**

Chair Rapunzel Oberholtzer asked if there were any questions or comments.

Chair Rapunzel Oberholtzer stated that she had a few corrections to the Planning Commission minutes.

Vice Chair Ken Pesnell also had a change for the Planning Commission minutes.

Vice Chair Ken Pesnell made a motion to approved the amended consent agenda. Commissioner Gail Nichols seconded the motion. The motion passed unanimously.

## **6. ANNOUNCEMENTS / CORRESPONDENCE**

### **A. City Council Regular Session minutes from November 6, 2024 meeting**

Chair Rapunzel Oberholtzer asked if there were any questions regarding the City Council meeting minutes.

Vice Chair Ken Pesnell asked if the Clean Rivers proposal was for a property. It was confirmed that it was for a property.

City Administrator Lila Timmons stated that in January, Hui Rodomsky, the South Coast Regional Representative, planned to come to a Planning Commission meeting.

City Administrator Lila Timmons also stated that she had heard from the City Attorney regarding numbering Ordinances and that it was a best practice to number Ordinances sequentially. The City Administrator had also asked the attorney about a possible HIPAA violation in Chapter 155. The City Attorney felt that it was not a HIPAA violation since Dunes City is not a healthcare provider.

## **7. CITIZEN INPUT**

Citizen Geneva Jackson stated that Lane County allows mother-in-law units and that Dunes City should consider allowing those as well. She further stated that she has not felt welcome at meetings in the past.

Citizen Jeanne Jackson stated that she too has felt unwelcome at meetings.

## **8. NEW BUSINESS**

### **A. Schedule Next Planning Commission Meeting.**

December 12, 2024

Chair Rapunzel Oberholtzer stated that Planning Commission packets are also on the website.

## **9. UNFINISHED/OLD BUSINESS**

### **A. Chapter 155 Remand from City Council (Continued)**

Follow up on Multi-Family Housing

Follow up on Accessory Dwelling Unit

Follow up on Building an Outbuilding Before a Home

Chair Rapunzel Oberholtzer stated that DLCD has suggested that multi-family housing should not be a Conditional Use Permit and it has been suggested that multi-family housing should be moved to Special Standards.

Chair Rapunzel Oberholtzer stated that on page 21, there were definitions of Multi-Family Housing and Multi-Family Dwelling and asked if any changes were proposed. Chair Rapunzel Oberholtzer stated that no changes were to be made.

On page 45, in the table of contents, Chair Rapunzel Oberholtzer asked if the Commission wanted to change any references from Guest Houses to ADU's or Multi-Family. It was decided that Guest Houses changes to Multi-Family and that Bed and Breakfasts change to ADU's. It was decided that these changes would also apply to page 50. Vice Chair asked if Short-Term Rentals would be addressed. Chair Rapunzel Oberholtzer stated that Short-Term Rentals are addressed in the Ordinance.

Chair Rapunzel Oberholtzer stated that also on page 50, in paragraph A-1 in 155.2.1.110, the current code states the "One single family dwelling per lot" needs to be changed but asked what the correct language should be. It was decided is should be "Maximum of 4 dwelling units per lot".

Chair Rapunzel Oberholtzer stated that the definitions on page 21 should be addressed. Vice Chair Ken Pesnell suggested that Multi-Family Dwelling should be changed to "A building in which 2-4 residential units...". Chair Rapunzel Oberholtzer suggested that Multi-Family Housing should read, "Multi-family housing is housing that provides for up to 4 separate dwelling units on a single legal lot and shares courtyard, playground, parking area, or other communal areas. It was then decided to leave those definitions for a later date.

Chair Rapunzel Oberholtzer suggested the Commissioners look at the definition of dwelling on page 13 and its possible deletion. Vice Chair Ken Pesnell suggested deleting Dwelling, Dwelling-Single Family, Dwelling-Two Family and adding to Dwelling Unit to say, "but excluding hotels, motels, mobile homes, camping vehicles and travel trailers." All c Commissioners agreed.

Chair Rapunzel Oberholtzer stated that on page 51, Multi-Family, Guest Houses, and Bed & Breakfast should be deleted from the list. All Commissioners agreed.

Chair Rapunzel Oberholtzer asked "Structure Height" needed to be adjusted. Vice Chair Ken Pesnell stated that it shouldn't be different than any other building. All Commissioners agreed.

Chair Rapunzel Oberholtzer asked about the last sentence regarding density. This was not decided upon and being delayed for further discussion.

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

Chair Rapunzel Oberholtzer asked the Planning Commissioners if anyone had anything. Vice Chair Ken Pesnell stated that there was a comment in the Dunes City code in question 9 of the survey that has already been changed by the Planning Commission.

## **11. ADJOURNMENT**

Commissioner Gail Nichols made a motion to adjourn the meeting. Commissioner Jamie Gorder seconded the motion. The motion passed unanimously.

Chair Rapunzel Oberholtzer adjourned the meeting at 7:57 pm.

**APPROVED BY THE DUNES CITY PLANNING COMMISSION ON THE 12th DAY OF  
DECEMBER, 2024.**

[Signature on File]

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Rapunzel Oberholtzer, Planning Commission Chair

ATTEST:

[Signature on File]

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Lila Timmons, City Administrator/Recorder