



## **1. CALL TO ORDER**

The Road Commission Special Session meeting was called to order by Road Chairman Troy Sathe at 5:34 pm.

## **2. ROLL CALL**

Roll Call was taken by Road Secretary Selena Carter.

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

**Absent:** Commissioner Mike Smith and Commissioner Bill Harris (Excused)

**Others Present:** Road Secretary Selena Carter, City Recorder Fred Hilden, Planning Chairman Lee Riechel, Norman Martin, 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 presented. Commissioner Leach seconded the motion. The motion passed by unanimous vote.**

## **5. ANNOUNCEMENTS / CORRESPONDENCE - None**

## **6. CITIZEN INPUT**

## **7. UNFINISHED / OLD BUSINESS**

- Road Commission and Planning Commission Responsibilities re: Transportation Standards

Chairman Sathe stated that we received a letter from our lawyer and what he understands from the letter is, that anything that has to do with roads, the road commission is supposed to give the planning commission the recommendation if the planning commission does not like that they still have to turn in the draft from the Road Commission to the City Council. He stated there was a confusion on who the public works department is. The public works department for Dunes City is the Road Secretary.

Commissioner Tucker stated that it seems to him that Planning Commission is actually responsible for the Master Road Plan.

Chairman Sathe stated that there was an email they received and it stated that Road Commission was responsible for the Master Road Plan, and the Planning Commission was responsible for the Ordinance.

City Recorder Fred Hilden stated that he wrote an email to Carrie asking about the Master Road Plan. He stated that the Master Road Plan was adopted by Ordinance 171 and 171 was not passed as a Land Use Ordinance, so what does that make the Master Road Plan? Carrie stated in the email that the Master Road Plan or Master Transportation Plan is not necessarily Land Use Code and did not need to be passed as a Land Use Ordinance to be valid. He stated the Master Road Plan is a valid document for the City and needs to be looked at as such, and it does not require a Land Use Code change to modify the Master Road Plan

Chairman Sathe stated that anything that has to do with the Master Road Plan, right of way use, tree removal, maintaining the roads, and brush cutting is the Road Commission's responsibility.

Planning Chairman Lee Riechel stated that anything indigenes on maintenance.

Chairman Sathe stated that two questions he would have liked to see answered are: Should standards be in the Master Road Plan or in the Ordinance, and wither the permits need to be in the Ordinance or Master Road Plan.

City Recorder Fred Hilden stated that he has the answers to both of those questions. He stated the standards technically should not really be in either the Master Road Plan or Ordinance. We could have a set of standards that is basically is developed by the City engineer and those standards may vary from project to project if they are about development standards. Maintenance standards for things like patch and repair, slurry seal, or pavement overlays, those standards could be in the Master Road Plan, because those are maintenance. The only standards that you have for new development are standards that would be applied at the time the new development application comes in and that would be handled by our City engineer. He stated that permits are administrative documents that don't need to be in the Land Use Code, they are referenced in the Land Use Code.

Chairman Sathe stated we do not want any Ordinances in the Master Road Plan.

City Recorder Fred Hilden stated that the Master Road Plan is basically a document that maps out the transportation standards for the City, including maintenance.

Norman Martin stated that the business of the standards is part of the preliminary plat and all the stuff is spelled out in the document when someone wants to develop something.

Planning Chairman Lee stated that his initial concern was the idea of taking the Master Road Plan and putting the standards and requirement in it and issuing it as an Ordinance, and no one wanted that. He stated the Planning Commission really is interested in new development like roads and preliminary plats

Chairman Sathe stated that we should find out for the Planning Commission what kind of state standards the Dyer Partnership is using or tell the Dyer Partnership that anything they do has to be with state standards.

Planning Chairman Lee Riechel stated that when someone comes in and applies for a permit, prior to that they come in and get a packet and at the time they get that packet we should be able to give them something that specifies what standards are going to be used they should be able to get set standards when building a road that is clear and objective.

City Recorder Fred Hilden stated that we are talking about three specific section of Chapter 155 that the planning commission wants the Road Commissions input on: 155.3.1 accesses and circulation and we have a set a standards for those, 155.3.3 vehicle and bicycle parking and we have a set of standard for those, and 155.3.4 transportation design standards. He said we need to get the Dyer Partnership's input on how those three sections of Chapter 155 should look. That is the objective of the Planning Commission to have our code updated so it is clear and objective.

Norman Martin stated that all this stuff is good but the changing with standards over the years there should be something that says that the developer has any preliminary partitions he has the right to go a lot stronger than what the standards are as a minimum, and that would have to be part of the preliminary plan. He said there something that needs to say that the develop has his right too in the way he wants it to be accepted by the City Council in the preliminary plat

Commissioner Curran stated that we could put a statement in there that says the developer will have to meet the minimum state standards but may supersede that with higher criteria of their own standards.

**Commissioner Tucker made a motion to have Dyer Partnership review Chapter 155 Section 155.3.1, 155.3.3, and 155.3.4 and make recommendation to the Road Commission on how they would like to see them written. Commissioner Curran seconded the motion. The motion passed by unanimous vote.**

- Gary Baker's Master Road Plan Comprehensive Outline

Chairman Sathe stated that we will review the Comprehensive Outline of the Master Road Plan by the Chapters then Sections. He stated Chapter 1 Introduction includes Section 1-overview, Section 2-plan, Section 3-mission statement, Section 4-compliance with Oregon transportation rules, and Section 5-summary. He asked if there were any question on them.

Planning Chairman Lee Riechel stated that on Section 2 in his mind a plan requires a timeline or chronological progression of work to start a plan and to complete a plan and if this is truly a plan then, there are a lot of things in that can be handled in a planning process and detailed and that is currently lacking.

Commissioner Tucker stated that he has worked with a lot of plans that have not had a specific timeline plan.

Commissioner Curran stated that it is answered in Section 2 towards the bottom it says that the key contributors to the plan development should have original and updates.

Chairman Sathe stated that the first meeting of the year should discuss an overall work plan and when we would like to have our projects completed and a timeline for them.

Planning Chairman Lee Riechel stated that it is written that the future has to refer to that there is a timeline for the plan and anybody that has ever seen it before can go to it and perceive down the path that everybody is required to go.

Chairman Sathe stated that to notify Gary Baker that we would like timelines for projects.

George Burke stated that if you get a bid out early like February and March, you will get the best price and budget it in your documents.

Norman Martin stated that some of that stuff you are talking about will be in the preliminary plat and will be worked out between the developer and City.

Chairman Sathe stated that Chapter 2 Transportation and Dunes City (yesterday, today, and tomorrow) includes Section 1-Original Plan development, Section 2-key issues we face today, Section 3-future considerations.

Chairman Sathe stated that with this kind of outline it is hard to discuss until we know what is going to put in the section.

Chairman Sathe read Chapter 3 Roadway element ( the heart and soul of the planning update) including Sections 1-Current map of streets, Section 2-Functional classifications, Section 3-, Section 4-Transportation policies, Section 5-Construction use usage and access standards, Section 6-Definitions, Section 7-Naming/Renaming Streets, Section 8-Modifications and appeals, Section 9-Future roads.

Chairman Sathe stated that the only thing that caught his attention was Section 8 modifications and appeals; he thinks this should be part of the Ordinance and not part of the Master Road Plan.

Commissioner Tucker stated that he thinks Section 5 should be taken out.

Chairman Sathe stated that any modifications and appeals should be part of the Ordinance and go through the Planning Commission and a various process, and then be brought to the Road Commission for their comment.

Planning Chairman Lee Riechel stated that Section 5 is the spot where the plan use code and the Master Road Plan could tie together.

Commissioner Tucker stated that he does not want the Standards in the Master Road Plan document.

City Recorder Fred Hilden stated that one thing to keep in mind is that Gary Baker is very open to taking anything suggestions that the Road Commission has because he did not have any clarification before.

George Burke stated that Section 7 naming/renaming streets goes through the county and anytime we submit a sub review that goes to the county.

Planning Chairman Lee Riechel stated that section 8 is a split section and anything that is a new construction belongs in the planning process it may be appropriate that the MRP gives the This would be a very good bucket to put some rules in,

Commissioner Tucker had a question on section 4 and was wondering what kinds of policies are currently included in it.

Chairman Sathe read Chapter 4 Non-motorized element (bike paths, pedestrian facilities, and other). He stated this is like a new area for the City because we don't have side walk or bike paths. He stated hopefully we will get some bike paths since we received a grant to put them in. He stated this is probably future goal for the City.

Vice Planning Chairman George Burke stated that sidewalks and curbs are currently not in the code.

Chairman Sathe read Chapter 5 Goal (policies and procedures, short-term & long-term goal and objectives, implementing strategies). He stated that this chapter is going to be a work in progress and is self-explanatory.

Chairman Sathe read Chapter 6 System management (who portion of the implement and enforcement of the responsibilities). He stated that this is going to outline the chain of command.

Chairman Sathe read Chapter 7 Financing. He stated that this would be our grants and funding. This is something that Gary Baker works on.

Chairman Sathe read Chapter 8 Alternatives considered (this is making your goals and setting a timeline to get them done).

Chairman Sathe read Chapter 9 Environmental constrains and considerations. He stated that this should be in an Ordinance.

Planning Chairman Lee Riechel stated that he thinks we would point to states requirements rather than to try and generate our own.

City Recorder Fred Hilden stated that he thinks where Gary Baker was headed with this was making the tasks the we do in road maintenance having some environmental consideration for it like acknowledgement of the comprehensive plan, acknowledgement of the fact that we do live on some precious water supplies.

Planning Chairman Lee Riechel stated that it looks like this section could tie into a code

Chairman Sathe read Chapter 10 Master Road Plan amendment procedure. He stated that this is going to be how we update the Master Road Plan, update the pavement management system yearly and road projects.

Chairman Sathe read Chapter 11 Beyond road (the total public works infrastructure). He stated that this is where the whole guts of everything whether we want to create gutters, etc. and something for the future to consider down the road when the City expands.

Chairman Sathe stated that the Appendix will be the glossary, abbreviations, the Oregon transportation rules, various codes and Ordinance.

Commissioner Tucker stated that he thinks that the Ordinances should not be in there.

Chairman Sathe stated that this section would be where we have all of our permit applications.

Commissioner Tucker asked if we have a date on the draft when we will get all the details from Gary Baker.

City Recorder Fred Hilden stated that the Road Commission relative to the review of the Comprehensive outline from Gary Baker, probably should pass a notion to direct staff to communicate to Gary the outcome of the discussion

Commissioner Tucker ask if Selena had notes on the discussion to give to Gary Baker on the MRP

**Commissioner Tucker made a motion to have Road Secretary Selena write to Gary Baker that we have had an initial review on the MRP and have some additional thoughts on it but overall pleased with it. Commissioner Curran seconded the motion. The motion passed by unanimous vote.**

- Leisure Excavating Bid Specifications for Erhart Road and Huckleberry Lane Ditching Projects

Chairman Sathe read the specifications for Erhart Road.

Commissioner Curran had a question on the ditching dimension.

Chairman Sathe read the specification for the Huckleberry Lane Project.

Commissioner Leach stated that the specification looks pretty clean, and good.

Chairman Sathe stated that if the bid was accepted tonight then Leisure Excavating could start by November 7, 2011 and both projects would be finished by the November 25<sup>th</sup>, 2011.

Commissioner Curran had a question on the perforated pipe that goes across the road. He was wondering what the slop was going to the diversion box.

Commissioner Tucker stated that we should go with a 1/4inch per foot slope for the culvert.

**Commissioner Curran made a motion to approve the Specifications for Erhart Road and Huckleberry Lane Ditching Projects by Leisure Excavating. Commissioner Leach Seconded the motion. The motion passed by unanimous vote.**

## **8. NEW BUSINESS**

Commissioner Leach stated that if there was consideration of reviewing the name of MRP, and changing it to Transportation

City Recorder Fred Hilden stated that he has talked to Gary Baker in the past on changing the name and giving it some new energy but we don't have a lot of the elements that are typically in a transportation plan.

Commissioner Tucker stated that he thinks it might be difficult to find all the references to the Master Road Plan.

Commissioner Curran stated that his feeling is the Master Road Plan is where the road and tires meets, that is what we do.

Chairman Sathe stated that the consensus of everyone is to keep the MRP as it is.

## **9. UNSCHEDULED ITEMS NOT LISTED ON THE AGENDA**

Commissioner Leach stated that he is having trouble with the logistic of a dump truck for the brushing project, how is he going to trim the branches from the dump truck. He is really concerned that the dump truck is not adequate without a bucket to reach the branches.

Chairman Sathe stated that the main reason for the dump truck is to dump the brush and they will have a pole saw to cut the branches that are difficult to reach.

Commissioner Leach stated that he just couldn't see how a dump truck could trim the tree without some kind of other help.

**Commissioner Tucker made a motion to approve the bid for the removal of cutting down the tree on peninsula. Commissioner Curran seconded the motion. The motion passed by unanimous vote.**

## **10. FINAL COMMENTS**

Vice Planning Chairman George Burke stated that he is pleased that the Planning Commission and Road Commission are working well together.

City Recorder Fred Hilden stated that the planning commission deserves a little extra acknowledgement because they have put a lot of time and dedication on the Ordinances.

Commissioner Leach stated that he agrees this is moving along and he would like to see the outline that Gary Baker is working on.

Commissioner Curran stated that meeting twice a week a hassle but the work that has resulted from it is worth it, well done everyone.

Chairman Sathe stated that he is happy that we could have an extra meeting to help the Planning Commission along.

Commissioner Tucker stated that being the new man on the block he is finding it very educational.

## **11. ADJOURNMENT**

**There being no further business to come before the Road Commission, Commissioner Leach 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 Special Session adjourned at 7:37 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](http://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