



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

COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, February 18, 2020

Present: Gary Walvatne, Shannen Knight, Ed Schwarz, Dan Tedrow, and Vicki Olson.
Absent: Mayor Russ Axelrod and Councilor Teri Cummings
Citizens Present: None
Staff Present: Associate Planner Chris Myers

1. Call to Order and Introduction of New Members

The meeting called to order at 5:34pm by Gary Walvatne. Walvatne welcomed new members, Shannen Knight and Dan Tedrow.

2. Approval of the October 15, 2019 Meeting Notes

Waltvatne clarified that Emily Smith did attend the October 16, 2020 meeting. The meeting notes were approved with the revision noting Smith's attendance.

3. Election of Officers

Ed Schwarz nominated Gary Walvatne to serve as Chair. Walvatne nominated Ed Schwarz to serve as Vice-Chair. Committee members approved the nominations.

4. Public Comments

None.

5. Discussion on Proposed "Reorganization of the Committee for Citizen Involvement"

Waltvatne discussed the Committee's previous recommendation to reorganize the CCI to remove one council position, retain one voting Council member, and increase the citizen-at-large positions to three. He explained that the recommendation was not forwarded to the City Council. Walvatne agreed to prepare a recommendation letter to the City Council.

6. Status of CCI "Report on the West Linn Land Use Planning Process"

Waltvatne discussed the 2018 CCI report on the land use planning process. The report was based on presentations by the City Attorney and staff. The Land Use Planning Process report and its recommendations were presented to the City Council in 2018. The Council has discussed the report but has not taken action.

In the report, the Committee recommended that the CDC be amended to require an applicant to conduct two meetings with the neighborhood associations if the proposed development involves land uses specified in 99.038. An NA could waive the second meeting with the applicant. The second NA meeting would be held before

an application is deemed complete by staff. This meeting should communicate the final project information and allow the NA to comment on any suggested changes or adjustments that address problems that arise since the Pre-App conference or first NA meeting. The CDC should reflect the importance of timeliness and reasonableness in the response time for NA review to support a fair process for the applicant, as well as citizen involvement. Associate Planner Myers emphasized that the 30-day completeness determination is a state requirement, so any additional meetings would need to be completed with the 30-day timeframe.

The Committee report also included a recommendation that other City departments (i.e., Public Works) provide staff reports for a project as part of the review process.

Shannen Knight suggested that a Public Works staff could attend Planning Commission hearings to address questions that come up during the hearing.

Vicki Olson suggested providing project updates to the public through a list serve service. Walvatne stated that citizens could sign up for email notifications of pre-application conferences.

Knight asked questions about variance requirements. She stated that citizens want more opportunities early in the process to comment on a development proposal.

Schwarz suggested that the CCI send a letter to City Council asking for consideration of the report recommendations. Walvatne agreed to draft a letter.

7. Topics for Future meetings

Shannen Knight would like to review the tree code.

Ed Schwarz would like to review the citizen protocols at advisory boards.

8. Member Comments

None.

9. Adjourn

Chair Walvatne adjourned the meeting at approximately 7:00pm.