



**City of Dallas
Planning Commission
Council Chambers - City Hall
October 14, 2014 - 7:00 p.m.**

MINUTES

1 **CALL TO ORDER**

2 President Chuck Lerwick called the meeting to order at 7:00 p.m.

3 **NEW COMMISSIONER OATH OF OFFICE**

4 Marc Pazina took the City of Dallas Planning Commission Oath of Office.

5 **ROLL CALL**

6 Commissioners Present: Chuck Lerwick, Chris Castelli, Carol Kowash, Les Oehler, Marc Pazina,
7 and Robert Wilson.

8 Absent: David Shein

9 Staff present: City Attorney Lane Shetterly, Community Development Director Jason
10 Locke, Planner Suzanne Dufner, and Recording Secretary Patti Senger.

11 **APPROVAL OF MINUTES**

12 President Chuck Lerwick presented the minutes of the regular meeting of September 9, 2014.
13 Commissioner Castelli made a motion to approve the minutes as presented and Commissioner Kowash
14 seconded the motion. The motion passed unanimously.

15 **PUBLIC COMMENT**

16 President Lerwick explained the rules for making public comment.

17 There were no public comments.

18 **OTHER BUSINESS**

19 **Comprehensive Plan: Chapter 1 Citizen Involvement**

20 Jason Locke reported about the upcoming task of updating the Comprehensive Plan, stated that the
21 most important facet was the citizen involvement process, and said it was the first goal in the Statewide
22 Planning Goals. He explained before undertaking the Comprehensive Plan updates, which was a three to

23 four year process, a citizen involvement plan needed to be implemented. He explained that the
24 language in the current Comprehensive Plan regarding citizen involvement was inadequate.

25 Mr. Locke presented to the Planning Commission a draft of the City of Dallas Comprehensive Plan,
26 Chapter 1, Citizen Involvement and said it followed the same format as the Statewide Planning Goals,
27 and reviewed aspects of the draft document. He pointed out the process was similar to what was used
28 in the Dallas 2030 project with positive results. He indicated this would add an additional burden on the
29 Planning Commission to ensure the plan was properly implemented and carried out. Commissioner
30 Oehler made a motion to direct staff to schedule a public hearing on the revised Citizen Involvement
31 chapter for the December Planning Commission meeting. Commissioner Castelli seconded the motion
32 and it passed unanimously by the Planning Commission.

33 There was discussion about the improved communication avenues available with social media outlets.

34 President Lerwick asked if an active Citizen's Advisory Committee was in place for the Comprehensive
35 Plan and Mr. Locke indicated it had been a long time since one was in place. Ms. Kowash asked how the
36 project would affect the staff workload and about performance measures. Mr. Locke stated it would
37 increase staff workload and noted goals could be measured through multiple avenues including surveys
38 and setting up aspirational goals with benchmarks to reach. Ms. Dufner added that tracking
39 advertisements, number of civic groups and clubs that were addressed, and open houses would be
40 measureable.

41 **COMMISSIONER COMMENTS**

42 Commissioner Castelli asked about the sign code and Lane Shetterly stated it went before City Council in
43 September and passed the first reading. The second reading would be on Monday, October 20, 2014,
44 and would take effect 30 days later, on November 19, 2014.

45 Commissioner Oehler complimented the Parks Department for their work on City landscaping. He asked
46 why the City had outsourced water meter reading and Mr. Locke explained that it was a part of the work
47 contracted out to Ch2m Hill/OMI for the water distribution system. Commissioner Oehler asked about
48 future development of Kingsborough Park and Mr. Locke suggested he look at the Dallas Parks Master
49 Plan on the City website.

50 Commissioner Pazina asked about the crosswalk on E. Ellendale Avenue near Walmart and the group
51 agreed it was a crosswalk that should be addressed. Mr. Locke explained that the Oregon Department of
52 Transportation (ODOT) managed that particular crosswalk and he would again notify them about an
53 upgrade, and noted they had been resistant to doing it in the past. Mr. Shetterly pointed out that the
54 City of Monmouth also had trouble getting crosswalk upgrades on Highway 99, an ODOT managed road
55 in their jurisdiction.

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57 **STAFF COMMENTS**

58 Mr. Locke announced the City had contracted with a third party to upgrade the water distribution
59 system with Automated Meter Reading (AMR) and would be replacing hundreds of water meters in
60 town.

61 Mr. Locke stated that the Barberry Node Master Plan and a change to the Transportation System Plan
62 would be on the Wednesday, November 12, 2014, Planning Commission agenda.

63 The meeting adjourned at 7:45 p.m.

APPROVED:

President

Date