



22500 Salamo Road  
West Linn, Oregon 97068  
<http://westlinnoregon.gov>

# COMMITTEE FOR CITIZEN INVOLVEMENT MEETING

Thursday, July 7, 2016

5:00 p.m. - Meeting –City Hall (Bolton Conference Room)

**Members Present:** Chair Thomas Tucker, Vice Chair Karie Oakes, Kris Wolfe, Gail Holmes, Michael Babbitt, Russ Axelrod, Bob Martin

**Staff Present:** Eileen Stein, Courtney Flynn, John Boyd

**Citizens Present:** Terrie Cummings

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1. Call to Order
  - Meeting called to order at 5:04 p.m.
2. Approval of the June 2, 2016 minutes
  - Motion by Axelrod, second by Babbitt. Motion unanimously approved.
  - Martin mentioned possible need for an ombudsman in West Linn.
  - Stein: City staff followed up with the Fortuna family; their recommendations on a more streamlined way to navigate City codes will be on a future CCI agenda.
3. Continue discussions of potential revisions to Municipal and Community Development Codes
  - February 28, 2012 Memo: Administrative Procedure 2012-01: Citizen Engagement in Land Use Legislative Process
    - Martin: Procedure developed out of failed process for 2010 trails/parks plan. CCI at that time wanted direct citizen input on code development and this authority to be outlined in the City's code. Instead, engagement process was implemented as an administrative policy.
      - Citizen engagement in land use should be code and go through planning.

- Add Chapter 98.035 to the CDC to outline define process for citizen engagement in land use. Martin to draft language for discussion at July 26 meeting.
  - CDC Chapter 99.080: Shows Planning Director does not need to publish information in the newspaper
    - Question: Should such decisions be published in the newspaper?
    - Oakes: Information published online will not provide information to those who read the newspaper.
    - Boyd: Point of change was people impacted receive direct notice- including notice of planning director decision. Publishing in newspaper seemed to be duplicative and expensive.
    - Wolfe: Create an email blast list for people interested in regularly being updated on Planning Director decisions. Does the website have the ability to send notice to interested parties when the decisions are updated online (item for City to look into)?
    - Axelrod: Proceed with updating website with Planning Director decisions, no newspaper postings.
    - Holmes: Can post decisions in public places too.
  - CDC Chapter 99. 280 D. “Except when limited reopening of the record is granted, pursuant to this section, the Council shall not re-examine issues of fact and shall limit its review to determine whether there is substantive evidence in the record to support the findings by the lower decision-making body, or to determine if errors in law were committed by the City. Review shall be limited to the issues clearly identified in the notice of appeal. No issue may be raised on appeal that was not raised before the Planning Commission with sufficient specificity to enable the Commission and the parties to respond. (Ord. 1474, 2001; Ord. 1568, 2008; Ord. 1622 § 5, 2014)”
    - Axelrod: Council should consider revising this, per direction of Counsel, because it is viewed as constraining.
      - To be discussed at a future CCI meeting.
- 4. Discuss citizen engagement ideas for Community Involvement Plan
  - Wolfe: Need to have more people actual participating in City activities. Should use council goals as a reference to gain participation.
  - Oakes: Citizens need to feel like they are listened to in order to want to participate. Need to better publicize CCI meetings so people are aware of it, understand it and can build trust.
- 5. Member Comments
  - Resident Terri Cummings: Would like to see draft minutes online before Committee approval, relying on audio and video recordings is not enough.
  - Axelrod: At the June Neighborhood Association Presidents meeting there was a discussion regarding the gap between the conceptual planning and actual planning process for a site. Currently when plans are submitted to the community they are conceptual and lack solid information.

- Suggestion to reexamine the Neighborhood Association interaction in the planning process.
- Babbitt: More direct agendas needed, last 30 minutes of meetings should be to discuss creative ideas on citizen engagement.
  - E.g. Creating a land use pamphlet and giving residents feedback on how to give testimony.
- Tucker: Set Agenda for next meeting at current meeting, consider placing time allotment for agenda items
  - Next Meeting: July 26 at 5 p.m. at City Hall

6. Adjourn

1. Meeting adjourned at 7:26 p.m.
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