



**PLANNING COMMISSION SPECIAL SESSION MINUTES ~ APPROVED  
NOVEMBER 22, 2011 AT 2:00 PM**

---

City Hall ~ 82877 Spruce St., Westlake, OR

The 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](http://www.dunescity.com).

**1. CALL TO ORDER**

The Planning Commission meeting was called to order by Chairman Lee Riechel at 2:07 pm.

**2. ROLL CALL**

Roll Call was taken by Chairman Lee Riechel.

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

**Others Present:** City Recorder Fred Hilden and Road Commissioner Bill Harris.

**3. PLEDGE OF ALLEGIANCE**

All who were present stood for the Pledge of Allegiance.

**4. APPROVAL OF THE AGENDA**

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

**5. APPROVAL OF THE CONSENT AGENDA**

A. Planning Commission Special Session Meeting Minutes from November 15, 2011.

**Commissioner Henderson made a motion to approve the Planning Commission Meeting Minutes as presented. Vice-Chairman Burke seconded the motion. The motion passed by unanimous vote.**

**6. ANNOUNCEMENTS / CORRESPONDENCE**

City Recorder Fred Hilden announced that the Planning Commission Regular Session for Thursday, November 24, 2011 has been canceled. On behalf of the Staff, he wished everyone present a very Happy Thanksgiving!

**7. CITIZEN INPUT – None**

**8. PUBLIC HEARING – None**

**9. UNFINISHED / OLD BUSINESS**

**A. Review Road Commission Report on Montgomery View Estates access change.**

Chairman Riechel commented that he attended the Road Commission meeting on Monday, November 21, 2011, where he listened to the Road Commissioners' report on their site visit at Montgomery View Estates on the prior Friday, November 18, 2011, on the proposed alternate road alignment. City Recorder Fred Hilden commented that Staff had prepared a report of the Road Commission's findings and he distributed copies for everyone present. Chairman Riechel reviewed the report in detail and explained that based on the Road Commission's Report to the Planning Commission and the motion approved by the Planning Commission at the meeting on November 15, 2011, he feels no further action by the Planning Commission is required. City Recorder Fred Hilden explained that the next step would be for Staff to prepare a Notice of Decision that the proposed alternate road alignment is a "minor modification" and mail it to Mr. Montgomery and Tom Poage, his engineer.

Commissioner Martin commented that he feels the Committee for Citizens Involvement (CCI) process needs to be on the December (2011) City Council meeting agenda because it is extremely important that the City get this process defined and approved by the City Council. He went on to comment that this needs to be an "action item" so the Council takes action on it and does not just defer it to a future meeting. Commissioner Martin explained that he had spoken with the Mayor and it is his understanding that this item will be on the next Dunes City Council agenda as an action item, having been requested as such by two council members. He provided some background on his research and explained that as asked by Chairman Riechel he had begun work on developing administrative rules back in January, but nothing had been done with it after being presented to the City Council. Commissioner Martin commented that he has spoken with the person responsible for Goal 1 and once the City has a Planning Commission and an accepted Comprehensive Plan, all that is required is an administrative decision by the City Council to define the City's CCI process or any changes to the Goal 1.

Chairman Riechel commented that the CCI process is not well understood and he feels it is important to help everyone understand it. He stated that he would be willing to present information and answer questions at the City Council meeting and he is sure that Vice-Chairman Burke would also attend the City Council meeting. City Recorder Fred Hilden stated that he would make sure the CCI process was on the Council agenda, but he could not predict whether the Council would direct Staff to finalize the administrative procedures or ask the Ordinance Review Committee to perform the task.

**B. Continuation of Chapter 155.4 code revision review.**

The review began at the beginning of Chapter 155.4.5.115 and recessed almost immediately at 2:50 pm due to a power outage. Vice-Chairman Burke expressed his concern about continuing the meeting without an audio recording. The group waited for several minutes for power to be restored to no avail.

**10. NEW BUSINESS – None**

**11. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA**

**12. ADJOURNMENT**

**Since the meeting was still without electricity, Chairman Riechel asked for a motion to adjourn. Commissioner Beckman made a motion to adjourn the meeting. Vice-Chairman Burke seconded the motion. The motion passed by unanimous vote.**

Planning Chairman Lee Riechel adjourned the meeting of the Planning Commission at 3:09 pm.

**APPROVED BY THE PLANNING COMMISSION ON THE 29<sup>th</sup> DAY OF NOVEMBER 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