



**ROAD COMMISSION MEETING MINUTES ~ APPROVED
OCTOBER 17, 2011 AT 6:30 PM**

City Hall ~ 82877 Spruce St., Westlake, OR

1. CALL TO ORDER

The Road Commission meeting was called to order by Road Chairman Troy Sathe at 6:31 pm.

2. ROLL CALL

Roll Call was taken by City Recorder Fred Hilden.

Present: Road Chairman Troy Sathe, Commissioner Henry Leach, Commissioner Jerry Curran, Commissioner Bill Harris, and Commissioner Ron Tucker.

Absent: Commissioner Mike Smith and Road Secretary Selena Carter (both excused).

Others Present: City Recorder Fred Hilden, Planning Commission Chairman Lee Riechel, Council President Jamie Mills, Councilor Richard Koehler, Councilor Duke Wells, Planning Commission Vice-Chairman George Burke and Bill Sathe.

3. PLEDGE OF ALLEGIANCE

All who were present stood for the Pledge of Allegiance.

4. APPROVAL OF THE AGENDA

Commissioner Tucker made a motion to approve the Agenda as written. Commissioner Leach seconded the motion. The motion passed by unanimous vote.

5. APPROVAL OF THE 9/19/2011 MEETING MINUTES

Commissioner Curran made a motion to accept the minutes of 9/19/2011 as amended. Commissioner Tucker seconded the motion. The motion passed by unanimous vote.

6. ANNOUNCEMENTS / CORRESPONDENCE

City Recorder Fred Hilden announced that Road Secretary Selena Carter is celebrating her anniversary with her husband tonight.

7. CITIZEN INPUT

None

8. UNFINISHED / OLD BUSINESS

- Update on 2011-2012 Projects

City Recorder Fred Hilden presented the Road Commission with four bids from Leisure Excavating.

Chairman Sathe read the bids that were presented to the Road Commission. The estimated time for the projects will take around four to five days each.

Commissioner Tucker asked if we also had an estimate from Lane County.

City Recorder Fred Hilden stated that Lane County is really backed up on their brushing schedule and they are at least a month out before they can even look at it.

Chairman Sathe read the brushing project proposal for \$3000 a day that consists of a brush cutter with operator, chipper with two laborers, truck to blow chips into and dispose of chips, and all necessary tools to trim and clean up. He also stated that Leisure Excavating could start within three weeks once the proposals are accepted.

Commissioner Curran made a motion to accept and amend the bid as offered for \$3000 a day for brushing providing Leisure Excavating trims everything up to 14 feet, and agrees to any other additions that may need to be done. Commissioner Tucker seconded the motion. The motion passed by unanimous vote.

Chairman Sathe read the ditching project proposal on Erhart Road for \$2250 that consist of two hundred feet of ditching extending from the start of the curve in Erhart Road to the existing culvert, place new shoulder rock as necessary along the road and remove ditching material from site.

Commissioner Tucker made a motion to accept the ditching project bid on Erhart Road. Commissioner Curran seconded the motion. The motion passed by unanimous vote.

Chairman Sathe read the Huckleberry Lane project proposal for \$3,850 that consists of ditching to drain to catch basin, cut asphalt, replace asphalt, furnish and place catch basin, and place bio-swale to disperse water.

Commissioner Tucker made a motion to accept the Huckleberry Lane project with an amendment to include installation of culvert under Huckleberry Lane. Commissioner Harris seconded the motion. The motion passed by unanimous vote.

- Master Road Plan Update

City Recorder Fred Hilden stated that Gary Baker is at home working diligently on it. Gary Baker will have an update by Monday, October 24, 2011.

- Update by Road Secretary Selena Carter regarding street ownership

City Recorder Fred Hilden stated that Selena had confirmed that R-Way is a private driveway and not any kind of street.

- Tree on S. Pioneer
- Trees on Peninsula Road

City Recorder Fred Hilden stated that PUD is willing to take down the trees, but they don't want to have to deal with the trees, limbs, and brushing.

Chairman Sathe stated that the Road Commission could hold a work party to remove the debris.

Commissioner Harris made a motion to contact the property owner across from where the trees are to be cut and contact Central Lincoln PUD to let them know it is ok to cut the trees on Peninsula Road. Commissioner Tucker seconded the motion. The motion passed by unanimous vote.

9. NEW BUSINESS

Ordinance 155.3.4.1 review

Chairman Sathe introduced this item by reading the email from Commissioner Tucker that recommended this item be put on the agenda for this meeting. Chairman Sathe then turned the meeting over to Planning Commission Chairman Lee Riechel to provide some background on Chapter 155.3.4.1., Transportation Standards. Riechel explained that the Planning Commission has been working on updating all of Chapter 155 – Zoning and Development to have “clear and objective” standards.

Planning Commission Chairman Riechel continued by providing an example where Chapter 155 references the zoning and sub-division requirements. He went on to explain that the Planning Commission doesn't know how to deal with these issues.

Chairman Sathe commented that if Chapter 155 contains the ordinance(s) and the Master Road Plan contains the standards for development, that the specifications in the MRP can be changed without an ordinance as the City needs to update them from year to year.

Planning Commission Chairman Riechel expressed his concerns about being very careful about where the standards are contained. He went on to point out that if the standards are in two places, you need to be careful to not change one without changing the other. He thinks the MRP should be maintenance, etc.

Chairman Sathe commented that we should all have a better idea what the MRP is going to look like after we receive Gary Baker's work next week.

Planning Commission Vice-Chairman George Burke commented that it is important to know how the MRP update is going to progress so they (the Planning Commission) know how to proceed before final changes are made to the code. His greatest fear is cleaning up the Code and MRP to be clear and objective.

Commissioner Tucker asked for clarification of whether the MRP is going to include Code.

Planning Commission Chairman Riechel commented about variances. Commissioner Tucker continued that he wasn't talking about variances; he was talking about someone coming in and not following the standards. Commissioner Curran stated that what our MRP really needs is specific performance objectives. Council President Mills commented that she agrees with Commissioner Tucker that the standards should be the Ordinance and the plan should be a plan. Planning Commission Vice-Chairman Burke commented that there is a layout of what you are to have when you develop the MRP and there is specific thing that the Road Commission was supposed to put in the MRP, none of it is Ordinance, it does include specifications.

Chairman Sathe suggested that maybe the first thing we should do is contact the City Attorney and find out whether specifications should be in the MRP or the Ordinance.

Planning Commission Vice-Chairman Burke commented about the need for professional advice and he would like to get the City Planner and the City Attorney involved.

Chairman Sathe added that is why we need to get the separation between the MRP and the Ordinance.

Planning Commission Vice-Chairman Burke explained that the City Council has given the Road Commission control over driveway access permits and the right-of-ways. The State has given the Planning Commission authority over driveway and other development permits and land development in general.

Commissioner Harris stated that from what he understands is the responsibilities of the Road Commission could be narrowed significantly.

Planning Chairman Riechel stated that if you are familiar with your area of expertise, and you receive a land use application it is a step process. The Planning Commission needs to receive the recommendation of the Road Commission in making land use and development decisions as it is very important.

Councilor Koehler explained that he would like to see a visual aid or flow chart that shows how things work and the relationships between the Road Commission and the Planning Commission.

Planning Chairman Riechel explained that while the Code defines the process and the use of "forms," the forms are not included in the Code. He suggested that the forms could be placed in the MRP.

Chairman Sathe stated that he felt the forms were good enough to go in the Ordinance because a great deal of work went into the latest revision of the forms.

Chairman Sathe explained that once we get the input from Gary Baker next week we can move ahead with those standards and if they are not clear and concise then the Road Commission can give their input.

Commissioner Leach commented about giving George Burke a copy of Gary Baker's outline, which has thirteen topics the Road Commission went through and discussed point by point.

Planning Commission Vice-Chairman Burke commented that all of the streets and the maintenance of those streets need to be in the MRP. He expressed his satisfaction with the recent accomplishments of everyone involved in the maintenance of our streets. Unfortunately, no one ever developed a plan for what the future of City streets would look like.

Commissioner Curran commented that they were directed to do that when they formed the City but no one did.

Commissioner Tucker asked about whether we have made any decisions about what needs to happen. He suggested that we have both the City Planner and City Attorney review our needs.

Planning Commission Vice-Chairman Burke expressed his desire to have the City Planner and City Attorney look at this and what needs to be a legal document.

Chairman Sathe commented that the Road Commission could recommend that they would like to see the Planner and Lawyer give advice on what is legal.

Commissioner Tucker made a motion to have the City Planner and City Attorney research this issue (Road Commission and Planning Commission responsibilities) and provide an explanation of how to proceed. Commissioner Curran seconded the motion. The motion passed by unanimous vote.

The Commission decided to hold a meeting on Monday, October 31, 2011 at 4:00 pm to review all of the feedback plus the information from Gary Baker and make a recommendation to the Planning Commission and City Council.

10. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA

Commissioner Harris commented that when he talked to Gary Rose when they were out looking at the roads, Gary said that if there were any neighbors that wanted to cut down their own limbs, just have them leave them there and he will grind them up.

Commissioner Leach asked about the email from Fishmill about the wall on Lake Blvd, is that something that is going to be discussed. Chairman Sathe stated that he sent a reply back that if they were worried about that we could put a sign out by the road telling them to go slow.

Commissioner Leach commented about his attendance at the Planning Commission and the Vision Clearance Diagram. He feels it applies to our brushing requirements also and sited some examples.

Planning Commission Vice-Chairman Burke commented that this was "new development" and not "maintenance" standards. Commissioner Leach went on to comment that we have a number of roads that don't meet these standards. Chairman Sathe commented that if we adopted those standards there wouldn't be any rural setting.

11. FINAL COMMENTS

Planning Commission Chairman Lee Riechel commented that he wanted to thank everyone for getting the agenda altered by adding the Ordinance review on it.

Commissioner Leach expressed his dissatisfaction with the time spent on the tree trimming, setting up ribbons, road tour discussion and no action has been done. He is glad that we have Leisure Excavating to get this accomplished.

Commissioner Curran thanked Commissioner Tucker for doing such a nice job of reporting his feedback on the Planning Commission meeting that he attended and Chairman Sathe for birddogging the brushing bids.

Chairman Sathe wanted to thank all the Councilors that attended the Road Commission meeting tonight that gave their input on the Ordinance. Councilor Wells added that the Planning Commission request to have a professional planner and city attorney to look at this and Commissioner Tucker and the whole Council picked up on that and stated that is a great job on listening and working together.

Commissioner Harris stated that he is happy to see the bids get approved and that things are moving right along with the Planning Commission.

Commissioner Tucker expressed his appreciation for the amount of work that is going on in the Planning Commission and he was not aware of the extent.

12. ADJOURNMENT

There being no further business to come before the Road Commission, Commissioner Harris made a motion to adjourn the meeting. Commissioner Tucker seconded the motion. The motion passed by unanimous vote.

The meeting of the Dunes City Road Commission adjourned at 8:30 pm.

The proceedings of the Dunes City Road Commission meeting were recorded on tape, and are on file at City Hall. Upon approval by the Road Commission, these minutes will be available online at www.dunescity.com.

APPROVED BY THE ROAD COMMISSION ON THE 21ST DAY OF NOVEMBER 2011.

[Signed copy available at City Hall]

Troy Sathe, Road Commission Chairman

ATTEST:

[Signed copy available at City Hall]

Selena Carter, Road Secretary