



COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, December 12, 2017

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

Present: Karie Oakes, Emily Smith, Bob Martin, Ken Pryor, Ramiah Ramasubramanian and Gary Walvatne.

Citizens Present:

Staff Present: John Boyd

1) Call to Order

Meeting called to order at 5:50 p.m. **Approval of the December 5, 2017 meeting notes: Moved to approve by Member Martin and seconded by Member Pryor. Motion passed unanimously.**

2) Citizen Comments

No citizens were present.

3) Advisory Group Annual Report

Ramiah Ramasubramanian arrived at 5:55 pm.

Chair Oakes introduced the activities summary and discussed reviewing the annual report questions. She noted for the group leadership question, the report will give recognition to past officers during the year. The committee discussed the draft listing of activities and considered what activities should be listed as achievements. The committee discussed not functioning as a clearing house for all code changes. With that guidance, the committee members discussed achievements to address in the annual report. In the area of challenges, the committee discussed the benefits of reducing the committee size (to address quorum issues) from nine members to seven members. The committee discussed education on the land use process; the depth of the material, considering technical process or legal issues on the process, and the learning curve was a challenge for the group. As the committee reviewed the planning process problem identification they struggled to understand the detailed process, legal issues and scope of the review.

Gary Walvatne arrived at 6:05 pm.

The Committee discussed a goal to update the CCI webpage to identify the membership of the group and inviting the public to become informed as citizens. Member Martin discussed a process to compile the

information on the planning process in the spring for consideration by Council. Council then can determine whether a work group should be created or assign that task to the CCI. The goal potentially for the work group would be to return a product for council consideration by late summer. Chair Oakes was concerned about the CCI goals for the upcoming year focused on code changes. In addition, a larger workgroup reviewing code could create quorum problems. A second concern discussed the workload for the year and questioned how the CCI could complete assigned functions (citizen education) while processing code amendments. One option was to split the two CCI meeting dates between normal assignments and work group assignments. This would continue progress on a working draft; maintaining that momentum would keep the work moving forward. The committee discussed options and noted re-evaluation of the split meeting process would assure all needs were met. The goal considered was to complete the Chapter 99 review or update process, including education and administrative procedures, during the upcoming year.

4) Planning Process: Continuation of Problem Identification and Topics Review – continued discussion from December 5, 2017 meeting

Member Martin asked for a status update on the assigned tasks. Member Walvatne is still working on the complexity and cost of application topic. He noted the other assignments were availability, timing and scope of staff reports, changes to applications and application withdrawals. The thought was those topics may have some overlap and won't require extensive reports. Member Smith will assist Member Walvatne on his assigned tasks. Member Walvatne provided feedback on the withdrawal of an application. He reviewed his notes on a presentation from the City Attorney on November 1, 2017. He noted while the Planning Commission lost jurisdiction, that anyone could request the previous record be incorporated into the new record under certain circumstances. The committee considered differing options to educate citizens on the available options for the record. Member Ramasubramanian asked if previous records could be made available as relevant history of a geographical site. Member Walvatne noted previous records do not always provide insights especially when the new application is different. Member Martin noted that City Council could be asked to fund publications of new web pages to educate the public on core topics.

Member Martin took a moment to review the assignments; Chair Oakes has NA meeting schedules and early involvement. They considered that potentially those two topics could be merged together. Member Pryor has consistency of vision and he reported that work is needed on a new preamble but the work is essentially completed. Member Martin noted that architectural review could be considered under community vision or scope of staff reports. Member Pryor will consider those revisions. Member Walvatne and Smith noted they are working on the scope of staff reports, withdrawal of applications and complexity and cost of applications. Member Martin has completed a draft on Land Use Appeals that could be addressed at our next meeting. The Committee discussed meeting on December 19th and taking off December 26th. For the New Year the CCI could reconvene on January 2nd to consider next steps. There was a discussion on the training needs for citizens, for new CCI members without having to revisit the longer training process. In addition, the committee felt that process should be graphically depicted to help members understand the timeline and potential deadlines or constraints in the process. Member Martin noted the draft document would be prepared and presented to Council in February 2018. The Working group would start work in March 2018 with the goal of finished draft by mid-summer 2018. The adoption process would commence before Planning Commission in August and City Council in October 2018.

5) Member Comments

Member Walvatne noted the PC elects officers in the New Year. He noted that his CCI membership could change in the New Year however he still has an interest in the process.

6) Adjourn

Meeting was adjourned at 7:10. The next meeting is December 19, 2017 at 5:30 p.m. and will be held in the Rosemont Room located in City Hall. The meeting on December 26, 2017 will be cancelled. The first meeting in the New Year will be January 2, 2018.