OREGON CITY CITIZEN INVOLVEMENT COMMITTEE – March 5, 2018 Draft MINUTES

1. Call to Order Meeting called to order at 7:00 P.M. Dennis Anderson took Roll Call.

Attendance -

Present:

Janice Morris – BHNA
Dennis Anderson – CNA
Linda Baysinger - CNA
Mike Mitchell – CFNA
Amy Willhite – GLNA
Roy Harris - HNA
Steve Van Haverbeke – PPNA
Karin Morey – RNA
Vern Johnson – TVNA

Absent:

James King – MNA
Gary Fergus – SENA
Bill McConnel – SENA
Bryon Boyce – TRNA

Staff:

Brian Shaw – City Commissioner
Christina Robertson-Gardiner – CIC Liaison

Amy welcomed Janice Morris to her first meeting with the CIC.

2. Presentations

2a. Susie Peterson, Backyard Habitat Certification Program Manager, Columbia Land Trust – Susie went through a PowerPoint presentation about the Backyard Habitat Certification Program. She discussed the mission and history of the program and noted that they are expanding their area to include Oregon City on April 23. She discussed how the program works and explained the 5 requirements needed to become certified; remove invasive weeds, plant native trees and shrubs, have some level of stormwater management, encourage wildlife and reduce the amount of pesticides used. She had flyers to pass around to help get the word out in the OC area and also listed the website to go to in order to get more information or to get on the wait list for a property assessment: www.backyardhabitat.org. When asked, she stated that their group would love to come out to the separate neighborhood associations to present, and that she was the best person to contact to get that scheduled.

2b. Land Use 101 - Laura Terway, Community Development Director, went through a PowerPoint presentation on the Planning Division and the Development Review Process: Land Use 101. In this presentation, she stated that Oregon City Municipal Code is the minimum criteria or standards for a building project; commercial, industrial, office or residential. While the City Commission, with review by the Planning Commission and the public, adopts the Code, anyone is welcome to create or propose changes to the Code. The Comprehensive Plan is the basic guideline for the development of the City. The last Comprehensive Plan was done in 2004, so they are looking at make it a priority to update the Plan and get funding as part of the next budget cycle. Laura walked through the four types of land use review, from simple Type 1 projects to highly complex Type 4 projects which may require a zone change. Type 1 projects are not discretionary and can move through the process quickly, while each subsequent type is increasingly more discretionary and requires more review, hearings and approvals. Laura stated that the City has 120 days to process an application and reach a final City decision. That timeline can get quite tight on Type 3 and 4 projects. She also pointed out the importance of public participation in this process. The Planning Department really appreciates being able to discuss the projects they are working on with the public. Laura mentioned that the 2017 Stats Report is out and highlights the number of larger, more complicated building projects they worked on. Linda asked what happens after you get approval. Laura answered that after approval, a simple backyard project needs to go through engineering and building. Once the actual building starts inspections are needed along the way. Mike asked what the requirement is for a developer to hold a public meeting if the NA is non-existent, inactive or not functioning properly. Laura answered that they have to give notice to the CIC Chair and the Neighborhood Association Chair. If the NA is non-existent, they will have to go before the CIC. If the 30-day window doesn't fall withing a scheduled NA meeting time frame, they can hold a special meeting.

3. Public Comments - There were no public comments at the meeting, however Amy mentioned that she received an email that she forwarded onto the Committee. The sender wanted the comments in the email to be added to the record. There was no discussion around the email.

4. Staff Liaison Update on Questions from the Last Meeting

4a. Staff Liaison Update on Questions Asked at the Previous Meeting – Christina Robertson-Gardiner noted that Kristen Brown, the new Community Communications Coordinator, would be coming to the May CIC meeting. Christina had posted the information requested from the Alternate Mobility Target presentation to the agenda. She also mentioned that they are working on a contract for the transcription service that they will begin using to provide the action items in place of the meeting minutes. Once that contract is in place, the CIC may have a backlog of action items to approve, but one they get through that, it will be back to normal.

5. General Business

5a. 2017-2019 Work Plan, Prioritize Projects for the Calendar Year - Chair Willhite started by welcoming John Eason from BHNA to the Committee, then moved into discussing the prioritization of the six goals they came up with for the 2017-2019 Work Plan. The first three were carried forward items, so Chair Willhite wanted to focus on prioritizing goals 4, 5 & 6. Roy suggested they select Goal # 5 to better understand the role of CIC members and neighborhood associations when receiving City information. Dennis agreed that he would like to get a general knowledge of what the Committee does, what it can do and how to dispatch information. He posed the question on whether this should be done in session, or if an ad hoc group should take it. Vern agreed and suggested that they work on goal #3, to develop resources to help maintain active neighborhood associations and help reactivate inactive or underperforming neighborhood associations. Vern noted that attendance is an issue for some NAs and would like to see similar associations get together to share ideas and brainstorm. Roy went back to goal #5 and suggested that they put together some information that provides a summary, purpose and responsibilities of the CIC. Steve suggested that the Public Involvement Plan be revived and renewed. Karin noted that they have been working under the code for a couple years now and it needs improvements and revisions. She suggested forming a subcommittee to look at the code, including grievance and elections, in the near future. Christina noted her concerns about adding grievance to the subcommittee's tasks. Karin responded saying that they would just review the code and make recommendations to be submitted to the full committee. Amy agreed that forming a subcommittee should be added to the next agenda. Christina followed up by suggesting that while working on the code, the Committee gives themselves the ability to put a stay on new grievances. Mike summarized that they would roll Goal # 4 and Goal # 6 together and appoint a subcommittee to begin working on them. The group concluded with deciding that Goal #5 is the number one priority and then that can lead to Goal #3.

6. Grievances

6a. Establish a Grievance Committee – Christina walked through a 4-slide PowerPoint to review the grievance process. The task of the Grievance Committee is to study grievances of those who consider themselves to be adversely affected by the CIC. There are three current grievances; two by Mark Matheson and one by Miranda Sierra and all have obstacles to the processing. It was recommended to not process the Matheson grievances while he is actively involved in a law suit. The Sierra grievance requested that all CIC members appointed by the mayor be recused. There were three options before the CIC. They could create a Grievance Committee and send letters saying they will hold off processing the grievance until they hear from the grievant. They could not form a Grievance Committee but send letters from the CIC stating that they will do nothing until they hear from the grievant. Or they could continue processing submittals through the grievance process. Amy recommended sending a letter from the CIC for the Matheson grievances and forming a Grievance Committee and have them send a letting for the Sierra grievance. There was discussion around whether they should proceed when there is a pending lawsuit to which Christina and Amy concluded that the CIC needs to decide what to do. Christina said that the Grievance Committee is a non-binding process and it's not up to the City to determine the next steps. Linda suggested sending a letter in response to the Sierra grievance asking for the removal of the recusing language. Mike put forth a motion to not form a Grievance Committee, put the Matheson grievances on hold until the lawsuit is resolved and to put the Sierra grievance on hold until she modified her request. Linda seconded the motion. Amy asked if they need to send a notice. Christina answered that she could repurpose the Grievance Committee memo to be from the CIC to and signed by Chair Willhite. Mike amended his motion per Christina's comment, Linda seconded and a vote was taken:

Barclay Hills – Yes
Canemah – Yes
Caufield – Yes
Gaffney Lane – Yes
Hillendale – Yes
McLoughlin – Not present
Park Place – Yes
Rivercrest – Abstain
South End – Not present
Tower Vista – Yes
Two Rivers – Not present

The motion carried. Christina will change the memo and mail them the next day.

Amy then went through a brief history of the CIC and why they hear grievances. The intended process was to provide a place for people to come if there was a grievance concerning the activities, policies or recommendations of the CIC. The process is best summed up by the phrase education, not litigation. At some point, the CIC began taking on the grievances of the Planning & City Commissions, which is far from the original intent. Amy posed some questions. What is the goal of having a grievance process? What is the role of the CIC in the process? Should the CIC even hear grievances? Amy opened the floor for discussion or said members could email her with their comments to be discussed at future meetings. In response to a question, Amy further clarified the specific language surrounding the purpose of the Grievance Committee as it related to the CIC. No further discussion followed.

7. Roundtable

Chair Willhite briefly explained the process to the new members before proceeding.

John – BHNA – mentioned that he was interested to learn about how to pass out information to people about developments. He said that he reads comments on Next Door and it seems that people are surprised by things that come up. He is interested in learning about the new park at Newell Creek.

Janice – BHNA will have a General Meeting on Mar. 3. Pete Walter will provide updates on the Newell Creek Canyon. OC Police Department will update them on Roosevelt Street. She also wondered why notices for their meeting were sent out so early. Amy answered that they should go out no sooner than one week beforehand. They discovered a need to firm up communication between the NAs, Kattie Riggs and the printer.

Linda - CNA passed to Dennis

Karin – RNA will have their next meeting on Mar. 15. Phil Lewis, Jim Band and Mike Day will all be there to discuss and problem solve the issues they are having at Upper Waterboard Park.

Roy – HNA has a Steering Committee Meeting on Mar. 6 and the next General Meeting will be on Apr. 3 at Living Hope Church. There are no details yet and there is not much going on. Roy stated that John could check with him if there are questions about Newell Creek.

Vern – TVNA has joint meetings with HNA.

Steve – PPNA had a General Meeting last week with 40 people in attendance. There was a presentation on a proposed 9-home subdivision. There was a presentation and a large discussion around the concept plan area. Steve noted that they are working on having their Steering Committee Presentations for the Planning Commission. Christina replied that it would be in April. The next Steering Committee Meeting is on Mar. 19 and the next General Meeting is in May.

Mike – CFNA will have a meeting on Mar. 27 where they will discuss reactivating their neighborhood watch program.

Amy – GLNA has their next General Meeting on Mar. 8. Cindy Smith-English with the Clackamas Repertoire Theater will discuss what is coming up for their season. A manager from Fred Meyer also came to discuss what is going on in the store. Amy noted that for each meeting they are selecting an area business come and tell them about their business. There will also be an update on the build and the issues associated with Fire Station 16. Amy noted that there are some ongoing traffic concerns and she anticipates being asked to go to the next TAC meeting to present some pedestrian crossing ideas.

Dennis - CNA will have a General Meeting on Apr. 19, the next Steering Committee Meeting date is TBD.

Staff Liaison Christina Robertson-Gardiner ran through her list of items to follow up on; get Susan's contact info (from Backyard Habitat), provide more information about Ch. 1750 - how Neighborhood Associations and CIC presentations are made, how the applicant can know who to meet with and check with Kattie on the postcard mailing schedule and possibly adding a meeting date column to the spreadsheet. Amy added some items; update the CIC website with the new officer information, get a copy of the PowerPoints from Susan's & Laura's presentations, and check the main City webpage as not all of the neighborhood meetings are showing up on the calendar. Mike later asked Christina to add to the May meeting agenda having City Staff will provide a presentation on the role of CIC members, Neighborhood Association and their relationship to the City.

City Commissioner Brain Shaw mentioned that he spoke at the MNA meeting the previous Thursday. He gave an update about what went on in the city in 2017. He offered to come out to other NA meetings to give the presentation. He also pointed out that he feels that they CIC should be renamed to the CEC – Citizen Education Committee as educating the citizens is importance as demonstrated by the Police bond failing twice, then passing by 80%.

8. Adjournment – Meeting adjourned at 8:46 pm. Next meeting scheduled April 2, 2018.