



COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Thursday, July 17, 2018

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

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

Citizens Present: Karie Oakes

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 5:38 p.m.

2) **Approval of the July 3, 2018 meeting notes**

Vice-Chair Walvatne introduced the membership and opened the discussion on the meeting notes. The committee reviewed minor corrections and clarifications needed for the draft meeting notes. **Member Axelrod made a motion to approve the amended meeting notes for the July 3, 2018 meeting. Seconded by Member Holmes. The vote to approve the amended meeting notes was passed unanimously.**

3) **Public Comments**

Karie Oakes visited to discuss her email submitted and discussed by the CCI at their July 3, 2018 meeting. She thanked the CCI for the discussion at their last meeting. She noted another reason for her visit was to provide follow up comments regarding their discussion of her email. Her supplemental comments discussed minutes, council rules and provided supplemental comments on citizen's ability to provide comments and to be aware of how that information was recorded.

The CCI members thanked Ms. Oakes for her participation and suggested the issue of citizen involvement and training for boards and committees on meeting notes should be placed on a future agenda.

4) **Continued from July 3, 2018 meeting – Planning Process: Continuation of Problem Identification & Topic Review**

Vice Chair Walvatne opened the discussion on the item. Member Axelrod was asked to continue the

discussion. He provided background information and an evaluation of the two documents provided. He noted version 8.1 will have to be distributed to the membership. The version originally provided was actually version 8.0 and did not reflect all the corrections. He noted the updated version 8.1 will be provided and asked it be posted on the website and distributed to the committee members. He then discussed updated Version 9; this version is under consideration for the final version.

Member Axelrod noted the list of acronyms was shortened as requested. He also observed that citations were not found in the document and therefore a reference list was not needed. Member Axelrod completed a detailed walk through of the changes to the document. This included document organization, simplification, and removal of duplication. There were numerous editorial changes, however these items were not matters of substance or core content; the committee found the changes produced a clean and understandable document that made progress in the evolution from a draft to final report.

The Committee discussed a new Section 7 “Additional Items to Address” and considered each of the items listed. The members discussed simplifying the listing and noted one of the items listed was a definition. Member Axelrod noted that definition was previously provided in the document and removed the duplication. In other instances, items were removed that were not properly identified or provided references on items beyond the scope of the document. In addition, the report layout was considered, and the cover page design was reviewed and approved.

The Committee had a detailed discussion of the 120-day rule and the impact of changes on the interpretation of that rule. The short summary is the working group should focus attention on the state definitions, the review process and make sure the outcome is clear to the public.

Member Holmes requested clarification of the term “as appropriate” on page 15. Member Axelrod noted this was a key point for who should address the change. If an item is education it should come from the CCI, if it a description of process it should be provided by the working group, if it relates to drafting or interpreting legal issues or code it should be provided by City staff. The Committee discussed the needed language and drafted a revised statement.

Member Cummings raised questions regarding the appeal process and a secondary topic related to what constituted standing. The issue related to the term “merely” on page 10. She provided historical background on her concerns. Member Axelrod clarified the issue was addressed in Item No. 6 in the “Additional Items to Address”. There was an extended discussion on the background, the Committee considered potential measures to resolve the issue and in the end noted they should not complete problem solving and instead focus on the issue identification and provide clear language for the working group to consider and then take action on. The Committee considered both comments and chose to direct the working group to provide clear language defining standing. The final draft will have a clean up to remove “merely” and provide additional information on how to qualify for standing and to expand information on what standing means.

Member Cummings requested an addition to Section 7 of the text, “the Chapter 99 review procedures” to include the restoration of the “two-person call up rule”. She provided background information that outlined her concern of how past changes complicated the review procedures. She requested the reference “two-person call up rule” be used; most citizens were familiar with that term. In addition, Member Cummings provided the Committee with citations of the review sections from CDC and the Chapter IV “Meeting” Section 13 in the Charter.

She expressed a concern with the current review process to discuss reviewing a decision during a meeting as potentially creating a bias issue for the Councilors or Planning Commission members. A secondary concern related to the current review process addressed the time required to bring an item for review to the Council or Planning Commission. She was concerned the 120-day period could pass before a decision to review was reached and a hearing was scheduled.

Staff clarified the focus of the Charter Chapter IV Section 13 related to calling a special meeting by

the mayor or optionally two councilors. Staff also noted CDC 99.240 “Authority to Appeal or seek review of a decision – exhaustion of administrative remedies” defined the process for the reviewing body (Planning Commission or Council) to review the lower body decision (Director or Planning Commission). Staff’s closing summary noted the charter describes when council may set a special meeting and the CDC describes how the Council or Planning Commission could review a lower body decision. The Committee discussed the issue and revised the language in the final draft to make the call up rule a new item requiring additional action in Section 7.

Vice Chair Walvatne asked if the report should include a listing of the prior members who served on the board and participated in the compilation of the report. The Committee discussed adding an acknowledgement section at the end of the report. The Committee held a discussion on who should be mentioned, the general content of the acknowledgement section and had a round table discussion on those members who participated during the report development.

The Committee continued the detailed review of the final version. The intent was to complete their review and have a final document that was clean, addressed organizational issues and clarified this was the final version.

The Committee discussed the compilation of the final version with the date of July 17, 2018 and a transmittal letter to be drafted by the Vice Chair to the City Council. **Member Holmes moved to finalize the report and authorize the Vice Chair to submit the letter and report to City Council. The motion was seconded by Member Smith.** Under discussion, the members noted the final version will be completed as discussed, an acknowledgment section added by Member Axelrod, (further review by the members was not needed) and the draft removed from the title. **The vote to approve was unanimous.** Following the vote it was noted that the Council may consider this action in September 2018.

5) Summer Meeting Schedule

Vice Chair Walvatne noted the discussion was to consider two items. Returning to a once a month schedule – the first Tuesday of the month. In addition, the Committee considered not meeting in August 2018. Member Cummings asked which meeting would be chosen the first or the third. The consensus was to not hold a meeting in August. On the meeting date question, due to quorum concerns, the tentative meeting date in September would be the third Tuesday in September (18th). At that time, a final decision will be made on the ongoing meeting date (first or third meeting).

6) Member Comments

Member Walvatne thanked everyone for all the hard work on the land use process report. He inquired if there was any interest in the vacant citizen seats. Member Axelrod stated the notice had just been published so there was nothing to report.

Member Axelrod noted the Comprehensive Plan contained the Council Goals. He noted these items were core to the past decisions. It was suggested to address these items as citizen vision goals. He proposed having the CCI consider returning these items as guiding principles to consider. He asked this discussion be added to the agenda in September. Vice Chair Walvatne suggested a transmittal letter be submitted to start the process. He hoped this would avoid any confusion and provide the CCI with direction as they begin that process. **Member Cummings moved to add the return of the citizen vision goals to the Comprehensive Plan to the agenda of the September 18th meeting. Seconded by Vice Chair Walvatne. The vote was unanimous.**

Member Holmes reported the Neighborhood Association President’s met with Council last night and had a lengthy and productive discussion. She noted there was progress and a general feeling that the outcomes were positive.

7) Adjourn

Meeting was adjourned at 7:25. The next meeting is tentatively scheduled for Tuesday September 18, 2018, at 5:30 p.m. and if held would be located in the Rosemont Room located in City Hall.