



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

COMMITTEE FOR CITIZEN INVOLVEMENT MEETING MINUTES

Tuesday, March 7, 2017

5:30 p.m. - Meeting –Bolton Conference Room

Present: Chair Thomas Tucker, Vice Chair Karie Oakes, Bob Martin, Russ Axelrod, Ken Pryor, Gary Walvatne.

Citizens Present: Pam Yokubaitis, Sherry Phillips

Staff Present: Courtney Flynn, Megan Thornton, John Boyd

1. Call to Order

Meeting called to order at 5:30 p.m.

2. Approval of the Feb. 21, 2017 minutes

Motion by Tucker, second by Pryor to approve minutes. Motion passed 5-0.

3. Citizen Comments

Resident Pam Yokubaitis attended to suggest the City research having an online forum where questions can be posted and answered in a thread like manner. Topics would be categorized and answers would be provided under the topics proposed by participating parties. Yokubaitis was interested in how the City disseminates information and making it more efficient and effective.

Pryor asked how such a system would be monitored, how accuracy would be ensured and how it would affect land use testimony.

4. Old Business

None

5. Planning Process Review: Pre-Application Process (First in a Series)

- Thornton and Boyd presented information on the planning process, starting with the idea stage, which is when an applicant comes to the Planning Counter at City Hall and has a conversation of their idea.
- Questions raised on how citizens can get involved in the process early on.
 - Notices, attend pre-application conference meeting, attend Neighborhood Association meeting, view information on the website
- How get more information out earlier to increase attendance at the pre-application conference?
 - Pryor: City should consider having a “What’s New” section on the Planning Website to highlight new land use matters, changes.
- Pre-application conference: applicant’s time to ask what the criteria is for their idea.
 - Oakes stated this is a good opportunity for Neighborhood Associations to get information; summary notes from these meetings are also helpful.
- How does staff deal with changes to the application, particularly early on?
 - Staff noted the applicant comes with a basic project and wants to learn what the regulations or requirements are to build. As information is discussed, often it results in changes to the project design, making it an iterative process.
- Martin: City should know who the land use representatives are from each Neighborhood Association, possibly provide them training.
- Martin: Wants to better help applicants have a more solid pre-application, application; thinks this can occur with more education when applicant initially comes to counter with their idea.

6. Member Comments

None

7. Adjourn

Meeting adjourned at 7:07 p.m.

DRAFT