



COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, October 15, 2019

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

Present: Chair Gary Walvatne, Russ Axelrod, Emily Smith, and Ed Schwarz.
Absent: Bill Relyea
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. The **numbers in red** are time index of each agenda item to assist readers find the meeting topic on the audio tape.

(00:10) At the appointed meeting time, there was no quorum. The Committee put aside items on the agenda that required a vote and began a discussion on the CCI publication “Review of the West Linn Land Use Planning Process Report” submittal to City Council in 2018. Mayor Axelrod reported that the Council received the document and chose not to take any action. When CCI vacancies are filled, the Council will discuss the CCI structure and expectations for future activities. The Mayor reported the efforts underway to encourage citizens to sign up for the CCI and hopes to report on additions to the CCI membership soon.

(05:03) Emily Smith arrived at 5:45 p.m.

1) **Call to Order (05:20)**

Meeting called to order at 5:46 p.m. by Chair Walvatne, and a summary of the pre-meeting meeting comments regarding CCI membership was provided by Member Axelrod.

2) **Approval of the July 16, 2019, meeting notes (08:30)**

Chair Walvatne opened a discussion on the July 16, 2019 draft meeting notes. Member Schwarz proposed a correction on page three that clarified the recommendation letter to Council did not have a vote, and sending the letter was a consensus of the Committee. **Member Schwarz made a motion to approve the July 16, 2019 meeting notes as amended. Seconded by Member Smith. The vote to approve the meeting notes as amended was approved 4-0-0.**

3) **Public Comments (15:30)**

There were none.

4) Update from Council Liaisons Mayor Axelrod and Councilor Relyea on the CCI “Report on the West Linn Land Use Planning Process (15:45)”

Chair Walvatne continued the discussion on the issue. Member Axelrod noted the items discussed before the quorum was obtained. In summary, the Council is working to fill the two empty citizen positions on the CCI. When the positions are filled, the Council wants feedback from the CCI on reorganization and the report response framework.

Member Axelrod asked to speak on the Citizen Vision Goals (Goals) and the desire to complete the update of the plan this year. He noted that the goals were distributed to the NAP presidents with a request for each NA to discuss the goals and provide input to the Council. He noted that Director Williams was tasked to provide a reminder to the NAP group to provide feedback to the Council by the end of October. Member Schwarz noted he also could remind to the NAP group to complete their reviews and make recommendations to Council. He noted their feedback was due by the end of October 2019 and clarified those NA's not responding would be considered to have no input.

The Committee considered the process timeline if a recommendation was provided by Council to initiate the adoption process for the Citizen Vision Goals at the October 21, 2019 meeting. After discussion, the group consensus was to take time, obtain citizen input on the Citizen Vision Goals and have the CCI review and comment on the input before moving forward. Mayor Axelrod noted he will bring the item up at the Joint Worksession and get direction from Council. The draft “Citizen Vision Goals” completed last year by the CCI, currently under review by the NAP would be the version discussed by Council at the joint work session on October 21, 2019. Before concluding the discussion on the item, it was thought the Council should have the CCI review the NA comments on the draft “Citizen Vision Goals” and provide feedback to Council. Then the Planning Commission can consider the draft goals and comments, review the timeline, schedule a work session and hearing based upon the state and local notice requirements for amendments.

(34:40)

Chair Walvatne returned to the CCI Land Use Planning Process Report. He asked if the Council would consider what citizen volunteers might be available to form the task force. He noted there is time to review the report and consider the background of applicants with land use experience to staff a task force. He discussed the example of the “Mixed Use Working Group” that had a focused mission to look at areas zoned for mixed uses and the consider updating the types of uses in the Neighborhood Commercial Zone. The workgroup had a focused direction that led to a positive outcome.

Member Axelrod noted that prior task force considered local developers and the business community when building the working group. He noted the CCI “Report” would benefit from the formation of a working group. He also noted the report has activities for the CCI, for staff to consider updating code elements and for the CCI to review needed changes and present draft language to the working group. He discussed the makeup for this working group should have targeted membership to obtain focused input. The Committee considered the size of the working group should be as small as possible.

The Committee considered the next steps to fully staff the CCI membership, to address the task force membership, and to start an evaluation of product components and expectations. In the interim, one thought was to identify areas that need to work now and refine those actions. If possible, the CCI could consider the framework for the process and ask staff to begin work on the draft products.

Member Axelrod considered the benefit of reviewing the products needed and refine what actions are needed to produce those products. Many items that could be framed as code changes or administrative policy changes. The discussion focused on starting with the report, building the framework on how to move forward, and then assign tasks were needed. Member Smith appreciated building momentum but cautioned that a fully staffed CCI would benefit from new thoughts. In addition, a full CCI could provide direction for building that framework. Member Schwarz concurred that the CCI should begin

building the framework to organize the work tasks and consider the products needed. Member Axelrod concluded that it would be beneficial to compose these pieces together for comment by a review board.

Member Smith noted an updated CCI could do a better job on the draft document with the assistance of a working group. Member Axelrod agreed and thought that working group formation would benefit if they were experienced in land use planning or in the business community. Member Schwarz appreciated a process that allowed a CCI to review the report, identify the framework of products required, and then have a workgroup to analyze the material produced.

Chair Walvatne suggested starting the review of Chapter 99 to refresh their understanding of the material. The material is already available on the city's website. Member Axelrod concurred and asked members to review the chapter, consider the report tasks, and start identifying tasks in the guidance and support sections of the report.

Member Axelrod returned to the makeup of the CCI. The committee discussed different options to have more citizens as voting members. He also noted those people should not be affiliated with the Council or Planning Commission and have an understanding of the land use process. Member Walvatne concluded it would be great to have a business community representative on the CCI before the startup of this review. In general, all supported appointing new members and the views brought into the process.

Member Smith announced she is moving (potentially November 8, 2019) out of the community and thus would have to leave the CCI. She wanted to provide her comments to the CCI so they are aware of her suggestions moving forward. Member Smith asked when the next meeting would be as she may not be a resident at that time. She suggested providing her comments in writing as soon as they were completed, and the group thank her for stating they wanted to hear those comments.

5) Update from Council Liaisons Mayor Axelrod and Councilor Relyea on the proposed "Reorganization of the Committee for Citizen Involvement" (57:50)

Chair Walvatne introduced the new item. Member Schwarz noted at a previous meeting (July 2019) the consensus of the CCI was to retain the makeup of the committee as an independent body (outside of the PC). That recommendation was sent to City Council in August 2019. Member Axelrod considered another question raised that considered whether the Council members on the CCI should be voting members. Member Smith reflected on prior discussions where concern was raised that Council members vote could impact some decisions. She thought based upon that input; there is support to have only one Council voting member. This would allow the second member to participate but not vote. Member Schwarz concurred and suggested that both Council members could participate, but only one would have a vote. The committee discussed the importance of having more citizen members of the CCI to encourage participation at meetings. Other options discussed considered a five voting member committee versus a seven voting member committee. As the discussion continued, Member Smith asked if a vote should be considered.

(1:03:50) Member Smith moved to modify the previously submitted CCI configuration letter to request one voting Council member on the CCI. Seconded by Member Schwarz. Under discussion, Chair Walvatne considered increasing the number of citizens from three members to four voting members. Member Smith was in favor of that change and offered to amend the motion. Chair Walvatne requested not to take action on his discussion item, and a separate motion would be proposed. **The vote to modify the previous CCI configuration letter to reflect only one Council voting member was approved 4-0-0.**

(1:08:55) Chair Walvatne moved to maintain the seven-member configuration of the CCI to remove a council position and increase the number of citizens at large to three members. It was seconded by Member Smith. **The vote to remove a council position and increase the citizen at large positions to three was approved 4-0-0.**

6) Topics for future meetings. (1:10:40)

Chair Walvatne considered the upcoming meetings could discuss vision goals. He asked about feedback on the goals from the NAPs. Member Axelrod and Schwarz confirmed that NA feedback would be sent to Council and that material should be available to discuss at the upcoming meeting.

Member Axelrod suggested members review the report and read Chapter 99 of the CDC. He suggested that members consider tasks in the report and start building their framework concept for those tasks or expected products. Member Smith will provide her comments on the CCI to consider moving forward.

7) Member Comments. (1:13:30)

Member Smith reported she will be leaving the City and November 8, 2019 will be her last day. She confirmed that she will be leaving the CCI and appreciated her time on the committee. She encouraged all citizens to get involved and, if possible, become a member of the committee. The members discussed her involvement and thanked her for her service to the community. She closed her comments by stating her thoughts on the process will be drafted soon and hopes they would be helpful to the CCI.

8) Adjourn (1:15:30)

The meeting was adjourned at 6:55 pm. The next meeting is tentatively scheduled for Tuesday November 19, 2019, at 5:30 p.m. Member Schwarz noted he will not be available and will attempt to get an alternative NAP member to attend.