

- CALL TO ORDER** The meeting was called to order by Commission President Chuck Lerwick at 7:00 p.m.
- ROLL CALL** Roll was called and Commission members present were: Carol Kowash, Chuck Lerwick, Carrie Mendell, Scott McLeod, Dave Pederson, Doris Stefani and Bob Wilson.
- Also present were Mayor Jim Fairchild, City Manager Jerry Wyatt, City Attorney Lane Shetterly, Community Development Director Jason Locke, Planner John Swanson, and Recording Secretary Laurie Roberts.
- APPROVAL OF MINUTES** President Lerwick called for any corrections or changes to the minutes of the regular meeting of August 12, 2008. Bob Wilson made a motion to approve the minutes as presented. The motion passed unanimously.
- PUBLIC COMMENT** President Lerwick called for any public comments not related to the agenda items. There were none.
- PUBLIC HEARINGS:** None.
- DISCUSSION ITEMS:**
- Code Assistance Grant** Jason Locke gave a review of the Code Assistance Grant program that provides a complete review of the Dallas Development Code. Scot Siegel will be meeting with the staff next week to review the parameters and obtain documentation and publications, and begin the process. Updates will be brought back to the Planning Commission. In response to questions, Mr. Locke explained that the expert is contracted by the state, and the city staff reviews contracts but does not have to do the work. Mr. Shetterly explained it is a capacity issue, and the state makes the consultants available to assist the City, and it also helps to identify items statewide. Mr. Locke explained they will conduct interviews of various groups to identify issues. There will be an evaluation phase and then a documentation phase resulting in recommended changes. The first process should take a few months and includes citizen participation. This should be ready for the Planning Commission around March 2009.
- Update on Wyatt Node - Quick Response Grant** Mr. Locke stated there are 4-5 contracted consultants and CMGS will be ours, adding they have worked a lot with Carl Sherwood who has done several City projects. He explained the process will be similar to the Code Assistance and both will be done concurrently starting in October. This should wrap up around January 2009 with recommendations for the Planning Commission. Updates will be provided to the Planning Commission. Dave Pederson asked to be invited to the citizen group meetings.
- Discussion of Citizen Involvement Program** Mr. Locke presented handouts and explained an issue has come up regarding the Dallas Citizen Advisory Committee (DCAC), and it is time to prepare for upcoming revisions to the Comprehensive Plan. He presented the Oregon Statewide Planning Goal 1: Citizen Involvement. He explained that the way it is set up now, the Planning Commission serves as the Committee for Citizen Involvement (CCI), and the City Council appoints the members of the CCI. Mr. Locke advised that the DCAC shall be involved in the review of the amendments to the Comprehensive Plan, and the Planning Commission is actually the CCI responsible for making sure the program is implemented. He discussed the past activities of the DCAC. Discussion was held about expanding the role of the DCAC and identifying their terms, responsibilities, etc. Mr. Wyatt explained that it actually a City Council decision on how to structure the group. Mr. Locke explained an enabling ordinance and his experience in setting up a CCI in another community. Mr. Fairchild stated he likes the fact that the

DCAC are citizens that do not serve on other committees and therefore give a new look on things, and are a good sounding board with a broad approach. Mr. Locke explained we can build on that and asked if the Planning Commission wants to separate out the oversight process to a new committee, which would have regular and frequent meetings and a greater commitment. In response to a question, one benefit would be time constraints for the Planning Commission members. Mr. Shetterly addressed the citizen involvement aspect and healthy tension and advocating for more citizen involvement. Planning commissions tend to be more focused on specific issues and the citizen involvement gives a different involvement. In response to a question, Mr. Shetterly advised on the words should vs. shall, that should does not have any legal bearing. Mr. Locke explained the impact of changes in language. Mr. Wyatt identified that the City Council would decide what they prefer the Planning Commission role and CIC role are, and as the population grows it will be more difficult for the Planning Commission to serve two roles. Mr. Locke explained the separation of the citizen involvement, which made sure that all the things they decided on were being met, and the issues never got to the Planning Commission in a hearing that no one was aware of, and it takes the heat of compliance off the Planning Commission. He added that it gets citizens involved. Ms. Mendell asked what the public perception would be and if the public would be more open to a citizen involvement group. Mr. Lerwick explained that the Planning Commission is bound by the Code and the CIC can be more open. Mr. Locke advised that the CIC will not be involved in land use application decisions, rather strictly deals with non-quasi judicial items such as comp plans, trail systems, etc. Mr. Locke explained that the CIC is responsible for sharing information, not making decisions. Mr. Fairchild explained they give an overview. Mr. Pederson shared how the audience is unprepared when they come to planning commission meetings, and how he felt as an applicant. Mr. Shetterly and Mr. Locke shared materials that other agencies use. Mr. Shetterly explained the state CAIC, and suggested they make a presentation to the Planning Commission to share their passion. Mr. Pederson also noted that people are more receptive to local help than professionals. Discussion was held about how to assist the public through the public hearing process, and how other communities are managed. Discussion was held about amending the citizen involvement component of the Comprehensive Plan; sending out literature, and the importance of the wording in outreach letters to get citizens to come to the meetings; how the action items would be presented; the focus of the CIC being the citizen involvement process; and the importance of the CIC's role of overseeing the involvement process. Mr. Locke explained getting meaningful information into the process is what is important, and asked for the Commission members to consider the information and, with more information mid-month, give recommendations so the staff will know how to proceed.

A draft of the single family zone information will be ready for review soon.

John Swanson is going to a conference in Eugene and will bring back info.

There being no further business, the meeting was adjourned at 8:00 p.m.

Approved by the Planning Commission.

President

Date