

MEMORANDUM

TO: Members of the Dillingham Planning Commission
FROM: Christopher Maines, Planning Director
DATE: May 8, 2026
RE: Minutes Preparation: Staff Handwritten Notes

This memo is issued in response to a commissioner's request regarding the use of handwritten notes to record Planning Commission meetings.

The Short Answer

Having a staff member take handwritten notes at Planning Commission meetings is fully permissible under the Dillingham Municipal Code. No code revision or special authorization is required.

Code Basis

Section 2.68.120(B) requires that the Commission be furnished secretarial assistance at each meeting to help prepare minutes, journals, and resolutions. It specifies who does the work, "a staff member", but does not prescribe the format in which notes are taken.

Section 2.68.090 requires that minutes be kept, filed with the city clerk, and retained as public records. Again, format is not specified.

Handwritten notes taken by a staff member satisfy both provisions.

One Practical Recommendation

Whether notes are taken by hand or otherwise, the Planning Department recommends that a typed version be prepared from those notes before filing with the city clerk as the official minutes. This ensures legibility, supports the city's public records obligations, and makes the record easier to produce and reference over time. Handwritten notes may be retained as working documents.

Please feel free to reach out with any questions.



Christopher Maines

Planning Director, City of Dillingham