



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125
PLANNING DEPARTMENT

MINUTES

CITY OF THE DALLES PLANNING COMMISSION

CITY HALL COUNCIL CHAMBERS
313 COURT SREET

THE DALLES, OREGON 97058

CONDUCTED IN A MEETING ROOM IN COMPLIANCE WITH ADA STANDARDS

THURSDAY, JUNE 21, 2018

6:00 P.M.

CALL TO ORDER

Chair Lavier called the meeting to order at 6:00 p.m.

ROLL CALL

Commissioners Present: Sherry DuFault, Bruce Lavier, Mark Poppoff, Jeff Stiles and Steve Ross

Commissioners Absent: John Nelson and Brent Bybee

Staff Present: Planning Director Steve Harris

Public in Attendance: Two

APPROVAL OF AGENDA

Commissioner Stiles moved to approve the agenda as written. Commissioner Ross seconded the motion; the motion passed unanimously.

APPROVAL OF MINUTES

Commissioner DuFault moved to approve the minutes of May 3, 2018; Commissioner Stiles seconded the motion. The motion passed unanimously.

PUBLIC COMMENT

None.

DISCUSSION

Director Harris stated a new Planning Commissioner was appointed, Brent Bybee.

Director Harris introduced City Manager, Julie Krueger. Krueger presented Effective Meeting Techniques. The presentation included bad and good habits, procedural rules, commission and staff rules and responsibilities, and parliamentary procedure. Krueger provided "Parliamentary Motions – Quick Reference," Exhibit 1, and "Questions to Improve Discussions," Exhibit 2.

Director Harris asked the Commission if they would like to explore adoption of bylaws or rules of procedure. Chair Lavier stated he would prefer to retain flexibility in the meetings. Commissioner Stiles noted the option to extend the meeting would remain. Commission consensus was to review rules of procedure for possible adoption.

STAFF COMMENTS

Director Harris stated the next regularly scheduled meeting is July 5, 2018; there are no public hearings scheduled. The subsequent meeting is scheduled July 19, 2018. At this time there are no hearings scheduled.

Director Harris said a public workshop may be scheduled to receive input and share information on proposed code amendments. Tentative dates were July 10-12, 2018, or July 19, 2018.

The Blum appeals are scheduled for City Council, one on June 25, 2018, and one on July 9, 2018.

A new Associate Planner has been hired. A job offer was made for a Planning Tech position. If accepted, the position will begin in late July.

COMMISSIONER COMMENTS OR QUESTIONS

Commissioner Stiles asked why a stop sign was installed on 19th Street in front of Dry Hollow. Director Harris will follow up with Public Works.

Chair Lavier asked if there was any feedback on the Dry Hollow School project. Harris replied it was successful. Staff has received public comments. The School District will report back to the Commission this summer.

Chair Lavier asked what mechanism was in place to make a decision on the traffic plan. Harris replied two aspects were involved: financing and mechanics. The decision will come from the City Engineer and the School District.

Commissioner Ross shared input from his employees. Employee consensus was the first couple of days were chaotic, but then improved significantly. They were most appreciative for police presence and the manner in which the police interacted with the community. Commissioner Stiles said he had received similar comments.

Commissioner Stiles stated some property owners on E. 19th Street were concerned they would lose property. City Manager Krueger replied that was never part of the City's proposal.

ADJOURNMENT

Chair Lavier adjourned the meeting at 7:06 p.m.

Respectfully Submitted
Paula Webb, Planning Secretary



Bruce Lavier, Chair

Parliamentary Motions – Quick Reference THIRTEEN RANKING MOTIONS

PRIVILEGED MOTIONS relate to the rights or privileges of the organization or individual members rather than to particular items of business. They are of such urgency that they are entitled to immediate consideration.

SUBSIDIARY MOTIONS may be applied to another motion for the purpose of modifying it, delaying action on it, handling its consideration, or disposing of it.

MAIN MOTIONS, the basis of all parliamentary procedure, bring business before the assembly for consideration and action. They can be introduced only when no other business is pending.

NAME OF MOTION		May it interrupt when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?
Privileged	Fix the Time to Which to Adjourn	No	Yes	No	Yes	M	Yes
	Adjourn	No	Yes	No	No	M	No
	Recess	No	Yes	No	Yes	M	No
	Raise a Question of Privilege	Yes	No	No	No	C	No
	Call for the Orders of the Day	Yes	No	No	No	C	No
Subsidiary	Lay on the Table	No	Yes	No	No	M	Neg Only
	Previous Question	No	Yes	No	No	2/3	Yes
	Limit or Extend Limits of Debate	No	Yes	No	Yes	2/3	Yes
	Postpone to a Certain Time (Definitely)	No	Yes	Yes	Yes	M	Yes
	Commit (Refer to a Committee)	No	Yes	Yes	Yes	M	Yes
	Amend	No	Yes	Yes*	Yes	M	Yes
	Postpone Indefinitely	No	Yes	Yes	No	M	All Only
MAIN MOTION		No	Yes	Yes	Yes	M	Yes

* Is debatable if applied to a debatable motion

M = Majority

C=Chair handles

The privileged and subsidiary motions have precedence in the order listed, from highest to lowest, when a main motion is pending. Several of the privileged and subsidiary motions may also be made when no business is pending, in which case they are main motions. The unqualified motion to adjourn is generally privileged whether or not a main motion is pending. Further details about all of these motions may be found in RONR.

(Based on Robert's Rules of Order Newly Revised (RONR) 11th edition)

Parliamentary Motions – Quick Reference Incidental and "Bring Back" Motions

INCIDENTAL MOTIONS are made in response to a variety of situations that may arise during the consideration of a pending question. They must be resolved before business can continue. They have no rank.

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY, sometimes called "Bring Back" Motions, return a question to the assembly for further consideration and action.

Listed below are the motions of these classes that are used most often.

NAME OF MOTION		May it interrupt when another has the floor?	Does it require a second?	Is it debatable?	Is it amendable?	What vote is required for adoption?	May it be reconsidered?
Incidental	Point of Order	Yes	No	No	No	C	No
	Appeal from a Decision of the Chair	Yes	Yes	Yes**	No	M-	Yes
	Suspend the Rules	No	Yes	No	No	2/3	No
	Objection to Consideration of a Question	±	No	No	No	2/3-	Neg. only
	Division of a Question	No	Yes	No	Yes	M	No
	Consideration by Paragraph or Seriatim	No	Yes	No	Yes	M	No
	Division of the Assembly	Yes	No	No	No	C	No
	Parliamentary Inquiry – <i>Requests Parliamentary Advice</i>	Yes	No	No	No	C	No
	Request for Information – <i>Requests Factual Information</i>	Yes	No	No	No	C	No
Bring Back	Take from the Table	No	Yes	No	No	M	No
	Rescind/Amend Something Previously Adopted	No	Yes	Yes	Yes	2/3 M	Neg. only
	Reconsider	±	Yes	Yes*	No	M	No

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± Is in order if another has been assigned the floor but has not begun to speak

* Is debatable if applied to a debatable motion

** Is usually debatable, see RONR

M-

2/3-

2/3 M

M

C

Majority in the negative is required to reverse the decision of the chair

2/3 in the negative is required to sustain the objection

2/3 or majority of the membership without notice or

majority with notice

Majority

Chair handles

Questions to Improve Discussions

To Open Discussion

“Could we clarify the terms connected with this topic?”

“What do you think the general idea or problem is?”

“What are the elements essential to understanding the topic?”

“Would anyone care to offer suggestions on information needed to better understand the topic or problem?”

To Broaden Participation

“Now that we’ve heard from some of the members, would others who haven’t spoken like to add their ideas or concerns?”

“How does the information presented so far sound to those of you who have been thinking about it?”

To Limit Participation

“Your comments are appreciated, but it would be nice to hear from some of the others who haven’t spoken yet.”

“You’ve made some good statements. Is there someone else who may want to add something?”

“Would you please hold your comments until some of the other members have had an opportunity to speak?”

To Focus Discussion

“Where are we in relation to our goal for this discussion?”

“Would you like me to review (or recap) my understanding of the discussion and the progress we’ve made?”

“I appreciate your comment, but it may not be on target for the issue we’re discussing. Could we re-focus our attention to the issue?”

To Help the Group Move Forward

“Have we resolved this problem well enough to shift our attention and consider this additional portion of the question?”

“In view of the lengthy agenda, should we look at the next question (issue) before us?”

“Do we need additional information before this question can be decided? Should this item be postponed?”

To Help the Group Reach a Decision

“Am I correct in sensing there is agreement on these points/this question?”

“Since we seem to be moving toward a decision, should we discuss what it will mean if we decide in this way?”

“What have we accomplished in our discussion so far?”

“Has everyone presented their concerns at this time?”

To Lend Continuity to a Discussion

“Since we considered this question at the last meeting, would someone like to review what was already discussed?”

“Since we can’t reach a decision at this meeting, what are some of the points for discussion at the next meeting?”

“Would someone care to suggest points needing further clarification or study?”