



CITY OF  
**West Linn**

22500 Salamo Road  
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<http://westlinnoregon.gov>

## **COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES**

Tuesday, September 26 2017

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

Present: Karie Oakes, Bob Martin, Russ Axelrod, Ken Pryor, Emily Smith and Gary Walvatne

Citizens Present:

Staff Present: John Boyd

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### **1) Call to Order**

Meeting called to order at 5:30 p.m. Gary Walvatne was delayed (arrived at 5:45 pm).

### **2) Approval of the September 19, 2017 meeting notes:**

The minutes were reviewed and minor clarifications and reorganization of the meeting notes completed. Member Axelrod moved to approve the meeting notes for September 19, 2017 as modified, Member Pryor seconded. Motion passed (Member Smith abstained).

### **3) Citizen Comments**

There were none.

### **4) Final review of working group composition to update commercial/mixed use code and next steps – continued discussion from September 19, 2017.**

Member Martin began with a summary of the work group creation. This will be the first working group created in recent history. He noted options/methods to develop the membership. He suggested staff outreach to each of the identified groups to provide a proposed listing of interested members from their group. Member Axelrod suggested that Shannon Knight from EDC had asked to be part of the work group.

Time line expected for this work group is between a few meetings up to six weeks (depending on the activity or questions from the work group). Member Walvatne asked about the process, how the information from the committee would be transmitted to those interested. He wondered if the CCI would be reviewing the document before it was sent out to those interested.

The group reviewed the draft memo's provided by staff. The CCI discussed outreach methods and asked to review a copy of the letter provided by staff prior to it being sent.

The group reviewed CDC 98.035, summarized that the recommendations for membership appointees, and proposed goals and purpose would be sent to the Council. It was considered that the Council would make a decision on the need to take action on the zoning on 8<sup>th</sup> Street and the Ch. 59 Willamette Neighborhood Mixed Use Transitional Zone. At the City Council action on this matter it was discussed that information should be provided that reports on the history of the steps taken by the CCI and how the proposed group make up, goals and policies were developed.

The discussion began on the composition of the workgroup. The goal is to reach out to potential volunteers and the best methods to get a recommendation before the Council. It was suggested to send an email to potential volunteers asking for their interest. A clarification noted the role of the CCI was to provide a list of the groups that should participate in the workgroup and propose goals and policies. The City Council's role was to determine if the workgroup would be created and then appoint interested individuals to that workgroup. The CCI discussed the process of notification to potential members. The committee noted the communication was to be a letter of interest to serve on a potential workgroup.

Staff discussed the process to create a workgroup in CDC 98.035. The CCI discussed the Council is the only body that can vote to approve the appointment of committee members. They returned to the letter to note it could be more general on interest to serve on an upcoming committee.

## 5) Planning Process: Continuation of Problem Identification and Topics Review – continued discussion from September 19, 2017

The discussion on this item began with a review of the outlined material provided by Member Martin at the last meeting. He began noting there are many ways to summarize this information. His summary was only one method. Member Axelrod noted that two potential changes to the list could be Administrative process (not change) and Code or technical changes (not Code Changes). The discussion was focused on the best methods of guiding the working group as they move forward. They agreed on providing direction as the work group is formed to assist the new members. The group discussed their training over the past year. They wondered the best way to pass this understanding along to the subcommittee. They all read through Member Martin's summary and also discussed how best to pass along this information.

Member Walvatne asked to add a new item regarding withdrawal of applications. The Planning Commission was concerned that the information learned in processing the application along with the final decision was not part of the final record when the application is withdrawn. He discussed the challenge with getting information and the final order to sign.

Member Martin and Member Axelrod agreed with Member Walvatne's assertion that the withdrawal of an application should be added to the list. The only question raised was should it be a new category or added to the existing list.

Member Martin clarified that the item "changes to application" related to the actions taken either by the City, by the applicant or requested by the hearing body during the process differed from the item "withdrawal of an application". It could be challenging to analyze these topics. Generally the outline format was acceptable and members were asked to review the material and consider additions, modifications or deletions to the list. In the end, a spreadsheet that outlined the key points and key issues in the process and how to categorize (importance) those points was also considered.

The members asked what the best method is for capturing information on issues identified in the land use process. At present, there are lists from the minutes and other lists from the members that are under consideration. In the end, the goal noted was to understand what has been reviewed and raised over the year and summarize the key issues. Member Martin noted that being concise will be important. That was his goal in identifying education as one of the issues. He thought having the core issues packaged and understandable would be beneficial.

Member Martin suggested reviewing the July 11, 2017 memo and contrast it to the draft overview (outline). It made sense to review these documents and associate the issues in the memo with the items raised in the outline. He suggested members prepare comments, suggest changes or identify concerns for the next meeting. They all thought the main goals could be met by working with the CCI toward achieving the core goals identified. Member Martin hoped that a review of the outline could be enhanced by incorporating the comments provided by reviewing members.

## 6) Member Comments

Vice Chair Oakes addressed the agenda. The issue was the agenda does not identify the Bolton Room location as being located in City Hall. The second issue raised related to the agenda item description for each item. The information when considered by the public may not always be clear. A third issue related to how citizens can track continued items. She asked that the continued information contain specific dates. A fourth item requested links to web information to allow citizens to easily find the referenced information.

Member Axelrod asked for examples of the issues and suggested resolution for the problems raised. Member Martin suggested she work with Chair Tucker as the agendas are reviewed. This should be added to the problem statements raised and should be added to the listing.

## 7) Adjourn

Meeting adjourned at 6:50 p.m. The next meeting is October 3, 2017.