



CITY OF
West Linn

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

COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, October 3, 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: Pam Yokubaitis

Staff Present: John Boyd

1) Call to Order

Meeting called to order at 5:30 p.m. Gary Walvatne was delayed (arrived at 5:50 pm).

2) Approval of the September 26, 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 26, 2017 as modified, Member Martin seconded. Motion passed.

The members discussed an addition to the agenda to recognize the resignation of Chair Tucker and add election of officers.

Election of Officers

Member Martin moved to nominate Karie Oakes for the position of Chair, seconded by Member Pryor. Motion passed unanimously.

Member Axelrod moved to nominate Emily Smith for the position Vice Chair, seconded by Member Walvatne. Motion passed unanimously.

The Committee discussed the process to replace Past Chair Tucker. Member Axelrod noted that the Council has asked for the Citizen At Large position to be posted and noted that action was already taken.

3) Citizen Comments

Pam Yokubaitis noted the NA President Group has not reviewed the paper. After the review is completed, an update will be provided to the CCI Chair. Chair Oakes noted the NAP should discuss the material at their next meeting and did not expect additional changes to the material.

The CCI provided an update to Pam Yokubaitis on their efforts under consideration for the commercial sub-committee. She noted that this was not her area of interest and she expected to be less active in CCI activities.

4) Final review of working group composition to update commercial/mixed use code and next steps – continued discussion from September 26, 2017.

Chair Oakes introduced the agenda item and asked if a letter was distributed for review by the CCI. Staff Boyd noted that this is a new process and a draft is being provided tonight for the CCI review and approval. Member Axelrod suggest that the letter needs to be reviewed and mailed this week. To achieve that goal he volunteered to review the letter and proposed changes on how the letter is distributed (to listed groups not individuals) and then to provide directions to those groups on the action expected. Member Martin asked that individual letters also be sent to those individuals not associated with any fixed group. Member Axelrod hoped to have the letter in the mail as soon as possible.

Member Axelrod then discussed an email provided by Director Williams and a copy of the 10/3/17 email was provided to the committee. He noted the email identified the CCI makes recommendations and the Council completes those appointments. Regarding the focus of the workgroups, the target was reduced to Chapter 59 Willamette Neighborhood Mixed Use Transitional Zone.

The members discussed the purpose and goals of the working group and how it was already determined by City Council when the working group proposal was forwarded to the CCI. The concern was determining the scope of the group. In the current example, the EDC desired a review of the mixed use and commercial uses generally. The CCI in working through the recommendations is proposing to limit the recommendation to Chapter 59. Chair Oakes considered the original direction from council and asked if a rezone of properties (like those along 8th Street) was beyond the direction provided by Council. The Committee discussed the criteria identified in CDC 98.035.B that the CCI recommend purpose, goals and list of appointees. The Committee felt the direction provided by council should be refined and limited to the Willamette Area. Following this discussion, the CCI considered the need for future changes to CDC Chapter 98.035 to clarify roles and responsibilities in creating the workgroup (99.035.B).

Member Axelrod will distribute the revised letter to the committee as soon as possible and ask the members to reply with comments quickly. The next step will be to get the action scheduled before the City Council to establish the workgroup and to seek members.

The discussion concluded with a final review of the letter. The Committee discussed who should sign the letter and concurred it should be the Mayor as member of the CCI. The Committee then considered the date to return comments on suggested volunteers from each group and agreed that return date should be Friday October 20th. Member Axelrod will meet with the City Manager tomorrow and will discuss scheduling this item before City Council.

Member Pryor noted that since staff time and City expenditures will be used what was the benefit to the city in completing this revision. Member Martin noted it would be difficult to estimate due to the number of variables. The benefits would be the flexibility in the uses requested by the EDC. Member Pryor noted that having a vibrant community would also be a benefit; he still thought a cost analysis would be beneficial. The question came down to what was the cost of the information; what time and expenditure would be needed to obtain the information and would that information be beneficial to the outcome. Member Axelrod noted the general goal was to enhance economic development, to enhance Main Street and that was considered a benefit. The members chose to move on and disagree on that item.

5) Planning Process: Continuation of Problem Identification and Topics Review – continued discussion from September 26, 2017

Chair Oakes began with a discussion of the July 11th list and asked if members had any additions. She also noted that Member Martin had provided an outline that changed the organization.

Member Axelrod had four additional changes:

- No definition for material misrepresentation
 - o Quantitative differences - the metrics associated with material misrepresentation
- NA Groups meet at differing frequencies with sometimes critical gaps (outreach problem).
- Availability (timing & scope) of staff reports.
- General Changes to applications:
 - o Engineering changes between when the application was deemed complete and the initial hearing.
 - o Problem for citizens tracking other changes after the application is deemed complete.
 - o Problem tracking changes occurring after the presentation to the NA meeting.

The Committee had a discussion on the four items and made comments and in some cases changes to the four changes above.

The Committee considered additional changes:

- The opportunity for citizen feedback at the end of pre-application meetings.
- The de novo versus on-the-record doesn't provide clear identification of the problem. What is the problem statement?
 - o Potentially the title is a place holder item for a longer term activity requiring additional analysis.
 - o The Council is already moving forward with a code change to implement an interim return to the denovo process.
 - o The PC Hearing on that action is on October 4, 2017. The Council hearing is scheduled for November 13, 2017.
 - o The question remains if denovo should be an independent evaluation from the process evaluation. There are complexities in the denovo review that could take more time than other proposed process changes.
- Application withdrawal after the initial Planning Commission decision.

Member Martin suggested taking time to look at each item in the outline. By taking this step the Committee can better understand the information and the next step. Member Walvatne asked if this activity would take the place of the proposed work group. Member Martin thought this activity would help the Council better understand the proposed activity of the work group or any sub work group. Member Pryor thought the transfer of information is important to these working group or groups. The committee discussed that members may participate in those working groups to assist in continuity.

Member Walvatne noted that the review of the list has not been broken down into the assignments for working groups. This appears to be the creation of a list of issues and additional study may be needed.

Member Martin suggested one more area to consider when considering additional changes for reviews:

- Architectural
- Aesthetic
- Compatibility (especially when considering infill)
- Transition zones considering design needs (similar to commercial and residential)

The goal is to consider methods to protect neighborhoods. The outcome is not to recognize the build out of the City; the recognition is to consider that review is not over, the need to address these reviews continues. The Committee asked how the design issue related to

citizen involvement. The response was that in hearings, the input from citizens did create change in design of buildings. The thought was items related to the timing when staff reports are created could have new criteria. Those changes should be considered but may not be a product of CCI. Council or the Planning Commission could provide those recommended changes separately.

Member Martin suggested he will update the Executive Outline he provided and then redistribute the information at the next meeting. He spoke to the next steps and asked about taking one item and discussing the issues and expanding the sub topics. The goal would be to work through each item in the same manner until the list was completed. Another option would be for the committee members each to take one item and expand the list on their own. There is a benefit of a group exercise first because the collective memories might be better. When that outline is completed, he will pass the document to Member Axelrod for use in his amendments. Member Axelrod thought about a standardized manner to expand the groups into sub groups. He volunteered to create a table for use as a template.

The committee closed with a discussion on meeting frequency. They agreed to retain the weekly schedule for now to allow continued progress on their work tasks.

6) Member Comments

There were none.

7) Adjourn

Meeting adjourned at 7:10 p.m. The next meeting is October 10, 2017.