



PLANNING COMMISSION / COMMISSION FOR CITIZEN INVOLVEMENT
WORK SESSION
Minutes of May 4, 2011

Members present: Chair Robert Martin, Vice Chair Michael Babbitt, Gail Holmes, Holly Miller, Laura Horsey and Christine Steel

Members absent: Dean Wood

Staff present: Chris Kerr, Senior Planner; and Damian Hall, City Attorney

Chair Martin called the work session to order in the Council Chambers of City Hall at 6:45 p.m.

Approval of Minutes

Steel **moved** to approve the Planning Commission Minutes of April 6, 2011. Horsey **seconded** the motion and discussion followed. Babbitt held the process change to approve minutes at a work session should be voted on at a regular meeting. It was a change in practice and the public should be notified about that. During the ensuing discussion the Commissioners recalled they had decided not to publish unapproved minutes and there was a need to get the approved minutes out timely. An alternative to approving the minutes at a work session was to open the regular meeting to just approve minutes, then close it and hold the work session. Babbitt stressed the agenda format had to be very clear so it was not too confusing for the public. The vote was conducted and **the motion passed 5:0:1**. Babbitt abstained.

Chair Martin suggested holding the vote on the CCI minutes and then making a formal announcement at the next regular meeting in two weeks. Babbitt asked that the change of process be on the agenda so the public could comment on it. Hall assured the Commissioners they could vote on the CCI minutes because there was no real distinction between the Planning Commission and the CCI.

Miller **moved** to approve the CCI Minutes of April 6, 2011. Steel **seconded** the motion and it **passed 5:0:1**. Babbitt abstained.

Public Comments

There were no members of the public present.

Update on Planning Commission's status and role as the City's Commission for Citizen Involvement (CCI).

Kerr discussed the April 27, 2011 staff memorandum and attachments. He advised the Council had never formally created a separate commission for citizen involvement. Instead, the Council had authorized the Mayor to send a letter to the DLCD to say the Council had assigned the responsibilities of a committee for citizen involvement under Statewide Planning Goal 1: Citizen Involvement to the Planning Commission. A copy of the letter was attached to the staff memorandum. Kerr advised the state only required the City to have a committee for citizen involvement during periodic review of the Comprehensive Plan. It could be inactive after periodic review. The City had created one when it crafted the original Comprehensive Plan and then disbanded it. Chapter 99 talked about how the CCI was to be involved in the land use planning program. Goal 1 language specified that the committee's responsibility related to citizen involvement in land-use planning. The staff observed the Comprehensive Plan provided land use planning goals and polices and the Community Development Code and some subordinate plans such as the TSP and the master trails plan implemented the Comprehensive Plan. If the Commissioners wanted to clarify or expand the role of the CCI they could ask the Council. Lake Oswego and other cities had designated their Planning Commissions as CCIs. Lake Oswego Planning Commission reserved time for CCI matters on every agenda, whether or not there was something to talk about.

Discussion regarding CCI guidelines and procedures. Including, but not limited to:

- **Meeting procedures (consideration of an alternate chairperson)**
- **Format of agendas**
- **Public comment/ Testimony guidelines**
- **Stand-alone work session procedures**

Kerr advised the CCI could be less formal than the Planning Commission. It could have a round table discussion for example. Babbitt commented that it made sense to put the CCI item on every agenda so the Commissioners and the public did not have to wait months for a CCI meeting to discuss or comment on something. Holmes observed that way the public would know that the Commissioners could discuss citizen involvement at any meeting. Chair Martin observed a consensus to do that but he acknowledged that he would have preferred to have a separate CCI that included non-Planning Commission members. He indicated he believed having an alternate chair would be too complicated. The Commissioners generally agreed to schedule CCI public comments early on the agenda if there was not a specific CCI topic to be discussed. That way people who wanted to comment about involvement matters would not have to wait to the end of the meeting. Chair Martin suggested the Planning Commission formalize what the Commissioners had discussed at the next regular meeting. Holmes said she would ask the Open Oregon Board for their perspective on citizen involvement committees and how they worked.

The Commissioners continued to discuss the scope of the CCI. Babbitt observed the Commissioners could pay more attention to citizen involvement in things like the water and stormwater master plans, the TSP, and how the City allocated money for neighborhoods. The staff suggested when the Commissioners looked at a process as the Planning Commission they

could look at it from the CCI perspective too. The CCI could look into the outreach component of anything tied to the Comprehensive Plan. Kerr agreed to try to be proactive and brief the Commissioners well before the Planning Commission was to hear a matter so the Commissioners could consider the citizen involvement aspect of it. He noted the TSP update was less than a year away; the City was looking at WRA and the trails master plan; and the City was going to consider what to do along Highway 43. The CCI could get involved in how those processes would reach out to citizens. He advised the PUD/Infill Task Force was past that point because it was already drafting code. He advised it was neither practical nor efficient to ask the staff to present outreach related to each code "housekeeping" change.

Babbitt suggested when there was no CCI-specific subject to discuss on the agenda the Commissioners could occasionally use the time to inform people how to get involved in things like preapplication conferences and neighborhood associations and let them know they could find information on the City website. Chair Martin wanted the Commissioners to be proactive and not wait until the final proposal was presented to the Planning Commission for action. That included the next bundle of code housekeeping changes the staff would propose. Kerr said the staff planned to offer a briefing on legislative items ahead of time during Items of Interest from the Staff. That would be on TV. Babbitt and Steel indicated they wanted the staff to continue to put the tentative future agenda at the bottom of each current agenda. The Commissioners recessed for ten minutes and then reconvened.

Update on PUD/Infill Task Force

Kerr reported the task force had been meeting regularly. The Council had pared down the topics the task force was to address to three: the PUD chapter; environmentally constrained lands; and flag lots. Kerr discussed the direction he believed the group was going in. The PUD process would no longer be mandatory. There would be a two-track process. The developer could choose to build a straight subdivision or a PUD. Environmentally constrained lands would be addressed in another code section – not in the PUD chapter. The environmentally constrained lands code revisions would focus on what could be built on the buildable portion of the property. A proposed PUD had to be a better overall development than the standard subdivision and clearly provide amenities for the community in return for modifications to setbacks, etc. The task force was almost done with the PUD code. They were looking at constrained lands now. They would not amend the current language allowing one, limited size, house on entirely constrained property. They might recommend specific standards that would allow a certain amount or percentage of lot size reduction. The group had been looking at flag lots from the perspective of how they might disturb adjacent properties. They were considering recommending clear and objective standards related to building orientation and "wedding cake" setbacks. The task force planned to hold a public open house and invite all the neighborhood associations to discuss the proposed CDC revisions. Kerr anticipated the recommendations would be heard by the Planning Commission in September. When asked, he said he expected the flag lot standards would not be applied to the historic district, which had its own requirements. Babbitt reported the task force was considering how to set limits on density transfer in the environmentally constrained lands code.

ITEMS OF INTEREST FROM STAFF

Kerr pointed out a joint Council/ Commission work session was scheduled for June 20.

ITEMS OF INTEREST FROM THE PLANNING COMMISSION

Steel, Holmes, Miller and Chair Martin volunteered to serve on the group that was to evaluate the responses to the Highway 43 RFP. Chair Martin confirmed the Commissioners would wrap up their discussion of a new deliberations procedure at the next meeting.

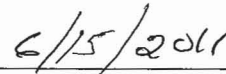
ADJOURNMENT

Chair Martin adjourned the work session at approximately 8:50 p.m.

APPROVED:



Robert Martin, Chair



Date