



# CITY OF West Linn

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

## COMMITTEE FOR CITIZEN INVOLVEMENT MEETING NOTES

Tuesday, June 23, 2020

Present: Gary Walvatne, Shannen Knight, Ed Schwarz, Vicki Olson, Dan Tedrow, and Councilor William Relyea  
Citizens Present: None  
Staff Present: Associate Planner Chris Myers

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### 1. Call to Order

The meeting called to order by Gary Walvatne at 5:49 pm.

### 2. Approval of the April 28 2020 Meeting Notes

Chair Walvatne proposed to change a sentence in Section 4 of the draft meeting notes to give credit to Councilor Cummings for proposing the changes in the CCI organization. The April 28, 2020 meeting notes were approved as amended.

### 3. Public Comments

None.

### 4. Discussion Regarding CCI Meeting Schedule

Committee Members discussed the meeting conflict with the Historic Review Board. Because the City has only one virtual meeting license, only one virtual meeting at a time is allowed. The CCI needs to move its regular meeting time to the fourth Tuesday of the month to allow the HRB to meet on the third Tuesday. There were no objections to moving the CCI regular meeting to the fourth Tuesday of the month.

### 5. Discussion Regarding CCI Bylaws To Plan Future Committee Activities

Chair Walvatne discussed background of CCI bylaws. He noted that up to July 2018, the CCI had a very active schedule that resulted in a recommendation to the City Council on the land use process. The CCI is an independent body intended to function as a watchdog and advocate for citizen involvement. It is responsible for advising the City Council and other bodies on:

- i. Enhancing citizen involvement in land use planning as required by Oregon State Planning Goal 1,
- ii. Evaluating the citizen involvement process; and
- iii. Making recommendations to the City Council to improve the citizen involvement process.

The July 2018 report to the City Council identified six key problem areas in the current land use planning process in West Linn:

- Early Involvement,
- Consistency with Community Vision,
- Availability, Timing, and Scope of Staff Reports,
- Complexity and Cost of Application,
- Changes to Applications, and
- Appeals.

The report recommended that education materials be developed to provide information on the land use process and opportunities for citizen engagement. The report also recommended a better method to track projects.

Member Knight recommended that the website be updated so that people could subscribe to a project and receive updates as they occur. Planner Myers will follow up on this concept with the City IT department.

Chair Walvatne noted that citizens wanted to comment on Planning Manager decisions. A guide for how to participate in planning manager decisions would be helpful.

Member Tedrow volunteered to update the citizen guide to the planning process.

Chair Walvante noted that that process does not allow much time for citizen input before the 30-day completeness deadline. The report recommended a second neighborhood meeting before submitting the application; however that would require a Code change.

Councilor Relyea commented that the Council recommended that the CCI and the PC work together to develop a process to allow citizens to review the project changes before site development.

Member Olson noted that the July 2018 report provides solutions. Chair Walvatne noted that the CCI is waiting for the CC to approve the recommendations. Councilor Relyea noted that the report has not been put on the CC docket. Staff Planner Myers will advise the Acting Planning Manager on the status of the report.

Member Schwarz supported the development a brochure on the land use process for citizens. He felt that the understanding the land use timeline was the key to increasing citizen participation.

#### **6. Update Regarding HB 2001 And HB 2003**

Associate Planner Myers provided a summary of the current status of rulemaking for HB 2001 and HB 2003. For HB2001, the state is developing guidelines for implementation. An advisory committee is drafting code language for cities to consider that should be complete in the fall of 2020. The City was awarded a grant to hire a consultant to develop Code-ready language. The City needs to have an ordinance by June 2022. HB 2003 directs cities to update the Housing Needs Analysis. The City was awarded a grant to hire a consultant to complete the needs analysis by June of 2021.

#### **7. Member Comments**

Member Schwarz asked for an update to the Savannah Heights development on Tannler Drive. Chair Walvatne did not know the status.

Member Knight discussed an issue with communication with the Public Works Department City Engineers.

Chair Walvatne noted that the PC and HRB has an email contact on the website but the CCI does not have a contact listed.

**8. Adjourn**

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