



**PLANNING COMMISSION SPECIAL SESSION MINUTES ~ APPROVED
JULY 19, 2011 AT 4:00 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 Planning Commission, 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 2:03 pm.

2. Pledge of Allegiance

All who were present stood for the Pledge of Allegiance.

3. Roll Call

Roll Call was taken by Lee Riechel.

Present: Planning Chairman Lee Riechel, Planning Vice-Chairman George Burke, Commissioner Paul Gargis, Commissioner Ken Henderson, Commissioner Norman Martin, and Commissioner Darlene Beckman.

Absent: None

Others Present: City Recorder Fred Hilden and Judy Martin.

4. Approval of the Agenda

Vice-Chairman Burke made the motion to approve the Agenda as presented. Commissioner Beckman seconded the motion. The motion passed by unanimous vote.

5. Approval of the Minutes

Vice-Chairman Burke made the motion to approve the minutes of the Special Session on June 23, 2011. Commissioner Henderson seconded the motion. The motion passed by unanimous vote.

Discussion followed on how minutes for these special sessions would be kept. It was decided that an abbreviated format would be used noting who makes the motion, who seconds it, and when there is no consensus, the vote will be recorded.

6. Announcements / Correspondence / Discussion

City Recorder Fred Hilden advised the Commission that Document Naming Standards have been developed as part of Dunes City's overall Document Control Standards. These standards are to be used to track changes and maintain control of the Code Revision Project currently underway.

7. Citizen Input - None

8. Public Hearing - None

9. New Business - None

10. Unfinished / Old Business

Brief break to move from dais to tables. Resumed at 2:14 pm.

- Code Section Assignments and Discussion by Commissioners

Discussion followed on the best method to handle revisions to the code. Each Commissioner will continue with the revision of the section previously assigned to them.

Commissioner Henderson - Section 1; Commissioner Beckman - Section 2; Chairman Riechel - Section 3; Vice-Chairman Burke - Section 4; and Commissioner Martin – Section 5.

Changes will be red-lined during work sessions using a laptop and a final red-lined version will be provided to the Council for review. Red-lined changes made during work sessions will be printed and distributed at the end of the meeting or emailed later to each member of the Commission.

Shortly after 4:00 pm, Vice-Chairman Burke made a motion to continue the meeting to 5:00 pm following a short break. The meeting resumed at 4:17 pm.

In order to meet the December 31 deadline, Commissioners agreed to meet every other week instead of monthly and also to extend meetings to three hours. The next meeting will be Tuesday, August 2 from 2:00 to 5:00 pm.

During the remainder of the meeting Commissioner Henderson reviewed suggested changes to Section 155.1.2 – General Administration, and 155.1.3 – Definitions, ending at “Overlay Zone/District.” **Redlined changes are attached.**

Action Item: A question arose about the ability to keep the entire document on a laptop. It was suggested a captain be appointed to be responsible to get each work-session product into a permanent file.

11. Unscheduled Items Not Listed On the Agenda - None

12. Adjournment

There being no further business to come before the Planning Commission, Chairman Riechel adjourned the meeting at 5:07 pm.

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

[Signed copy available at Dunes City Hall]
Lee Riechel, Planning Commission Chairman

ATTEST:

[Signed copy available at Dunes City Hall]
Fred Hilden, City Recorder