



## **PLANNING COMMISSION MEETING MINUTES ~ APPROVED**

### **REGULAR SESSION - THURSDAY, APRIL 25, 2024 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**

Chair Rapunzel Oberholtzer called the Planning Commission's April 25, 2024 Regular Session to order at 6:00 pm.

#### **2. NEW COMMISSIONER/OATH OF OFFICE**

Lila Timmons administered the Oath of Office to Sean Grundon.

#### **3. ROLL CALL**

Lila Timmons called the Roll.

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

**Also Present:** Planning Secretary Lila Timmons and resident Jeanne Jackson.

#### **4. PLEDGE OF ALLEGIANCE**

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

#### **5. CONSIDERATION OF THE AGENDA**

Chair Rapunzel Oberholtzer asked if there were any changes or items to discuss.

Vice Chair Ken Pesnell moved to approve the Agenda. Commissioner Jamie Gorder seconded the motion. The motion passed unanimously.

#### **6. CONSIDERATION OF THE CONSENT AGENDA**

Chair Rapunzel Oberholtzer asked if there were any changes or items to discuss.

Commissioner Gail Nichols moved to approve the Consent Agenda. Commissioner Jamie Gorder seconded the motion. The motion passed unanimously.

#### **7. ANNOUNCEMENTS / CORRESPONDENCE**

A. City Council Work Session Minutes from January 3, 2024 meeting

- B. City Council Work Session Minutes from February 7, 2024 meeting
- C. City Council Minutes from February 21, 2024 meeting
- D. City Council Work Session Minutes from March 6, 2024 meeting
- E. Permit Report from February 13, 2024 – March 14, 2024
- F. Filing Deadline for the Oregon Ethics Commission is April 15 – Filing period is open
- G. City Council Meet and Greet, April 9<sup>th</sup> from 5-7 at Darlings

Chair Rapunzel Oberholtzer asked the commission if they had any comments about the city council work session and regular session meeting minutes.

Vice Chair Ken Pesnell asked a question regarding the City Council meeting minutes on page 4 of 10. He questioned whether or not the “No Touch Zone” was 25 ft or 50 ft of the Ordinary High Water Mark. Chair Rapunzel Oberholtzer stated that the Commission would look into that and about cutting trees to 3 ft. within 50 ft of that Ordinary High Water Mark.

Chair Rapunzel Oberholtzer asked if staff had any additions to the Announcements or Correspondence. Staff did not.

Chair Rapunzel Oberholtzer stated that the DLCD is having a Spring Meeting virtually and in person. There was some confusion on the dates and places of the meeting. Lila Timmons stated she would confirm dates and places.

## **8. CITIZEN INPUT**

Chair Rapunzel Oberholtzer recognized Ms. Jeanne Jackson. Ms. Jackson passed out a letter that she had previously given the City Council. Ms. Jackson further stated that her letter was given to the City Council at one meeting and that she had read it aloud at the last City Council meeting. However, the videographer arrived late and was unable to record the reading of the letter expressing her concern about the budget. She then asked about items that were due to be put on the ballot for citizens to vote on. Chair Rapunzel Oberholtzer stated that an amendment to the City Charter will be on the November ballot.

## **9. NEW BUSINESS**

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

Chair Rapunzel Oberholtzer stated that a Public Hearing will probably take place because the City had received a Conditional Use Permit application that involves a property line adjustment on properties under one acre. She asked the Commissioners if they would be able to attend. After some discussion, it was decided that the next Planning Commission meeting would be held on May 22, 2024 at 6 pm.

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

### **A. Review of March 28<sup>th</sup> Planning Commission Meeting – Booth Island**

Chair Rapunzel Oberholtzer stated that she typed a memo with all of the proposed changes for Booth Island. She further stated there is a typo on the first page in Section C that would be corrected in the final version. Vice Chair Ken Pesnell had a question on the last page of the

memo, Section D. Chair Rapunzel Oberholtzer stated that one of the recorded maps of a lot had that verbiage and felt it was important to have in the code for staff to check when someone inquires about property on Booth Island. Commissioner Gail Nichols asked whether or not the dock section on the last page of the memo pertained to Booth Island. Chair Rapunzel Oberholtzer stated that in the current code, it mentions dock sizes, and that the commission had decided to change the language to ODFW guidelines.

Chair Rapunzel Oberholtzer asked if the Commission should go over the public comments made during public meetings in regards to Booth Island. The Commissioners felt that the public comments had been addressed.

#### **B. Chapter 155 Remand from City Council (continued)**

Chair Rapunzel Oberholtzer stated that on page 81 there was a public comment to define excessive slopes as 15% or steeper and that it had been discussed and addressed. She wanted to point out a staff note on page 86 at the bottom, which adds "City" to the last sentence.

On page 87, there were some handwritten notes that Chair Rapunzel Oberholtzer felt was staff writing. The commission felt that the extra staff notes were not necessary. Citizen Jeanne Jackson asked who decides if a tree can be cut down in an emergency situation. Chair Rapunzel Oberholtzer stated that the first step would be to call the City and they would give direction. Chair Rapunzel Oberholtzer further stated that the highlighted number 8 was added by staff and asked if the Commission had any comment. Chair Rapunzel Oberholtzer pointed out that the Section number in the highlighted area under "Prohibited Activities within Wetland Protection Areas" is incorrect and will need to be corrected. Vice Chair Ken Pesnell stated that one could excavate/fill a certain amount of a wetland without permits. Vice Chair Ken Pesnell stated that he would look into it and provide the results.

On page 90, there is a handwritten note about ORS 660-023-0090 due to the word ephemeral, and Chair Rapunzel Oberholtzer's recommended to leave the word ephemeral in because it is part of state code.

On page 92, Chair Rapunzel Oberholtzer pointed out that the highlighted verbiage was added by staff. Vice Chair Ken Pesnell asked about the note in the margin and it was confirmed that it had been addressed.

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

Chair Rapunzel Oberholtzer asked if the Commissioners had any comments. There were none.

#### **11. ADJOURNMENT**

Commissioner Jamie Gorder moved for adjournment. Vice Chair Ken Pesnell seconded the motion. The motion passed unanimously.

Chair Oberholtzer adjourned the meeting at 7:09 pm.

**APPROVED BY THE PLANNING COMMISSION THE 22ND OF MAY, 2024.**

\_[Signature on File at City Hall]\_\_\_\_\_  
Rapunzel Oberholtzer, Chair

ATTEST:

\_[Signature on File at City Hall]\_\_\_\_\_  
Lila Timmons, Acting City Administrator