

# COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, May 15, 2018

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

Present: Ken Pryor, Ramiah Ramasubramanian, Gail Holmes,  
Russ Axelrod, 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](http://www.westlinnoregon.gov/meetings).

## 1) Call to Order

Meeting called to order at 5:40 p.m. Chair Pryor noted Emily Smith contacted the city noting she was unable to attend and would be excused for this meeting.

## 2) Approval of the May 1, 2018, meeting notes

Chair Pryor opened the discussion and introduced the membership. Member Axelrod requested an additional agenda item to discuss the CCI Bylaw issue. The consensus of the CCI was to add the item following Public Comments.

Chair Pryor asked if the members had reviewed the meeting notes. Member Holmes clarified a statement related to the pre-application conference: the purpose of the conference was to provide technical advice for the applicant. Chair Pryor spoke on the goal of providing time for citizens to ask questions in the pre-application meetings. There was a lengthy discussion of the references in the meeting notes that discussed citizen participation at pre-application conferences, options in the report on citizen participation and the value of their input. The references to these points were identified and consensus of the CCI supporting public input was added to the meeting notes. Member Axelrod suggested one amendment to add clarification to a statement on problem changes.

Member Ramasubramanian noted he plans to abstain due to the poor quality of the tape recording which made it difficult to verify the meeting notes. The members provided minor clarifications to the meeting notes.

**Member Axelrod made a motion to approve the modified meeting notes for the May 1, 2018 meeting. Seconded by Member Holmes. Motion passed with five members voting for approval (Pryor, Holmes, Walvatne, Axelrod and Cummings), one abstention (Ramasubramanian).**

## 3) Public Comments

There were none.

**A) Addition to the agenda requested by Member Axelrod and approved by consensus – CCI Bylaws**

Member Axelrod, speaking in his role as Mayor noted the City Council had reviewed the proposed text changes at the last council meeting. He explained the issue related to the CCI recommendation to have only the vice chair be an alternate was thought to be too limiting. Specifically, the suggestion was to consider having more flexibility for the PC and the NAP. The Committee noted discussion relating to “designee” or “delegate” and remembered there were limitations to those terms. Some remembered the experience of those alternates was questioned. The concern was if the NAP preferred another member to serve, the requirement of having only the vice chair would not provide that needed flexibility. Instead he suggested “or other member appointed by the NAP.”

The Committee discussed the suggestion for the Vice Chair was based upon the idea that elected members were assumed to have experience. Mayor Axelrod noted the appointed member is the Chair of the PC and the Chair of the NAP. The alternate could sit in when the Chair could not attend. He supported retaining flexibility in how an alternate member was appointed.

Mayor Axelrod noted that his suggestion recognized that all members of the NAP were neighborhood presidents. In lieu “. . . of vice chair”, the change will note “. . . or other Planning Commission member elected by the Commission.” A similar correction will be made for the NAP assignment. He clarified that the change is to Article III Membership. Member Ramasubramanian noted the choice of the alternate for the NAP would also be a member and a president. He asked Member Walvatne what action the PC would take. Member Walvatne noted the PC members had already voted to appoint Vice Chair Mathews to fill in as alternate.

Member Holmes suggested there has been some difficulty getting volunteers who have land use experience to attend pre-application meetings or are not willing to attend the CCI. The Committee discussed the issue and suggested the NAP member is a citizen representative and is not a land use expert. The role as NAP member of the CCI is to be a citizen that provides feedback on proposed legislation or land use questions. Member Holmes noted there is not an emergency, but it will be an issue requiring attention over time. Member Cummings noted the role is important, serves as citizen education and the volunteer should not be caused to feel overwhelmed or intimidated. The citizen members should be encouraged to feel this is an opportunity to listen, learn and give feedback based upon their experience. Member Holmes noted that those members should be a person who could give the city their concerns on any issue from the NA perspective: land use, citizen input or website issues. The ability to provide feedback was not considered limited. The conversation ended without identifying needed action, the issue will be tracked over time.

**Member Cummings moved to adopt the revised recommendation to the CCI bylaws. Second by Member Walvatne. Motion passed unanimously (without any abstention).**

**4) Continued from May 1, 2018 meeting – Planning Process: Continuation of Problem Identification & Topic Review**

Chair Pryor introduced the item and the materials provided at the meeting. He noted the new material was submitted by Member Ramasubramanian and Chair Pryor. The agenda item will consider these new materials in addition to the materials reviewed at prior meetings. Member Axelrod summarized the document is essentially in final form. He felt the only section that requires edits are the Executive Summary. The discussion continued to note that Chair Pryor wanted to include more background information in the Executive Summary and Member Axelrod felt the history would be best located in a background section that followed the Executive Summary. Member Ramasubramanian noted that he provided a PDF because there was no material submitted by the deadline agreed upon at the last meeting.

He noted the material provided by Chair Pryor today had been incorporated into the document. Member Axelrod asked if those last changes could be changed into underline or strikeout to show the additions or deletions. Member Ramasubramanian clarified that Chair Pryor's changes were limited to the executive summary.

The Committee discussed the changes and noted that Versions 6a and 6b shows all the recent changes in edit mode. Version 7 provides the latest version without showing any edits. The Committee concurred that additional time will be allowed to consider additional edits to the Executive Summary.

Member Axelrod suggested that material not related to the report directly should be contained in the background summary. Chair Pryor was concerned that if that background material was not in the Executive Summary, it could not catch the attention of the audience they want to read this report. He noted that citizens have expressed long standing concerns and he felt the material should be in the executive summary to show citizens their concerns were listened to and action is being taken.

Member Holmes asked if the Executive Summary could be in an outline form to provide guidance for the reader. The Committee concurred that the Executive Summary is too long, and concurred that an abbreviated Executive Summary was preferred. Member Cummings clarified the workgroup is the first audience for this document and noted that point should be clearly noted. Member Ramasubramanian reminded the Committee of a similar concern he raised in previous meetings. Member Axelrod added the two main user groups are the City Council and the appointed working group. The Committee all concurred the public is an important main target group for this document.

Member Holmes noted her experience with the Mixed-Use Working Group included core tasks and key dates. She supported a working outline that incorporated all the key concepts. Chair Pryor and Member Ramasubramanian noted the past executive summary had deliverables and the Committee discussed moving the deliverables to the end of the final document going to Council. Member Cummings noted the document must state the goal for the working group. She noted it should be citizen involvement. Member Holmes suggested that having a final draft to review and discuss would be helpful. The Executive Summary must be reduced and then edits proposed and made. A target date for discussion of the edits was the May 31<sup>st</sup> special meeting.

Member Axelrod noted the latest draft under review is Version 7 and he will edit the Executive Summary in that document. Member Holmes noted that there are still existing comments in that draft and she listed the pages. Member Axelrod noted that the edits were lost when the document was converted to google document format. Member Ramasubramanian noted that the remaining changes were primarily submitted by Member Axelrod and one by Member Walvatne. The Committee reviewed the five editing sidebar comments listed, considered needed changes and worked to address and remove all comments and provide a final document. The only change for discussion at the next meeting is the Executive Summary.

Chair Pryor noted the final document will be discussed at the Thursday May 31<sup>st</sup> special meeting in the Rosemont Room.

## 5) Member Comments

Chair Pryor reviewed the next regularly scheduled meeting dates (May 31<sup>st</sup>, June 5<sup>th</sup> and June 19<sup>th</sup>).

## 6) Adjourn

Meeting was adjourned at 7:00. The next meeting is a special date, Thursday May 31, 2018, at 5:30 p.m. and will be held in the Rosemont Room located in City Hall.