



## COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Thursday, July 3, 2018

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

Present: Gail Holmes, Emily Smith, Russ Axelrod, Gary Walvatne and Teri Cummings.

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 5:35 p.m. At the consensus of the members present, Gail Holmes was asked to act as meeting chair.

### 2) **Election of Vice Chair**

Member Axelrod nominated Emily Smith for the position of Vice Chair. Member Smith declined the nomination. Member Axelrod nominated Gary Walvatne and the motion was seconded by Member Smith. Member Walvatne accepted the nomination. Members Axelrod and Walvatne explained they had intended to nominate Member Holmes for Vice Chair until it was noted she may be leaving the community. There were no other nominees. **Member Holmes called for the vote for Gary Walvatne as Vice Chair; the vote to approve Gary Walvatne as Vice Chair was unanimous.**

### 3) **Approval of the June 19, 2018 meeting notes**

Vice-Chair Walvatne opened the discussion on the meeting notes. **Member Axelrod made a motion to approve the meeting notes for the June 19, 2018 meeting. Second by Member Smith.** Member Holmes clarified a question she had at the prior meeting regarding who the NA representatives report to at the City; she noted the NA's are sending minutes and agendas to Teresa Zak not Courtney Flynn and proper notice had been sent to those groups. She wanted to clarify the process is working as expected and there was not an issue. **The vote to approve the minutes was passed unanimously.**

### 4) **Public Comments**

No members of the public were present.

## **5) Discussion of the June 16, 2018 email from Karie Oakes – “Rules and Training for minutes”**

Member Axelrod noted that Council had a discussion last night and Kari Oakes was present to talk about meeting notes at their work session. He noted that since the PC Chair was present he suggested that the Planning Commission could also consider the issue. Member Cummings stated that the Council had discussed training on the meeting notes and that progress has been made. She suggested that in the role of CCI this body could assist citizens be better educated on the process. Member Holmes noted there was an issue raised by Karie Oakes regarding people who spoke on issues and there was no discussion whether they were in favor or against an issue. In the Council work session, it was suggested that the roles of participants be identified (pro or con) on an issue. Vice Chair Walvatne noted the ORS provides each jurisdiction to have flexibility on what constitutes the minutes. He concluded that it is council's decision for what are the minutes but also shared there are often audio tapes, video tapes and supplemental information provided. He noted the written meeting notes are not the record of the entire meeting. Member Axelrod supported that the meeting notes are a summary but they should include who spoke on an issue and whether they were in favor or against the issue. Member Cummings noted that she desired the citizens to understand quickly the actions taken by each board. She also discussed the issues related to ADA access to information for hearing and sight impaired persons, and a goal of having consistent types of meeting notes between the boards and commissions. She believes it is important for the CCI to give suggestions to the Council on the contents of the meeting notes.

Member Axelrod suggested that the CCI close the discussion and focus on the key topic, completing the review of the draft review of the planning process. Member Cummings noted that the audio or video tape can be difficult for some to review. Vice Chair Walvatne noted that there are often long discussions on items not on the agenda, and that the issues also raised in the Oakes email related to items that were not on an agenda. The conversation ended with a suggestion that if the discussion differs from the agenda items, it could be scheduled for a future meeting.

## **6) Continued from June 7, 2018 meeting – Planning Process: Continuation of Problem Identification & Topic Review**

Member Holmes noted that at the last meeting the discussion ended on section 5.6.2. Member Axelrod shared that the changes proposed were provided in the draft minutes and the draft Version 8 contains the changes discussed at the last meeting. In addition, he added changes proposed by Member Pryor that were outlined in his written materials and reviewed during the last meeting. He summarized the changes are provided in the “track notes” in Word. Member Axelrod quickly went through the changes completed and a few typo's that still exist in the document.

Vice Chair Walvatne noted he reviewed the document and had some additional corrections to consider. He provided printed copies with his edits identified in purple text. Member Axelrod stated the latest edits will be considered version 8.1. Vice Chair Walvatne noted he did not disturb any of the edits considered by Member Axelrod but added new changes that he felt important. The discussion transitioned to consider the edits in Version 8.1 and reviewed the edits in purple.

The members discussed the organization of the document, the goal of completing this draft and preparing a document for consideration by Council fairly soon. The thought was to provide edits for clarity but not move down a path to re-write the text. The members will work within the existing sections and attempt to keep the clarifying comments within this structure.

After working through Vice Chair Walvatne edits, Member Axelrod continued with a discussion of the edits he reviewed that were not covered in the new Version 8.1. Some of the discussion points proposed the removal of duplicative text or considered minor organizational changes. Member Axelrod reviewed each of Member Pryor's written concerns and addressed each of those items. The Committee

considered those items as they were raised, discussed what text was new and addressed if an edit was needed or chose to accept the existing text. As part of this review process, the Committee discussed a basic goal that clarified the report was established to identify problem statements and asked not to provide solutions for those problems; that was a task for the working group.

There was an extended discussion on the appeal process and the land use review spectrum time line that could come under consideration by the working group. The Committee discussed how the final report introduction section will identify those key problems for city council. In addition, the Committee's report would assist the working group by providing needed helpful background information on these core concerns.

In the section that addressed an architectural review board (last paragraph on page 13) Vice Chair Walvatne had some concerns about the impact to the community. His concern was how a volunteer review board could be created. To be successful, it should have a clear framework. The Committee discussed differing community's efforts in this area. The Committee agreed to consider exploring the possibility of a volunteer architectural review board. This will give the working group the opportunity to consider that process and consider the outcomes.

Another issue considered requiring a twenty day timeline for the NA's to hold their second meeting. The item is focused on having a fixed timeline. It was noted that timeline is important because the NA requires time to set up a meeting. The Committee understood the difficulty in the attempt to balance the time constraints to the 120 day clock facing the developer and the time needs for providing adequate time for the NA to review new project information. The Committee considered differing dates but did not come to a consensus on an outcome. They did agree that the workgroup would be tasked in discussing and resolving these issues. The goal was to develop a reasonable schedule that balances when the applicant is qualified as deemed complete and the NA meeting schedules.

Under the Deliverables section, there was a discussion on the "call up" provisions that required review of the lower decision by Council or Planning Commission. Other edits considered to the Deliverables section removed duplicative language or simplified statements. The introduction was changed to outline proposals and considered directing the working group to review the timeline. This graphic will be a helpful handout for citizens to use when discussing the land use process. The Committee completed the review of comments submitted and considered the next meeting as a goal for action on a final draft.

Member Holmes noted there will need to be an additional meeting to review the final version and send a recommendation to Council. The Committee considered some unresolved issues, such as the need for references in the final document. They considered how many references were required. Should each change author be identified or should only key points or sources cited be footnoted. Vice Chair Walvatne asked for use of acronyms be addressed at the first mention. Where those acronyms are used frequently he asked how those definitions would be provided. The question was what would be the appropriate number of acronyms, if a longer list was helpful or would numerous listings be too confusing for the lay person. The Committee reviewed the acronym list and determined to reduce the list in the next draft. They concurred that those terms that were infrequently used or that were not commonly accepted should not be on the acronym list.

Member Axelrod will prepare a clean version (identified as Version 9) for the next meeting. The Committee concurred the final document should have a cover page. The document will not contain mark ups or edits. The sidebar comments will also be removed. The final clean copy will be available for the next meeting when the committee potentially could vote to refer the document to Council for consideration.

## **7) Summer Meeting Schedule**

The Committee discussed the need for a meeting on July 17, 2018 that will be focused on the production of the final report. The Committee will add to the next meeting, a consideration of the meeting

frequency (should meetings be monthly or bi-weekly) and quorum status. In addition, the Committee had considered taking some time off after completing the report. The Committee considered reviewing those items will be at the July 17, 2018 meeting.

## **8) Member Comments**

Member Axelrod requested clarification of the Chair goals for the CCI. He has not been in contact with the Committee Members. Member Axelrod will attempt an outreach with Chair Pryor before the next meeting. Member Holmes shared she could potentially no longer be a West Linn citizen by August. If her house closes, she will have to resign her committee appointments. She will not know for sure until August and will keep the City informed. She also noted that NAP will have to appoint a representative for the position on the CCI. There were no other comments.

## **9) Adjourn**

Meeting was adjourned at 7:16. The next meeting is tentatively scheduled for Tuesday July 17, 2018, at 5:30 p.m. and if held would be located in the Rosemont Room located in City Hall.