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COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, February 13, 2018

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

Present: Karie Oakes, Emily Smith, Russ Axelrod, Ken Pryor, Gary Walvatne, Teri Cummings and Ramiah Ramasubramanian.

Citizens Present: Lamont King and Gail Holmes

Staff Present: John Boyd

1) Call to Order

Meeting called to order at 5:45p.m.

2) Approval of the February 6, 2018, meeting notes.

Member Pryor made a motion to approve the February 6, 2018 meeting notes with three minor clarifications. Seconded by Member Smith. Motion passed unanimously.

After the adoption of the meeting notes, Chair Oakes noted she would prepare a letter for Council that provides a summary of the CCI discussion related to the use of terms and also forward the CCI recommendation that agendas for City Council and advisory boards use the term “Public Comment”.

3) Election of Chair and Vice Chair

The committee held a short discussion on the background of annual election of officers. Chapter 2 of the municipal code identifies actions for committees. At the last meeting, Member Axelrod suggested the existing vice chair could fill the chair position and to elect a new vice chair. Member Smith noted she was not intending to self-nominate but would serve if elected. He noted this was only a suggestion and not a nomination. Chair Oakes noted she reached out to Member Pryor to consider a nomination for chair and he had accepted. Chair Oakes nominated Ken Pryor for CCI Chair. She then stated that she had asked Member Ramasubramanian to serve as Vice Chair. Chair Oakes noted Member Smith had previously served and was asked to continue serving and accepted the nomination. Member Ramasubramanian also accepted the nomination.

Member Smith asked how the vote would take place. Specifically if candidates would vote for their position. The Committee noted that each member had one vote. The Committee discussed if the vote

would be open or paper ballot. Member Cummings asked if she had a vote as an alternate and the committee concurred that each sitting member had a vote. The two guests (Lamont King and Gail Holmes) were non-members and staff is a non-voting member. The CCI discussed how some committees with multiple candidates use a paper ballot. The Committee concurred their preference for a paper ballot for the vice chair vote and seven blank pieces of paper were prepared.

The Chair called for an open vote on the Chair position.

Member Oakes called for a vote on the nomination of Ken Pryor for Chair. Motion passed unanimously.

The Chair continued with the election process by providing directions on the paper vote for Vice Chair. She instructed that members should cast their vote by writing the name of their candidate on the blank paper. She asked Staff Boyd to tally the votes.

Member Oakes nominated Member Ramasubramanian or Member Smith for Vice Chair. The paper vote was taken to elect Member Ramasubramanian for Vice Chair by a vote of 5 to 2.

4) Public Comments

Guest King had no comments. Guest Holmes inquired about the Quasi-Judicial process time line. She noted the document did not represent multiple opportunities for neighborhood meetings. The members clarified the timeline reflected the current process and as changes are proposed, the draft timeline would be amended. Guest Holmes had a second suggestion related to the case numbers assigned to pre-application conferences. She suggested there should be a tracking system on how a pre-application proposal number transitioned to a land use case number. The Committee discussed the suggestion and noted that tracking would be beneficial. Member Axelrod noted the items should be added to the comment list in the working draft.

5) Continued from February 6, 2018 meeting – Planning Process: Continuation of Problem Identification & Topic Review

Member Axelrod noted his progress on compiling a clean version has slowed. He has not distributed the clean draft and hopes to complete those changes soon. He urged members to submit any comments on the current draft that requires updating or missing items that should be included to him as soon as possible.

A comparison of the online drafts were discussed. A concern was the last three week's versions appear to be the same document that was only renamed. The Committee members discussed the material available on the webpage, and a lengthy discussion ensued with the webpage contents, a review of the documents on the webpage and the need for a consistent file reference for versions of draft documents.

The discussion evolved to consider the website organization. The Committee reviewed the location of the CCI webpage and considered the website listing of boards and committees and how the site could be improved. They considered options to improve the webpage organization. Each member had a different path how to arrive at the CCI webpage. As another example of webpage clarity, they discussed the "Community" information page. The Committee for Citizen Involvement is not listed. However, Citizen Involvement is. The Committee considered the "Connect" tab on the main website, this is a link to social media. It is not clear for citizens how the organization of information was constructed. The Committee wants to have additional discussion on the webpage and access to the CCI webpage as part of a future discussion of citizen access to information. Member Axelrod suggested this review might be better

communicated when the committee considers solutions. Chair Oakes agreed and also noted it was not clear how to contact the CCI from the webpage. Currently the site is not clear on how to get to any of the citizen groups, and current contact information for the CCI webpage is the webmaster. The members discussed their preference to have a staff contact, not a webmaster, review any submitted comments for the CCI activities.

Member Axelrod returned to the draft document to consider the six core categories: 1) Early Involvement, 2) Consistency with Community Vision, 3) Availability, Timing, Scope of Staff Reports, 4) Complexity and Cost of Applications, 5) Changes to Application, and 6) Appeals Process. He noted that a few items might not fit in these categories. Some items could be combined together under a miscellaneous category and he asked for the Committee's feedback. Chair Oakes concurred and asked to see an evaluation draft. Member Axelrod thought he could compile a listing of the new category items for consideration by the committee. Chair Oakes asked members to review the draft document and use the next two weeks to submit comments, consider missing items and provide feedback to Member Axelrod in the latest revision. Member Axelrod noted he will take those comments and incorporate them into a master document that should be ready for review at the next meeting.

6) Member Comments

Chair Oakes spoke on the transition of NAP representative for the CCI changing to Gail Holmes. Staff Boyd inquired on the Council role to appoint all advisory board members. He asked if there was a member appointed or if a position was appointed. Members Axelrod and Cummings noted that now that NAP has proposed a new representative, Council can act on that representative at their next Council meeting. Member Smith asked if the NAP Chair was the member of the CCI or if it was any NAP member. Visitor Holmes asked about the NAP chair as the position on the CCI and mentioned a recent discussion on this issue. The CCI reviewed Council Resolution 2017-02 that re-established the CCI and adopted by-laws. There was an extensive discussion of the resolution that created the CCI, the membership identified in the by-laws, and the role of the Mayor and Council to appoint members as clarified in the municipal code. The request was to obtain guidance from Council on how NAP members transition on the CCI. There was recognition of the NAP to identify who might represent their committee on the CCI. The question was what action the committee needs to take when acting on that recommendation. Additional clarification is needed for the Planning Commission representative and the Neighborhood Association Presidents. The conflicting language should be clarified to avoid confusion when a change in membership occurs in the future. The Council representatives will consider the language and seek clarification from the City Attorney on moving forward with the question.

7) Adjourn

Meeting was adjourned at 7:15. The next meeting is February 27, 2018, at 5:30 p.m. and will be held in the Rosemont Room located in City Hall.