



PLANNING COMMISSION MEETING MINUTES ~ APPROVED REGULAR SESSION JULY 25, 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.DunesCityhall.com

1. CALL TO ORDER

Chair Rapunzel Oberholtzer called the Thursday, July 25, 2024 Regular Session of the Dunes City Planning Commission meeting to order at 6:00 p.m.

2. ROLL CALL

City Administrator/Recorder Lila Timmons called the roll.

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

Sean Grundon arrived at 6:20 pm.

Also Present: Acting City Administrator Lila Timmons, Dunes City Citizens Jeanne Jackson and Geneva 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 any of the Commissioners had any questions or comments regarding the Agenda as presented. 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. There were none.

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

6. ANNOUNCEMENTS / CORRESPONDENCE

A. City Council Work Session minutes from July 3, 2024 meeting

B. City Council Regular Session minutes from June 19, 2024 meeting

Planning Commission Meeting Minutes ~ Approved

C. Permit Report from June 9, 2024 to July 14, 2024

Chair Rapunzel Oberholtzer mentioned that the Short-Term Rental Ordinance will be discussed at the next City Council meeting.

Chair Rapunzel Oberholtzer stated that the City is holding a Sign Contest for a new Dunes City sign.

Chair Rapunzel Oberholtzer mentioned the LOC Guide to Homelessness.

Chair Rapunzel Oberholtzer stated that at the last City Council meeting, the City Council approved with conditions the Conditional Use Permit application that the Planning Commission recommended.

City Administrator Lila Timmons talked about the “Meet & Greet” that was open to all Dunes City citizens that would like to meet the candidates or become candidates themselves for the next election.

7. CITIZEN INPUT

Citizen Jeanne Jackson asked about the election candidates that are running. She further stated that it is hard to be a part of the conversation in a meeting when the Citizen Input comes before substantial Agenda Items. She also mentioned that it would be nice to get copies of 259.

Citizen Geneva Jackson stated that she was glad to see the Commission is still working through 155. She further stated that she hopes that the Commission is taking into consideration all of the citizen comments.

8. NEW BUSINESS

A. Schedule Next Planning Commission Meeting August 22, 2024

Chair Rapunzel Oberholtzer asked the Commissioners if they all would be able to attend the next Planning Commission Meeting on August 22, 2024. Commissioner Gail Nichols will be out of town.

Chair Rapunzel Oberholtzer warned the Commission that there is a possibility of a Public Hearing at the September 26, 2024 meeting and asked the Commissioners if they will be available.

9. UNFINISHED/OLD BUSINESS

A. Chapter 155 Remand from City Council (Continued)

Follow up on Citizen Comment

Chair Rapunzel Oberholtzer started the discussion with a Citizen Comment on pages 101 & 102 regarding Vehicular Access and Circulation.

Vice Chair Ken Pesnell asked if this is at the Commissions discretion. It was decided to keep the verbiage the same.

Chair Rapunzel Oberholtzer talked about the next comment on culverts and adding the statement about non-conforming easements but make it for driveways. It was decided to add a new “e” that was previously discussed.

Chair Rapunzel Oberholtzer stated that on pages 103, and 104, there were no public and/or staff comments.

On page 105, there were no public or staff comments, but Chair Rapunzel Oberholtzer, mentioned that on page 61, allowed uses were described as Business and Professional Offices, but on the table

on page 105, it states business, professional, or government offices. She then asked if the Commissioners would like the verbiage to be consistent. The Commission decided to change the table on page 105 to Businesses and Professional Offices.

Chair Rapunzel Oberholtzer stated that on page 106, there were no public or staff comments but noticed in the table that there was different wording. The Commission decided to add “Medical Offices” to the “Clinic” on page 61 for consistency. Again, for consistency, the Commission decided to add “Cafes” to the “Restaurants” part of the table on page 106.

Chair Rapunzel Oberholtzer stated that depending on the action by the City Council regarding the Short-Term Rental Ordinance, Bed and Breakfast may need to be updated on pages 51 and 106.

Chair Rapunzel Oberholtzer stated that on page 61, there is an extra category for “Financial Services” and asked if that should be deleted. The Commission agreed.

Chair Rapunzel Oberholtzer stated that there were no public or staff comments on page 107.

Chair Rapunzel Oberholtzer stated there was a comment on page 108 that the top graphic of a parking diagram should be moved to page 110. The Commission agreed.

Chair Rapunzel Oberholtzer stated that the graph on page 109 was to be deleted.

Chair Rapunzel Oberholtzer stated that there were no public or staff comments on pages 111, 112, 113, and 114.

Vice Chair Ken Pesnell asked if Multifamily Residential was taken out of 155 and therefore not needed on page 113. The Commission decided to revisit this question once they reach page 195.

Chair Rapunzel Oberholtzer stated that there was no citizen comment but there was a staff comment to discuss. The Commission decided to revisit this question at the next meeting.

Chair Rapunzel Oberholtzer stated that on page 116, there was no public or staff comment.

Chair Rapunzel Oberholtzer stated that there was a staff comment that a table on page 117 designated the paving width of the streets to add sidewalks and/or parking. Vice Chair Ken Pesnell and Chair Rapunzel Oberholtzer stated that this has not been discussed by the Planning Commission in the past so the Commission decided not to change this section.

Chair Rapunzel Oberholtzer stated that there were no public and staff comments on pages 118, 119, 120, and 121.

Chair Rapunzel Oberholtzer stated that on page 122 there was a staff comment under the “Utilities” section in yellow text that was added after the initial Planning Commission review and the Commission decided this should be deleted.

Chair Rapunzel Oberholtzer stated that there were no public or staff comments on pages 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134 and 135.

Planning Commission decided to begin with section Applications and Review Procedures at their next meeting.

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

Chair Rapunzel Oberholtzer stated that the Planning Commission is the Committee for Citizens Involvement which oversees the methods for gathering Citizen Input. Citizen Geneva Jackson stated that the Committee for Citizens Involvement used to be a stand-alone committee. Chair Rapunzel Oberholtzer then stated that in 2014, the Planning Commission was named the Committee for Citizens Involvement by an amendment to the Comprehensive Plan. She further stated that it complied more tightly with Statewide Planning Goals. If the City Council asks for specific committees, they now are Citizen Advisory Committees for citizen involvement and are ad-hoc committees and provide feedback.

Citizen Geneva Jackson asked about the time allowed in meetings for citizens to speak. Chair Rapunzel Oberholtzer stated that the State allows cities to decide how much time is dedicated per meeting for citizen input and it is posted on the Agenda.

11. ADJOURNMENT

Vice Chair Ken Pesnell made a motion to adjourn the meeting. Commissioner Gail Nichols seconded the motion. The motion passed unanimously.
Chair Rapunzel Oberholtzer adjourned the meeting at 7:25 pm.

APPROVED BY THE DUNES CITY PLANNING COMMISSION ON THE 22nd DAY OF AUGUST, 2024.

[Signature on File]

Rapunzel Oberholtzer, Planning Commission Chair

ATTEST:

[Signature on File]

Lila Timmons, City Administrator/Recorder