

## COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, March 27, 2018

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

Present: Ken Pryor, Ramiah Ramasubramanian, Emily Smith,  
Gail Holmes, Teri Cummings, and Gary Walvatne.

Citizens Present: David Baker

Staff Present: John Boyd

The following meeting notes are a general representation of the discussion. For full meeting content, audio is found under the Committee for Citizen Involvement using the specific meeting date [www.westlinnoregon.gov/meetings](http://www.westlinnoregon.gov/meetings).

### 1) Call to Order

Meeting called to order at 5:40 p.m.

### 2) Approval of the March 13, 2018, meeting notes.

Member Cummings arrived at 5:50 pm.

There was a lengthy discussion on member opinions regarding the content of meeting notes. There were opinions on both side of the issue; needs more content or the content was acceptable.

Chair Pryor noted he reviewed the meeting notes and asked clarifying questions on the electronic meetings law issue. His question focused on the actions that trigger an electronic meeting. Member Ramasubramanian noted he reviewed the state court decisions and felt there were opportunities for conversations between members. The Committee discussed the intent of CCI and PC roles and the opportunities to engage the public. There was an extended discussion of what is a meeting, are there acceptable options for communications between members and what are best practices to maintain the mission of citizen involvement while avoiding the issue of an improperly conducted electronic meeting.

**Member Walvatne made a motion to approve meeting notes for the March 13, 2018 meeting. Seconded by Member Holmes. Motion passed four voting for approval (Pryor, Walvatne, Cummings, and Holmes) to one vote not to approve (Ramasubramanian).**

### 3) Public Comments

David Baker noted he was interested in the meeting notes discussion. He explained he attends many meetings and finds not all meeting notes provide the same level of information. He felt the CCI written notes provided were helpful. The Committee asked clarifying questions on the content he found helpful. The Chair noted that the meeting notes don't always provide information on all discussion points and that appears to be their concern.

#### 4) Discussion of the proposed CCI bylaw changes.

Chair Pryor opened the discussion with a summary of the City Council's recent proposal to amend the CCI bylaws. He expressed two concerns; one concern noted the alternate representatives would not have a right to vote on an issue and the second issue related to the option for the NAP to select their representative on the CCI committee. He noted that the change could impact the NAP bylaws. Member Holmes raised a point of clarification to note the NAP does not have bylaws. The NAP is working on creating that document but have not completed the process. Member Ramasubramanian concurred with the issues raised by the Chair. He raised a new issue asserting that the Planning Commission Chair has the option in Article III to select an alternate and suggested the NAP representative should also be allowed to select an alternate. Member Walvatne suggested an additional amendment to Article III that the Chair "or delegate" should be identified for either the CCI or NAP representative. In addition, he proposed an Amendment in Article V to remove the word "not" from the last sentence because he felt that delegate should have the right to vote on an issue. The Commission discussed options based upon the experiences of other committees to consider and how to incorporate that information to best serve the CCI. An additional amendment to Article III proposed a second change to state "The Chair of the Neighborhood Association . . ."

Member Holmes explained the CCI membership contains two groups that annually elects a chair and vice chair. The point was to clarify after each election, the CCI membership (NAP and PC representative) could change. Member Holmes supported the change to a delegate to assure those representatives are allowed to vote as the representative of the CCI. The Committee considered the CCI breakdown and noted the Council has two representatives, the remaining groups (PC, NAP, members at large and business community) have only one member. Member Walvatne noted that the Council and PC members on the CCI are also involved in other matters for the City. The CCI considered changes as suggestions to pass along to Council: (allow a Chair or delegate, allow those delegates voting rights). The Committee discussed the importance of understanding the subject matter and the benefit of having that background when taking a vote. Chair Pryor rephrased the proposed changes to Article III to clarify the member is the chair of the NAP, allows for a delegate for both the PC and NAP. A change for Article V to allow those delegates a voting right. Chair Pryor suggested a letter be drafted for presentation to the City Council.

The discussion continued reviewing an expressed concern of having City Council members on the CCI having an alternate with voting rights. The Committee discussed that concern and considered the watchdog role of the citizens on the committee. After a detailed discussion, no additional changes were proposed for the draft letter. Chair Pryor will review a draft letter and once approved the letter will be attached to the agenda packet provided to the CCI membership for approval at the next meeting. Following approval of the full committee, the letter will be presented to Council at the next available meeting for their consideration.

**Member Walvatne moved to submit a letter to council with changes to Article III and V as discussed in the meeting. Second by Member Cummings. Motion passed five supporting approval (Pryor, Walvatne, Cummings, Ramasubramanian and Holmes) to one not supporting approval (Smith).**

#### 5) Continued from March 13, 2018 meeting – Planning Process: Continuation of Problem Identification & Topic Review

Chair Pryor asked for comments from the membership on Draft Version Six and comments provided by Member Walvatne. He summarized his concerns on the status of draft version six. Some members suggested amending the introduction listing activities undertaken by the committee. As an example, over the past year, the committee has worked to reinstate DeNovo as a CCI accomplishment. Consideration of the issue, pro and con, is important background information. Chair Pryor thought this and other core information should be provided in the introduction to allow the working group to have some continuity of the information from members who have a background on the subject matter. The Committee also discussed lessons learned from last year's training on the DeNovo process and considered transferring this information to the working group. They considered how this new committee could use the information and

move forward to evaluate the issues. The CCI members also considered the benefit of training outreach provided by Public Works and how that information also could benefit the working group. The Committee concluded they have worked under a principle of problem or issue identification leaving the problem resolutions to the working group.

The Committee discussed how to complete a final review of draft version six. Members agreed to complete review of the document and submit their comments before the next meeting. Member Ramasubramanian spoke on the lack of direction provided by Council when a decision was made to move forward with a review of the land use decision process. He also discussed the focus of discussion to be listing issues and not focusing on evaluation or consideration of solutions. Member Walvatne also noted he reviewed source documents and did not find any communication from City Council at the start of the process. Member Ramasubramanian asked if the proposal will fix a broken review system or if it will aide citizens input into the process. They are different questions that will lead to differing results. The Committee considered those points and asked if the conversation was relevant for revisions to draft version six or if additional discussions and a potential update for draft version six is needed.

Member Ramasubramanian then reviewed a concern on the land use process timeline, clarifying the limited opportunities or flexibility to make significant changes after the application is deemed complete and the hearing process begins. The project design becomes more fixed as it moves through the process and the citizen involvement is focused on this design. The Committee discussed the timeline, the need for timely information from Public Works or any other impacted department and felt additional discussion was needed on this item. The Committee held a discussion on the timing of information contained in the staff report and when a staff report is completed and provided. The Committee noted the document for the working group is under review for presentation to the City Council for them to review and consider formation of the working group. The question was how much time was needed to perfect the draft versus asking the question on the readiness of the report. The Committee ended the conversation to consider the use of terms. Some terms imply a negative connotation and the members asked to focus on the issue and not underlying perceptions. The Committee reflected on the proposed timeline discussed in prior meetings and if that timeline was still reasonable. Consideration of an informative introduction and final editing was considered as valued actions before the document was presented to council. Chair Pryor distributed a revised version of "Clarified Objectives/Goals of CCI" to the Committee for consideration when reviewing version six. He explained the updates in the versions and asked members to review the document and provide comments. He noted the goal of the next meeting was to continue the review of draft version six. The committee discussed the time needed to complete a review of version six, final editing and review by Council. They concluded the discussion with a consideration of changes in the work group review timeline.

## 6) Member Comments

Member Cummings spoke to providing additional information from Chapter 99 and changes made to a past code option for a "two person call up rule." She chose not to speak to the issue tonight preferring to provide background information for discussion at the next meeting. Member Cummings suggested a live link to the meeting notes should be available on the agenda. Discussion on that item was also postponed until the next meeting date.

## 7) Adjourn

Meeting was adjourned at 7:30. The next meeting is April 3, 2018, at 5:30 p.m. and will be held in the Rosemont Room located in City Hall.