



**PLANNING COMMISSION MINUTES ~ APPROVED
FEBRUARY 24, 2011 AT 6:00 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

These proceedings of the Dunes City Planning Commission were recorded on tape 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

The Planning Commission meeting was called to order by Chairman, Lee Riechel at 6:04 pm.

2. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

3. ROLL CALL

Roll Call was taken by City Planner, Lisa Ekelund.

Present: Planning Chairman Lee Riechel, Planning Vice-Chairman George Burke, Commissioner Tom Bassett, Commissioner Ken Henderson, and Commissioner Norman Martin.

Absent: Commissioner Marilyn Miller (excused).

Others Present: Lisa Ekelund.

4. APPROVAL OF THE AGENDA

Commissioner Henderson made the motion to approve the Agenda as presented. Commissioner Burke seconded the motion. The motion passed by unanimous vote.

5. CONSENT AGENDA

- Approval of the 12/16/2010 meeting minutes.
- Approval of the 01/27/2011 meeting minutes.

Commissioner Henderson requested the 12/16/2010 minutes be pulled from the Consent Agenda and Commissioner Bassett concurred.

Commissioner Burke made the motion to approve the Consent Agenda with the 12/16/2010 minutes pulled. Commissioner Henderson seconded the motion. The motion passed by unanimous vote.

Commissioner Bassett proposed corrections to the 12/16/2010 minutes.

The Commission discussed their individual opinions on whether or not statements made should be changed.

Commissioner Bassett made the motion to edit the 12/16/2010 minutes under item 6, paragraph 7, remove "Commissioner Bellemore said he understood that Dunes City was told by Lane County to jump in the lake" and replace it with "Commissioner Bellemore indicated he thought that Dunes City was told by Lane County that it was not interested in working on an intergovernmental agreement," under item 6 paragraph 8, remove "Lisa Ekelund said she was not aware of Lane County telling the City to jump in the lake" and replace it with "Lisa Ekelund said she was not aware that Lane County was not interested," under Item 6 paragraph 13, remove "Commissioner Bellemore said he was at the last Council meeting and he had to walk out during the case of a shoreland abatement. Commissioner Bellemore said the fine was so trivial. Commissioner Bellemore said you cannot take people who have millions of dollars at their disposal and fine them with such a small monetary amount" and replace it with "Commissioner Bellemore said at the last council meeting, a case of shoreland abatement was addressed and the fine assessed seemed very trivial and ineffective. He indicated that he felt fines should be substantial enough to be effective." Commissioner Henderson seconded the motion. The motion passed by vote of 2 ayes and 2 abstains (Commissioner Burke and Commissioner Martin).

Commissioner Henderson stated he would like to change the 12/16/2010 minutes on page 2, paragraph 6 to take out the word "answers" and substitute "channels all recommendations."

Commissioner Bassett made the motion to accept the 12/16/2010 minutes with Commissioner Henderson's proposed changes. Commissioner Henderson seconded the motion. The motion passed by vote of 2 ayes and 2 abstains (Commissioner Burke and Commissioner Martin).

6. ANNOUNCEMENTS / CORRESPONDENCE / DISCUSSION – None

The Commission discussed the upcoming Montgomery Subdivision.

7. CITIZEN INPUT

8. PUBLIC HEARING

- Lauck Shoreland Vegetation Removal Request.

Chairman Riechel opened the public hearing at 6:30 pm.

Chairman Riechel stated that he is on the Conservation Committee and he was called out to the property by City Staff when the property owners requested the Conservation Committee declare these trees as danger trees. Chairman Riechel stated that they were not declared danger trees at this time. Chairman Riechel stated that he feels he can be unbiased regarding this matter. Chairman Riechel asked the Commission to ignore the recommendation in the Conservation Committee report because they did not constitute a quorum at the Site Review.

Chairman Riechel closed the public hearing at 6:34 pm, as there were no people present for comment.

The Commission engaged in discussion regarding the permit request.

Commissioner Henderson made the motion to take the essence of the 2/14/2010 Conservation Committee report site review #2 and they allow for 2 trees outside the high water mark be removed and require that these trees be replaced with appropriate conifers within 60 days weather permitting. Commissioner Burke seconded the motion. The motion passed by unanimous vote.

Chairman Riechel stated that the appeal period would close on 03/06/2011.

9. NEW BUSINESS - None

10. UNFINISHED / OLD BUSINESS

- Report from Commissioner Burke on Ordinance 182 Exhibit-A findings.

Commissioner Burke explained specific key changes made to the final version of Ordinance No. 182, Exhibit-A. Commissioner Burke stated that if those changes are in the code than it is the correct code. Commissioner Burke stated that Lisa Ekelund received the version sent to DLCD and it matches the copy that is declared to be the baseline.

- Code Section Assignments for Review by Commissioners.

Chairman Riechel proposed that once all of Larry Lewis's recommendations are compiled, have a work session to figure out how to divide up the tasks.

The Commission set up a work session meeting for 03/08/2011 at 2 pm.

- Report from Commissioner Martin on Citizen Involvement.

The following is the document Commissioner Martin presented:

I COMPREHENSIVE PLAN POLICIES

A. Citizen Involvement

Policy A.1 DUNES CITY CITIZENS INVOLVEMENT PROGRAM

Dunes City Citizens Involvement Program (CIP) is required to be part of this Comprehensive Plan through OAR 660-015-00001 (1), Oregon's Statewide Planning Goals and Guidelines, Goal 1: CITIZEN INVOLVEMENT.

This section, A.1, is Dunes City CIP and shall be publicized to clearly define procedures by which the general public can be involved in the on-going land use planning process.

Citizens Involvement Program. The Citizens Involvement Program shall incorporate the following:

1. Citizen Involvement; to provide for widespread citizen involvement. Policy A.1 provides protocol and rules for the required widespread citizen involvement for all public meetings and policy planning.
2. Communication; to assure effective two-way communication with citizens. Mechanisms shall be established to provide for effective communication between citizens and Dunes City. Requests for information pertaining to pertinent city business such as meeting agendas and complaints requiring action by a city committee shall be answered as promptly as possible.
3. Citizen Influence; to provide the opportunity to be involved in the planning process. All Planning Commission meetings and City Council meetings shall be open to the public and advertised in the local press or through the Dunes City website.
4. Technical information; to assure technical information is available in an understandable form. Information necessary to reach policy decisions shall be available in a simplified, understandable form. Assistance shall be provided to interpret and effectively use technical information. Technical information used to reach a decision at a public meeting shall be made available to participants who provided input during the public hearing.
5. Feedback Mechanism; to assure citizens receive a response from policymakers. Recommendations resulting from the citizen involvement program shall be retained and made available for public assessment. Citizens who have participated in this program shall receive a response from policy makers with the rationale used to reach land-use policy decisions shall be available in the form of a written decision.
6. Financial Support; to insure funding for the CIP. Adequate human, financial and informational resources shall be allocated for the CIP. These allocations shall be part of the city budget.

Citizens involvement. Dunes City's citizens involvement program shall insure that citizens of Dunes City have the opportunity to be involved in relevant phases of the planning process. City Council may appoint members to serve on the Committee for Citizen Involvement (CCI), or appoint the Dunes City Planning Commission as the CCI. In either case the Planning Commission shall make resulting recommendations to the City Council. The CCI shall make recommendations on matters pertaining to post acknowledgements to Plan amendments and periodic review of the Comprehensive Plan.

(Definition: Committee for Citizen Involvement (CCI): A local group appointed by the Planning Commission for these purposes: assisting the City Council with the development of a program that promotes and enhances citizen involvement in land use planning; assisting in the implementation of the citizen involvement program; and, evaluating the process being used for citizen involvement. A CCI advises the City Council only on matters pertaining to citizen involvement and Goal 1.

Citizens Advisory Committee. The Planning Commission shall appoint a group of citizens as the Citizens Advisory Committee, (CAC), organized to develop and maintain the Comprehensive Plan and the land use regulations. The CAC is fluid and shall be appointed or reappointed for each public meeting in which the Planning Commission is required to seek public input towards a land use decision or code revisions. A CAC shall direct Dunes City staff to meet Public Meeting Law and Goal 1 requirements for publicizing each meeting it adjudicates. Public participants at a CAC meeting have the right to express opinions on the topic advertised for the meeting but cannot question the CAC.

(Definition: Citizens Advisory Committee (CAC): A group of citizens organized to help develop and maintain a Comprehensive Plan and its land use regulations. CACs convey their advice and concerns to the Planning Commission or DC Council.)"

11. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

12. ADJOURNMENT

There being no further business to come before the Planning Commission, Commissioner Bassett made the motion to adjourn the meeting. Commissioner Henderson seconded the motion. The motion passed by unanimous vote.

The meeting of the Dunes City Planning Commission adjourned at 8:10 pm.

APPROVED BY THE PLANNING COMMISSION ON THE 28th DAY OF APRIL 2011.

[Signed copy available at City Hall]

Lee Riechel, Planning Commission Chairman

ATTEST:

[Signed copy available at City Hall]

Lisa Ekelund, City Planner