



22500 Salamo Road  
West Linn, Oregon 97068  
<http://westlinnoregon.gov>

## COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, September 18, 2018

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

Present: Vice Chair Walvatne, Gail Holmes, Russ Axelrod 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 5:40 p.m.

### 2) **Approval of the July 17, 2018 meeting notes**

Vice-Chair Walvatne introduced the membership and opened the discussion on the meeting notes. The committee discussed corrections or clarifications needed for the draft notes. **Member Axelrod made a motion to approve the amended meeting notes for the July 17, 2018 meeting. Seconded by Member Cummings. The vote to approve the amended meeting notes was passed unanimously.**

### 3) **Public Comments**

There were none

### 4) **Update on committee vacancies**

Vice Chair Walvatne opened the discussion and turned the discussion over to Member Holmes who commented a NAP meeting to be scheduled in October 18, 2018. At that meeting, the NAP will discuss replacing her as NAP President (she has plans to move out of the city) in addition, the NAP will also address who could serve on the CCI. She commented the position could be filled by one of the president members of NAP. She concluded noting the many changes in the NAP board; her position as chair, the vice chair and secretary will have new members filling those positions. The upcoming vote will address the chair and later votes will decide the remaining positions.

Member Axelrod reported the Council posted the CCI position vacancies. He also commented that the NAP position on the CCI should have experience in land use. Member Cummings noted that the NA groups have had difficulties filling positions on their NA boards. Member Holmes noted that there are many new

members and the training curve can be challenging; she asked if there were many applications. Member Axelrod commented as of yesterday there were no applications for the vacant CCI positions. The committee discussed methods (city newsletter, web article, email listserv or newsprint article) to promote the vacancies on differing committees. Member Axelrod encouraged members to get the word out in the community and commented he would ask the City Manager to advertise the positions again. He also volunteered to review the CCI webpage to assure an adequate description is provided for the function of the CCI. He will also meet with Dylan Digby, Assistant to the City Manager to discuss differing outreach options. Vice Chair Walvatne commented a link was needed on the Planning website to the CCI webpage. He also observed that planning related committee's (such as the PC, HRB, CCI, SAB, EDC and special work groups) should be referenced and web links provided. He found it interesting that the path from the main website was to go to community and then citizen involvement to get to the CCI web page. The Committee considered those comments and concurred on follow up for the two improvements discussed (summary of the CCI and direct link to the CCI webpage.) The Committee requested staff to consider these changes and take any appropriate steps to enhance the citizen's use of the website.

## **5) Work Task Discussion**

### **a) Guidelines or training for meeting notes**

Vice Chair Walvatne referred to a discussion from a July meeting regarding general training needs and providing an overview for meeting notes standards. He asked if staff had plans for any training on these topics. Staff Boyd reported that an annual training was provided for the PC and HRB on the land use process; no training was scheduled for the meeting note procedure topic. Member Axelrod observed the City conducts training for all members and citizen groups at the beginning of the year. He suggested a training could be developed that provided sample meeting notes and a guideline to run meetings. He volunteered to meet with the City Manager and provide those comments.

Member Cummings noted Council has been discussing the issue of meeting notes over the past year. She observed that minutes and notes still need to work on the substance of the discussion and the views of the participants. She noted that the training could review the guidelines and discuss expectations. Member Cummings provided an example of those concerns provided by citizens regarding the substance of the discussion and times when the speaker was not recognized. She noted her experience as secretary that it is often difficult to know the name of the speaker and capture all that was stated. She concluded that it could be a lot to ask for citizen volunteers.

Member Holmes observed that basic parliamentary procedure requires minutes to report the time of the meeting and who was there. The minutes often do not need to transcribe dialogue or all items discussed; only the general viewpoint. The meetings must report all motions and votes. Her primary issue was not the meeting notes; it focused on having more training on how to run a meeting. Staff Boyd noted the difference between citizen outreach and education. Often citizen group meetings are not hearings, they are public meetings and the expected reporting functions should be lower. The expectation for quasi-judicial meetings with hearings should be required to have names, the substance of the discussion and position of all speakers; it is a higher standard for a hearing than a local citizen group.

Member Holmes observed that the training on procedure will support the improvements in the process. She encouraged having handouts for the role of the chair, secretary and other board members. Member Axelrod noted he would speak to the City Manager on training opportunities.

### **b) Returning citizen vision goals to the Comprehensive Plan**

Vice Chair Walvatne introduced the topic and turned the discussion over to Member Axelrod. He introduced the background material and reviewed the two versions of the goals: the redline material and a clean version of the citizen vision goals. He reviewed the background information on what was called in the past: "Council Goals" and compared them to the visionary statements for the Comprehensive Plan. He

observed the visionary statements were not intended to carry the weight of the plan but could provide background information when a hearings member considers the Plan and finds unclear policies.

Member Axelrod observed the Council Goals were removed during the “Cut the Red Tape” changes. Member Axelrod explained he was on the Planning Commission during that time and the Planning Commission had approved the revision at the time; no action was taken by Council at that time. He observed when he transitioned to Council, he suggested returning these Goals to the Comprehensive Plan with no success. He concluded the current Council has set a goal to returning a “Citizen Vision Goals” to the Comprehensive Plan this year. He then summarized the eleven Goals and suggested the CCI review the topics. The next steps would be to present these goals to the Planning Commission for a recommendation and then to Council for adoption.

Member Holmes began the review and expressed concern on the wording for Goal No. 2. She comment the Committee should be careful using the term “real control” as those terms could impact property rights. Member Axelrod interjected the term real was removed in the latest draft. Member Holmes observed the term “control” was also a strong term. She explained that owners of land have a right to develop. She observed a goal to provide policies giving neighborhoods “control” appears to give absolute power over the neighborhood and impacting the owner’s development rights. The group discussed a revised statement as follows “Foster land use planning and policies that give neighborhoods a voice in their community’s future” and all concurred on the changes. She clarified that the NA’s should have a voice and the Committee concurred. The discussion continued to clarify the NA’s do not have control over their areas but do have an interest on the changes occurring in the area.

Member Axelrod asked if anyone had an issue with Goal No. 1 and no issues were raised.

Member Axelrod read Goal 3 and if the term credibility was correct. Vice Chair Walvatne asked if that goal had a role in the Comprehensive Plan. Member Holmes thought the word “transparency” should be considered. The Committee discussed including the term “accountability” or “credibility.” Member Holmes compared the word “transparency” to the other words reviewed. Staff Boyd noted the Plan already has credibility. He observed the focus of land use was to provide a long term vision of the Plan that is based on the statewide planning goals as implemented in the statute; in addition the acknowledged local Plan adds validity and credibility to the process. He also noted the ordinances provide clear and objective standards to implement that vision in the Code. Vice Chair Walvatne asked about the goal and wondered how visionary goals would work in the land use process. Member Axelrod noted that the Plan has governance elements that provided structure for the Plan. Staff Boyd noted the same structure on hearings and other processes is provided in the statute that is also implemented in the City’s CDC. Member Cummings observed this is a very generic goal that could be applied in many circumstances. Staff Boyd noted he did not understand the goals. He explained the structure of the Plan contains Goals, Objectives and Implementing measures. Those are the guidance for the action taken in the CDC. He asked how these visionary goals provided structure to the plan or if they should be considered as individual pieces and examined for update of specific goal sections in the plan. He illustrated the question using Visionary Goal 4, “Preserve and protect West Linn’s water resources” as an example. He observed, if an issue existed and a review of the Plan was needed; shouldn’t a review of the Comprehensive Plan Goal 5 “Open Spaces, Historic and Natural Resources” chapter be appropriate? After reviewing the material, if an update to the chapter was proven necessary, the City’s Plan could be updated and the changes adopted. Member Axelrod thought the role of these visionary goals were to point out summary elements of the Plan, encapsulated those summaries in one page as key visions. Staff Boyd thought that explanation provided would be a good introduction to the proposed visionary goals.

For Goal 4, an amendment by Member Cummings suggested to delete Goal 4 and revise Goal 1 as follows “Maintain and protect West Linn’s resources, quality of life and livability.” There appeared to be a concurrence of the membership to make that change.

For Goal 5, Member Cummings began the discussion explaining a preference to language that gives preference to “locally sourced services first” and observed a resource may not always be in West Linn. The committee considered an option to use “a preference to using local resources first before buying outside the city.” The core issue considered sustainability first, then local economic development second. An edit proposed a change to the second sentence in Goal 5 to read as follows “Utilize local businesses services and resources when practical and feasible.”

For Goal 6, the Committee reviewed the goal; Member Axelrod and Vice Chair Walvatne proposed amending the end to state “environmental quality and protection.” The committee concurred.

For Goal 7, Vice Chair Walvatne considered potential duplication in the term “integrating small business and residential dwellings” because that was the definition of a mixed use development. The potential duplication was the corridor plans (Hwy 43 and West Linn Waterfront) use mixed use development in their plans. The suggestion was to be consistent in the approach and remove any redundant language.

Member Holmes asked how this goal would consider the transportation issues. Will these be green transportation corridors that provide support to economic corridors?

Member Axelrod considered a second amendment to Goal 6 that would “promote transportation and land use policies, both locally and regionally that are based on the concept of sustainability, carrying capacity and environmental quality and protection.”

Member Cummings asked about the location of the information. She asked if the change would provide an amendment to the plan or if it was a preamble. Member Axelrod noted that this was the preamble to the Comprehensive Plan. The Committee clarified which goals were available in past versions of the Plan and then discussed the function of a preamble. The Committee noted a preamble typically serves to introduce the topics contained in a section or a publication. It is a general statement on the focus of the material understanding that specifics are found in the subject areas. Member Cummings expressed a concern on the specifics contained within the goals. Member Axelrod observed this is a highlight of those core areas and supported keeping the goals as they provided background information.

For Goal 8, there was a review of the language and a discussion on an edit to change the term Arch Bridge Waterfront area and I-205 region, others considered giving recognition to the West Linn Waterfront project to consider that planning process. Additional edits considered addressing the river segment upstream from the Arch Bridge. Vice Chair Walvatne requested a clarification if the Hwy 43 area should be considered. Member Axelrod disagreed and observed areas like Hwy 43 are built out. The concept for the goal was to consider areas with a capacity for development that would benefit from a master planning process. The Committee considered the Hwy 43 area would benefit from a review of the existing development and considered how encouraging a mixed use revision to the plan would improve the area. The Committee suggested removing the last sentence of this goal to avoid being area specific and then considered the term “remaining” in the first sentence. Member Axelrod suggested “Support development through master planning processes that balances neighborhood/community desires with economic development appropriate for the geographic location and its attributes.” Member Holmes commented we need to support the business plan we have and not let residential development encroach on the remaining commercial land. Vice Chair Walvatne agreed. Member Cummings thought Goal 8 should start with “preserve and enhance.” Member Holmes noted there is a lot of pressure to convert the remaining commercial land that we have. There was concurrence with the last revision made by Member Axelrod.

For Goal 9, there is a stance to oppose the urbanization of the Stafford Triangle. There was a discussion of the urban/rural interface that is occurring in Stafford. Vice Chair Walvatne commented we should respect the Stafford Hamlet which is an identified community. The Committee debated the destiny for Stafford Hamlet versus the goal of the city to have a rural/urban interface. The Stafford Hamlet has their own plan and identity. The Committee suggested an addition to support the rural nature of the Stafford Hamlet. The Committee recognized the existing documents that outline Stafford’s vision and supporting

more recognition for Stafford's designation as a Hamlet. The Committee concurred on an edit to Goal 9 as follows: "Supporting the Stafford Hamlet and the sustainable urban/rural character of the triangle."

Member Holmes wants to recognize the Stafford Hamlet first and then identify what they are proposing. She noted that for a long time, the Hamlet has been refining their plan and deserves recognition. Member Cummings desired a statement that supported the City as being actively engaged in the triangle. Member Axelrod noted he will work on changes, suggesting members provide changes they feel are necessary and he will provide an updated version at the next meeting. The Committee concurred with considering a revision at the next meeting.

For Goal 10, the Committee discussion focused on growth paying for the cost it creates as much as practical and recognized it cannot pay for 100% of the costs. The Committee considered the core concept was development should not be a burden on taxpayers. The Committee discussed concerns that addressed needed housing and affordability. A potential solution to a revised Goal 10 is "Pursue City policies on the assumption that growth should pay for itself as much as possible." The Goal language will be amended after reconsideration of comments and a revision could be provided in the next draft.

For Goal 11, the committee considered this goal duplicated the revised Goal 1. The Committee considered amending this Goal to clarify goals that provide protection of the City's history, cultural heritage and resources. The Committee considered a revision "Protect and preserve the City's historical heritage and cultural resources."

For the next meeting, Member Axelrod will work on collecting comments, requested update material by the end of next week and his goal is to have the revised material ready for the next meeting.

**c) Discussion of monthly meeting – 1<sup>st</sup> or 3<sup>rd</sup> Tuesday**

Vice Chair Walvatne clarified that the next meeting will be the third Tuesday in October (10/16/18). The Committee discussed the goal was to have an ongoing once a month schedule on the third Tuesday of the month. The goal is to provide consistent meetings to attract members. **Member Cummings moved that the CCI meet on the third Tuesday of the month. Second by Member Holmes. The vote was unanimous.**

## **6) Member Comments**

Vice Chair Walvatne asked for comments. Member Holmes spoke on communication issues. She considered promoting activities of the city and discussed social media tools, the City's website and news print. The Committee considered what additional tools are available to promote discussion on City events.

The CCI noted that there is not direct email access to everyone in the city (was there a major email listserv). Member Axelrod concurred and suggested encouraging options that provide opportunities that allows people to sign up to a listserv and provides for an easy method to distribute information. Other methods discussed was providing information tables at school events, park events and other venues. Member Cummings agreed information should be available and noted that people must access the site and read the material. The Committee asked what other cities are doing for outreach. Member Axelrod thought the new outreach communications officer should be tasked for completing outreach. The committee discussed needed clean-up of the City's website to provide ease and accessibility. There was a concept of having Aha Consulting speak to the CCI to consider what options are available. For the next meeting, staff will see if the website consultant is available to speak to the CCI.

Member Axelrod noted that 160 applicants filed for the open Communications position and the process is underway to consider trimming down the number to get the best candidate.

## **7) Adjourn**

Meeting was adjourned at 6:55 pm. The next meeting is tentatively scheduled for Tuesday October 16, 2018, at 5:30 p.m. and if held would be located in the Rosemont Room located in City Hall.