



CITY OF
West Linn

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

COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, April 3, 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: None

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.

1) Call to Order

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

2) Approval of the March 27, 2018, meeting notes.

Chair Pryor opened the discussion and asked for comments. Member Ramasubramanian noted he preferred to make a list of what he feels are inaccuracies and missing items and asked they be provided to the committee as a separate document to understand his concerns of lacking, inaccurate or missing material. There was a discussion on differing member's preference on the best way to review comments. Chair Pryor asked if the Committee felt the meeting notes were so incomplete they were not ready to vote on. Member Cummings suggested to review the meeting notes in advance and propose specific addition or corrections to staff as changes for consideration. The Commission had a discussion of the meeting notes content and accuracy. Member Holmes asked Member Ramasubramanian to submit that material with specificity for the members to understand the issue raised. Staff Boyd suggested the Committee elect a member to serve as secretary and be able fulfill those meeting notes to their satisfaction. The committee discussed the meeting notes content, methods to provide comments for consideration for the current and future meeting notes.

Member Smith made a motion to approve meeting notes for the March 27, 2018 meeting. Seconded by Member Walvatne. Motion passed with five members voting for approval (Smith, Walvatne, Cummings, Pryor and Holmes) to one vote not to approve (Ramasubramanian).

3) Public Comments

There were none.

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 referred to an email from Member Axelrod dated April 3rd and an item contained in that

email numbered “3)” regarding the term delegate. The Committee considered Member Axelrod’s email and discussed his concerns. Two issues were raised, one concerned the potential of abuse with occasional representatives and the second related to the voting right question. The Committee had a concern about the terms used in the email.

Member Ramasubramanian suggested those two bodies (NAP and PC) are the only members that would have the option to appoint a “delegate” or “alternate.” A discussion considered past practices to allow an alternate for the two Council members. The Committee discussed options that retain two designated members for the standing position without any alternate. The options were reduced to “designated alternate” in the letter for both the Planning Commission and NAP positions. There was a general discussion of having membership that was educated on the topics or willing to keep up to date on the topics as an alternate.

The Committee questioned if the response raised was based upon his role as mayor or as a member of the committee. Most considered his response as a member of the committee. Member Walvatne noted in his role he dedicated numerous hours to the Planning Commission and in his role as CCI member. This is a significant time commitment in addition to work and family activities. Member Holmes noted she is a member of many committees and those roles are not paid and thus her efforts should be taken as provided, to benefit the city. In considering Member Axelrod’s response, the committee considered the intent to request terms like alternate or designated alternate.

Chair Pryor suggested rejecting Member Axelrod’s position and suggested approving the letter as drafted. The Committee considered the use of other terms such as “delegate”, “alternate” or “designated alternate”. Member Cummings noted the designated alternate member should keep apprised of meeting activities so they may participate effectively if they are called. The voting issue was an important item to retain for those alternate members that would represent the NAP or Planning Commission membership.

Member Cummings expressed a concern that the letter proposed the members from NAP or Planning Commission be the chair. Her thought noted the focus of the email appeared to be on the voting issue. She noted her opinion was that the right for alternates to vote was important. The discussion that followed considered the Chair has many duties for their respective organizations and those groups should be provided the flexibility to consider the best representative from their group. Member Ramasubramanian suggested each group should have that flexibility and suggested the resolution should provide language explaining the options available to NAP and the Planning Commission. The Committee considered language that provided guidance to the NAP and Planning Commission that identified the role of the Chair and the alternate. In addition, they discussed how the alternate should stay up to date on the CCI activities. After some discussion, it was considered that clear direction should not be given to the NAP or Planning Commission. Member Smith noted that the business community does not have an alternate so she had not formed an opinion on the issue. She understood the concern of the NAP and Planning Commission.

Chair Pryor summarized what he heard: the Planning Commission and NAP would have the primary representative as the Chair and their alternative identified as delegate or “designated alternate”. There was a discussion to consider whether the bylaws identified if council had an alternate. The Committee clarified that the alternate would not be identified by Council and is chosen by their respective groups. They also talked about considering how that alternate was qualified to serve as an alternate. In the end they agreed that is a decision of the respective groups. After finding concurrence on that issue, Chair Pryor noted the two sentences regarding the use of an alternate for the PC and NAP was now unnecessary based upon the amendments proposed. The Committee then had an extended discussion on the background and training that would support the successful participation of the alternate. The Committee stopped short of requiring those qualifications in the alternate and trusted the respective groups would appoint the best alternate. The Committee also recognized the core issue under review was the voting rights. Member Walvatne summarized the alternate roles and how those worked over the past year. He then noted that the CCI activities are focused on document production and the votes occur when the material is in final form.

At 6:20 p.m. the Committee entertained a request for a five minute recess and to process a procedural question. They agreed to take a short recess.

Chair Pryor reconvened the meeting at 6:25 after a five minute recess. He noted that before the meeting he wanted to state the following: ““I just want to acknowledge for the record there was a pre-meeting conversation that we had that did not relate to any item on the agenda, was an Ad Hoc discussion and for the record that did occur.”

He returned to the business of the meeting and asked the members if they were comfortable with saying the Chair of the Commission or NAP and the designated alternate was the appropriate form for the letter. The Committee discussed language to clarify how the alternate was qualified or how they should prepare for the role as alternate. Member Walvatne noted both the PC and NAP groups have a Chair or Vice Chair. After some discussion, the consideration was given to designating the Vice Chair of each group as the alternate. That position is elected and was considered as additional validity for that consideration. The change had the validity and was concurred to be clear by each of the members present.

There was a discussion of the resolution creating the CCI. A continued review of that resolution included Appendix A which adopts changes to the CCI Bylaws. Member Cummings asked why there was a difference between other committees and the CCI. The background was provided in the “whereas” clauses in the resolution and being generated by Council. Member Ramasubramanian asked for clarification also on what would happen if the Council did not agree with the proposed changes. That would have to be determined with a discussion with Council.

Chair Pryor asked for one last revision removing a sentence related to the voting rights of the alternate. Since there was a change to Vice Chair for each group, the Committee felt it was redundant to have the additional sentence. The Committee concurred the sentence could be deleted as unnecessary. The Chair asked for a motion to approve the letter for presentation to Council as modified.

Member Holmes moved to submit the revised letter to council. Second by Member Walvatne. Motion passed unanimously.

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

Member Holmes asked for the best method to provide input for needed edits to Version Six. She noted that Member Walvatne had discussed changes and she asked how to process member inputs. Member Walvatne noted he had edits that have yet to be considered. The Committee considered who had changes and who still needed to complete reviews. Staff Boyd noted that in the past, one member volunteered to be the gatekeeper for the version and would accept input from members and input the proposed changes. Chair Pryor asked for comments from the membership on Version Six and comments provided by Member Walvatne. There was a suggestion for each member to review the draft and provide comments to staff to distribution to Member Axelrod for addition to the next working version (i.e. Draft Version 7).

Chair Pryor spoke to Member Cumming’s submittal regarding the two councilor call up as an addition to the executive summary for the working draft. He noted it is an important addition to the review process that should be identified in the Executive Summary that is provided to the working group. In addition, he noted the flow chart on the land use process and core definitions should be identified to assure that the working group understands terms. This will also assist future readers to understand the information provided.

Member Holmes noted the goal of the document is that it will be understandable to the lay public and defined terms not commonly used by the general public. Chair Pryor added that the review document should be understandable to other city committees and the general public. He supported the use of defined terms.

Member Walvatne noted at their joint CC/PC meeting last night, they received a report from the Willamette Neighborhood Mixed Use Committee. The report was concise and was focused on the

instructions provided by Council and the CCI. Member Holmes noted she was a member of the Committee and found that staff guidance was focused and followed the direction given by Council. Those parameters were clear and followed. The work group had suggestions for consideration by council that were beyond the scope. Those were identified as potential considerations outside the scope. All understood the mission given and was focused and directed toward that goal.

Returning to Version Six, Chair Pryor noted that there is more work to do on the draft version and supported each member to review the document and provide their edits to staff.

6) Member Comments

Chair Pryor considered submittals from Member Cummings related to posting minutes in draft form. The option was proposed to provide citizens the ability to review the document and potentially provide comments or suggest corrections. The Committee noted the proposed schedule to post draft and adopted meetings notes, when the CCI meets weekly, is a difficult schedule to adhere. Member Ramasubramanian commented on the website and felt there should be opportunities to post draft meeting notes. Staff Boyd was provided time to discuss how they considered the option and what was considered to achieve the Committee's goal. Staff reviewed options that were proposed to provide the draft meeting notes; the city meeting page and the CCI meeting page. Staff did express a concern that posting draft meeting notes for the previous meeting (not corrected or final) and then having adopted meeting notes (final form) for the meeting date (in the weekly meeting schedule) could confuse the public on what the correct meeting notes were for that date. After a discussion of the goals of the Committee for access to draft meeting notes, the committee reviewed the meeting page and the CCI Meeting page. The consensus of the committee was the draft meeting notes be posted on the CCI meeting page and concurred that action was acceptable.

Member Smith spoke about the membership and the fact that when we have a quorum we need to follow parliamentary procedure. If there are statements they should be on the record and suggested staff should point out that issue and suggest parliamentary procedure be followed. The CCI sets a standard for citizen involvement and asked that statements be made when a quorum is present. She asked that statements be focused on Roberts's rule of order.

Member Holmes noted there are City meetings scheduled this week for the West Linn Waterfront and encourages members to attend. In addition, there are public meeting on the General Obligation Bond all are invited and were encouraged to attend. Additional information on those meetings are on the city webpage.

The Chair reviewed the next two regularly scheduled meeting dates (April 17 or May 1st) there is a quorum for both dates. A question was raised about the weekly meetings; Chair Pryor noted the two a month meeting schedule would be followed.

7) Adjourn

Meeting was adjourned at 7:45. The next meeting is April 17, 2018, at 5:30 p.m. and will be held in the Rosemont Room located in City Hall.