



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

# COMMITTEE FOR CITIZEN INVOLVEMENT MEETING MINUTES

Tuesday, August 16, 2016

5:00 p.m. - Meeting –Willamette Conference Room

Members Present: Chair Thomas Tucker, Vice Chair Karie Oakes, Russ Axelrod, Bob Martin, Gail Holmes, Mike Jones

Staff Present: Eileen Stein, Courtney Flynn

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1. Call to Order
  - Meeting called to order at 5:03 p.m.
2. Approval of the July 26 2016 minutes
  - Motion to approve the minutes as amended by Jones, seconded by Axelrod;
  - Motion passed 5-0.  
(Karie Oakes joined meeting shortly after approval of minutes)
3. Citizen Comments
  - None
  - Motion by Axelrod to amend the agenda to discuss proposed CDC Chapter 98.035 and Municipal Code changes. Motion seconded by Tucker; passed.
4. Discuss addition of CDC Chapter 98.035
  - Updated document reflecting changes attached.
5. Discuss proposed Municipal Code changes
  - Updated document reflecting changes attached.

6. Discuss CDC Chapter 99.180 Section F.2.d
  - Axelrod: Language needs to be clarified; interested in what other cities have done.
  - Recommendation from group to for Assistant City Attorney to provide input on how to clarify language.
7. Discuss Repeal of section D in Chapter 99.325 of the CDC (Ordinance 1635)
  - Citizen concern brought forth about extension eligibility. Group decided this is not necessarily a CCI matter.
  - Martin took the original input from the citizen and stated he will direct them to the Planning Commission.
8. Discuss CDC Chapter 105.040 Zone changes made by City Council
  - Martin: Issue is that the PC made the zone changes, now PC is making recommendation to the council. Question of who should be making zoning changes.
9. Identify outreach methods from “Putting the People in Planning” relevant to CCI and its process
  - No discussion; tabled for a later date.
10. Revise 99.160.C.2 and 99.170.G.2
  - 99.160.C.2 : “~~A majority~~Two of the members of the Commission or the Council order a review within 14 days of the final decision pursuant to CDC [99.240](#).”
  - 99.170.G.2 : “~~A majority~~Two of the Council members order a review within 14 days of the final decision pursuant to CDC [99.240](#); or”
11. Member Comments
  - Holmes: Oregon City Legacy Group visited the Economic Development Committee to share their strategy for their waterfront development project. It was informative and maybe a strategy the City of West Linn could considered mimicking for the Arch Bridge Project. The CCI would benefit from the presentation.  
The Willamette Neighborhood Association is looking into updating their Neighborhood Plan (most recent version filed in 2003) and there are questions on how involved city staff would be with the plan’s development as it relates to code and zoning changes.

- Martin: It may be a good idea to revise the Bolton and Willamette Neighborhood plans in conjunction with the Arch Bridge Project moving forward.

#### 12. Set September Meeting Dates

- Aug. 30 Agenda will include a review of CDC Chapter 99.180 Section F.2.d with legal counsel, discussions on the repeal of Municipal Chapter 2.915 (c) and (d), Municipal Chapter 2.915 (a) and action to table a de novo v on-the-record appeals discussion.
- Meeting Dates: September 13 and 27 from 5-6:30 p.m. at City Hall.

#### 13. Adjourn

- Meeting adjourned at 7:10 p.m.
- Jones left at 6:30 p.m.

## 98.035 CITIZEN ENGAGEMENT IN ~~LAND USE LEGISLATIVE PROCESSES~~ CHANGES

~~The purpose of the working group is to provide a forum for dialog between different points of view on a proposed land use legislative change.~~

A. ~~Creation of working group.~~ New and modified land use legislative changes to the CDC will be ~~written-developed~~ by a representative ~~committee~~ working group of citizens, ~~guided~~ and assisted by the planning staff.

1. The working group will contain interested stakeholders ~~on both sides of in the issue,~~ and include a member of the Planning Commission, and a staff representative.

2. The working group will be recommended by the Committee for Citizen Involvement (CCI) ~~CCI~~ and approved by the City Council.

3. The working group should elect a chair and vice chair at its first meeting.

B. Conduct of working group meetings. ~~The purpose of the working group is to provide a forum for an extensive dialog between opposing points of view on a proposed land use legislative change. Toward this end, the following ideas may be useful.~~

1. Staff ~~should will~~ prepare a suggested draft of the proposed changes, ~~based on the nature of the problem, solutions found in other communities, and staff's experience.~~ This draft will provide a starting point for discussion and education.

2. Committee members ~~should will~~ use the draft as a starting point for education and discussion, but then reconcile the implications of the draft with their vision.

3. After each meeting, staff will incorporate approved changes and prepare an updated working draft.

4. All meetings ~~should will~~ be public meetings with an opportunity for anyone in attendance to be heard. Written minutes ~~should will~~ be published.

5. In the event that a consensus cannot be reached on issues, the group will prepare ~~two~~ alternatives. ~~Both-Each~~ alternatives and ~~its-their~~ rationale will be presented to the Planning Commission.

~~6. Experience has shown that working groups should meet at least bi-weekly.~~

~~76.~~ Prior to submission to the Planning ~~commission~~ Commission, proposed code changes ~~should will~~ be submitted to legal counsel for review. The review should be limited to the identification of areas where the proposed code conflicts with other parts of the CDC, state

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law or federal law. As an alternative, ~~the in-house attorney~~ legal counsel may attend and advise during the creation of the code.

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C. Presentation to the Planning Commission When the ~~committee~~ working group ~~agrees~~ reaches consensus that ~~it-the code changes are~~ is-ready, the ~~prepared~~ proposed code changes will be presented to Planning Commission pursuant according to Section 98.040.A.2. If the ~~committee-working group~~ has failed fails to reach a consensus on the code changes, ~~both-all~~ proposals will be presented to the Planning Commission, ~~along with the mandated staff report.~~

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## Proposed Municipal Code Changes

### 2.030 Appointment

ADDITION (4) Advisory board and Planning Commission members are appointed in January after newly elected council members are sworn in.

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### 2.045 Meetings; Rules of Procedure; Attendance.

(3) Recommendations. All recommendations to the Council shall be in writing. The staff liaison shall prepare a memorandum to the Council, signed by the Chair of the advisory group, stating the citizen advisory group's recommendation.

### 2.060 Officers.

ADDITION (4) Council members may not chair a citizen advisory board.

### 2.065 Staff Liaison

The City Manager shall provide staff assistance to citizen advisory groups when appropriate, feasible, and within budgetary limitations. The City Manager shall determine which department or staff person shall serve as liaison to each citizen advisory group. The staff liaison provides professional guidance, continuity, insight into City policy, and coordinates with the chair to set the agenda, which is reviewed then approved by the chair. Staff shall sit with the citizen advisory group and participate in all citizen advisory group discussion, but staff shall not vote on matters. Staff will ensure that minutes are produced for each meeting that staff attends. The staff liaison supports the group as a whole and shall not do work at the request of individual members.

### 2.075 Citizen Advisory Groups

**Add**

**11) Arts Commission**

### 2.210 Definitions

~~Selection Committee~~ Arts Commission means the committee appointed pursuant to guidelines adopted by the City Council, and responsible for reviewing proposed public art and making recommendations on the selection of public art. The ~~selection committee~~ Arts Commission shall include a representative of the participating department, the project architect or engineer (where applicable), artists, a citizen and any other members designated in the guidelines.