



**CITY COUNCIL WORK SESSION MINUTES ~ APPROVED
MAY 1, 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 City Council, these minutes will be available online at www.DunesCity.com

1. CALL TO ORDER

Council President Susan Snow called the Wednesday, May 1, 2024 meeting of the Dunes City Council to order at 6:01 pm.

2. ROLL CALL

Roll Call was taken by City Administrator Jamie Mills

Present: Council President Susan Snow, Councilor Joe Giammona, Councilor Melissa Stinson, Councilor Chris Clemons, Councilor Rich Olson (arrived after meeting started) and Councilor Tom Mallen

Absent and Excused: Mayor Ed McGuire

Also Present: City Administrator/Recorder Jamie Mills, Planning Secretary Lila Timmons, and various Dunes City residents.

3. PLEDGE OF ALLEGIANCE TO THE FLAG

4. CONSIDERATION OF THE AGENDA

Councilor Chris Clemons made a motion to approve the amended agenda to include the Pledge of Allegiance. Councilor Melissa Stinson seconded the motion. The motion to approve the amended agenda passed unanimously.

5. ANNOUNCEMENTS/CORRESPONDENCE

City Administrator Jamie Mills stated that if any of the Councilors were interested in receiving an election packet to let Lila Timmons know and one will be provided.

City Administrator Jamie Mills also stated that she believed her retirement date was June 2nd.

6. OLD BUSINESS

A. Short-Term Rental Ordinance

a. Review of the proposed changes made to Ordinance 256-B

There were discussions regarding the different colors in the document.

Council President Susan Snow stated that they will start on page 3 and go over all the colored verbiage to ensure that the document states what the Councilors had agreed upon.

Council questioned the definition "Authorized Agent". Council President Susan Snow asked if there were any questions or comments. Councilor Melissa Stinson and other councilors felt that the added verbiage is to be stricken.

Council President Susan Snow stated that the Council should go onto Emergency Contact. The Council discussed where this verbiage came from. City Administrator Jamie Mills stated that if a term is introduced into the document, then it needs to be added to the definitions. Councilor Melissa Stinson asked about the 15 minute response time stating that she thought that was changed to 30 minutes. Council President Snow agreed. Councilor Tom Mallen confirmed that the change was made to 30 minutes.

Council President Susan Snow asked if anyone had a comment about the first yellow section on page 4. Councilor Melissa Stinson stated that she thought the City was allowing a certain percentage of Short-Term Rentals and not a specific number. Councilor Joe Giammona answered that yes, the agreed percentage was 5%. Council President Susan Snow stated that the number turned out to be 38 and Mayor Ed McGuire decided to round it up to 40.

Council President Susan Snow asked about the definition for Revocation.

Council moved on to Short-Term Rental definition. Council President Susan Snow stated that this term was struck from her notes and asked what the other Council members remembered. Councilor Joe Giammona asked if the other terms in this paragraph needed to be defined or directed to where these terms were identified in code. Planning Commission Chair Rapunzel Oberholtzer expressed her concern for directing to other documents to get answers. City Administrator Jamie Mills stated that she thought the Council had decided to strike out the red verbiage in the Short-Term Rental definition.

Councilor Chris Clemons stated that the bed and breakfast piece should be left in the ordinance. Councilor Melissa Stinson felt that the Council should move on until the whole Council could decide.

Council President Susan Snow asked about the term Resident Owner.

City Administrator Jamie Mills clarified that the last sentence of the Short-Term Rental definition is okay how it is modified. The Council agreed.

City Administrator Jamie Mills also stated that the current Short-Term Rentals were coming up for renewal and the Council was running out of time.

Councilor Melissa Stinson asked if it was possible to extend their licenses.

Councilor Chris Clemons stated that he could not find Resident Owner in the

document. Councilor Tom Mallen felt that it could be struck out.

Councilor Melissa Stinson stated that the section Short-Term Rentals should read, "Short-Term Rental(s) does not mean: recreational vehicle parks where only parking is provided to RV owners or campgrounds; and excluding commercial property."

Councilor Rich Olson joined the meeting.

The Councilors had a discussion about the Short-Term Rental definition and decided to keep the "including bed and breakfasts" in red.

Councilor Joe Giammona asked about the term "transient lodging". Councilor Melissa Stinson suggested striking out the red plus where it says Short-Term Rentals and transient lodging. Councilor Melissa Stinson made a suggestion to strike out more of the paragraph, especially where it states "transient lodging". City Administrator Jamie Mills mentioned that there is another definition of Short-Term Rental in the example from another entity. Chris Clemons stated that he recommended that definition except he wanted to take out the part about commercial property. Council President Susan Snow asked the Council if they wanted to use the definition from the other entity. Councilor Melissa Stinson stated that the Council may want to look to add more of the information from the other entity's ordinance. Councilor Melissa Stinson further stated that maybe "tents" need to be added to the Ordinance. City Administrator Jamie Mills stated that a big change between the two definitions is that current Dunes City code limits Short-Term Rentals to those that use a platform to manage the Short-Term Rentals. Councilor Chris Clemons suggests that the other entity's definition be changed to "A permanent residential dwelling unit or any portion of a residential property,...". Council President Susan Snow stated that the last sentence of the current code will attach to the other entity's definition. Council Melissa Stinson asked if the Councilors wanted to change the 28 days to 29 because of leap year in the definition. The Councilors agreed.

Council President Susan Snow went on to the bottom of page 5 and made sure that all Councilors were in agreement to leave in the red sentence that had been added.

Council President Susan Snow confirmed with the Council that paragraph C is to be deleted. City Administrator Jamie Mills mentioned that the code should mention that the City Council has the authority to change the number of Short-Term Rentals allowed by resolution. The Council agreed.

Council President Susan Snow moved on to Permit Fees, Number 2. Councilor Tom Mallen stated that the Local Representative has been changed to Emergency Contact. Councilor Melissa Stinson questioned whether or not a contact had to live in Dunes City. Councilor Chris Clemons stated that the Council had discussed that any contact needed to be able to get to Dunes City within 30 minutes. Councilor Chris Clemons stated that there is a lot of redundancy in this paragraph. The others Councilors agreed and expressed an interest to clean up the paragraph, reduce the redundancy and maybe make some bullet points. City Administrator Jamie Mills stated that this section is the information needed to fill out a Short-Term Rental permit.

Council President Susan Snow stated that the sentence on the top of page 7 will remain. Councilor Joe Giammona stated that in the next paragraph the last sentence could be deleted.

Councilor Joe Giammona asked about the purpose of paragraph 3. City Administrator Jamie Mills stated that if an applicant signs the permit, the information on the permit

can be released to the public if asked.

Councilor Joe Giammona asked if the City has legal authority to ask for in paragraph number 4.

The Councilors discussed paragraph 5. Councilor Joe Giammona stated that he suggests using the 16. p. paragraph in regards to a private, on-site septic system. The Councilors agreed.

Council President Susan Snow asked if the Councilors approved of paragraph 7. The Councilors felt it was acceptable.

Council President Susan Snow asked about paragraph 8. Councilor Melissa Stinson asked if those with Dunes City water rights would be affected. Melissa Stinson further asked if the systems could handle the additional use by a Short-Term Rental. It was suggested to speak with the lawyer and/or Water Master.

Council President Susan Snow asked about paragraph 9. City Administrator Jamie Mills stated that it was an additional asked for by staff. The Councilors agreed to the paragraph.

City Administrator Jamie Mills stated that paragraph 10 was giving staff the authority to require additional information if they felt it was needed. Councilor Melissa Stinson asked if that could be clarified. Councilor Tom Mallen offered a suggestion.

Councilor Joe Giammona changed it to read, "Such other information in the application as the City Administrator deems necessary to approve or deny administer this Chapter 123.

Councilor Joe Giammona asked when the Short-Term Rentals are expiring.

Councilor Tom Mallen stated that he thought the City had a moratorium on Short-Term Rentals. City Administrator Jamie Mills stated that there was not a moratorium. A moratorium needs to be voted on by the citizens. Councilor Joe Giammona asked if the City could extend the current Short-Term rentals so that the Council could finish the new Ordinance.

Council President Susan Snow stated that there were 35 current Short-Term Rentals.

Council President Susan Snow stated that the extension for Short-Term Rentals would be tabled until the next City Council meetings.

Councilor Tom Mallen asked if we were accepting money. City Administrator Jamie Mills stated that some money has been accepted. The Council stated that they wanted the funds returned.

Councilor Joe Giammona stated that we should add if an applicant falsifies any information on the application, it should be deemed disqualified from a Short-Term Rental permit.

Council President Susan Snow stated that the Council will start on page 8 at the next work session.

7. NEW BUSINESS

A. Begin review of Comprehensive Plan for referral to the Planning Commission

8. FOR THE GOOD OF THE ORDER

Council President Susan Snow stated that she felt family was most important and that the Council wanted to give City Administrator Jamie Mills the opportunity to stay at home, take care of her husband and not worry about Dunes City business. Council

President Susan Snow further stated that this would help the staff find the holes in office assignments. President Susan Snow confirmed with Lila Timmons that she could perform the duties with Jamie Mills as a safety net until her retirement date. Council President Susan Snow stated that the Council would like to offer City Administrator Jamie Mills their gratitude for all of her time and effort in supporting Dunes City. The Council wants to give her their highest appreciation for all the services she has provided Dunes City. Council President Susan Snow stated that City Administrator Jamie Mills is free to stay home unless called in to help and that ask her to continue to support Dunes City business in all aspects which the Council knows she will do.

9. ADJOURNMENT

Councilor Susan Snow ended the meeting at 8:47 pm.

APPROVED BY THE DUNES CITY COUNCIL ON THE 15TH DAY OF MAY, 2024.

[Signature on file at Dunes City Hall]
Susan Snow, Council President

ATTEST:

[Signature on file at Dunes City Hall]
Lila Timmons, Acting City Administrator