



THE CITY OF
TROUTDALE
OREGON
EST. 1907

CITIZENS ADVISORY COMMITTEE

May 1, 2024

Regular Meeting | 7:00 p.m.

Troutdale Police Community Center – Kellogg Room
234 SW Kendall Ct, Troutdale, OR 97060

Public comments are welcome at any time during the meeting.

Agenda

1. Call to Order, Roll Call, & Pledge of Allegiance
2. Public Comment on Non-Agenda Items
3. Review & Approval of Minutes
 - a. March 6, 2024 Meeting Minutes (tabled)
 - b. April 3, 2024 Meeting Minutes
4. Discussion Items
 - a. Committee Role (Review draft definition/ Chapters 4-5 of UO Article)
5. Staff Communications
6. Committee Comments
7. Adjournment

Participation

The public may attend the meeting in person or via Zoom. Please email comdev@troutdaleoregon.gov to request Zoom meeting access credentials.

This meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting to the City of Troutdale (comdev@troutdaleoregon.gov or 503-665-5175).



CITIZEN ADVISORY COMMITTEE

Meeting Minutes

April 3, 2024 | Regular Meeting

Troutdale Police Community Center – Kellogg

Room 234 SW Kendall Ct, Troutdale, OR

97060

and Held Virtually via Zoom

1. Call to Order, Roll Call, & Pledge of Allegiance

Chair Harrington called the meeting to order at 7:30 PM

CAC Members Present: Chair Twilla Harrington, Vice Chair, Kevin Minkoff, Adrian Koester, Chris Barney, Diane Castillo Shelby, Staffenson, Woodrow Terrel, Will Knight

CAC Members Absent: Jenny Abeling and Victoria Rizzo

Staff Present: Dakota Meyer, Associate Planner

2. Public Comment on Non-Agenda Items

There were no public comments on non-agenda items.

3. Review and Approve March 6, 2024, Meeting Minutes

Vice Chair Minkoff relayed that Paragraph 4 didn't make sense, but Adrian Koester clarified the statement. The statement was not a specific action item for any individual, but the discussion was about creating a graphic to help us visualize. Change the old notes to read: "There was a discussion about creating a graphic to help us visualize"

Minkoff motioned to table the March 6, 2024, meeting minutes to add the suggested change to paragraph 4 and to add additional details of the meeting. Adrian Koester seconded the motion. All were in favor. Motioned passed.

4. Discussion Item – Committee Role (Review Chapter 4-5 of UO Article)

Koester - Chapter 4 has a lot of Oregon State Statutes and minutia that don't need to be read out in detail. The discussion point at the end of Chapter 4 is understanding the land use definitions, land use actions, and the Troutdale Planning process.

Staff shared that the Comp Plan was last amended in 2014. Staff plans to update the plan later this year and early next.

Woodrow – Is Troutdale following the Comp Plan, as discussed in Chapter 4?

Koester – I'm assuming that Troutdale's Development Code is complying with Chapter 4. There are definitions such as administrative actions that I assume are more Type I and II decisions, but limited land use decisions and land use decisions.

Vice Chair Minkoff – How Troutdale goes about making land use decisions is up to the Planning Commission and City Council based on Oregon law. The Committee for Community Involvement role sits with community engagement and bringing what we hear back to the Planning Commission and Council on community issues. Part of our discussion should focus on the Council divesting itself as the City's CCI and making the CAC the CCI or a separate committee. Clackamas County has its own committee for citizen involvement which is separate from the board.

Koester – Are we overthinking all of this? I don't necessarily believe we need to put in explicit terms how the CAC is involved in Goal 1. The CAC has a dual role of being the communication oversight of giving input on how to engage the community and also look at what Council delegates to us to review. I'm all for increasing community involvement, but we may be overthinking our role.

Barney – The CAC committee is a catch-all for other committees.

Castillo – I think our role is to gather community input and relay it to the Planning Commission and City Council.

Staffensen – Recommendations we may be able to provide could involve improving land use notifications to ensure more people are involved in the land use process.

Koester – It will be important to have citizen involvement early in the land use process. DLCD guide emphasizes using community involvement (ci) when the rules are being made rather than when they are being implemented. In the last few months, PC has been doing a review and re-tooling of definitions and tables in the Development Code. This is where community involvement should be highlighted. The public should give input at this early stage.

Chair Harrington – Does the Planning Commission look back at projects and discuss public outreach that happened and what worked? There are awards cities can earn who do excellent outreach. Staff can look at a year-end summary of CAC outreach efforts.

Barney – What is the issue or reason why we are getting deep into community involvement processes?

Koester – Perception of not having a lot to do and the concern Paul Wilcox brought to CAC over council vacancies and how they were being filled. The question came up, can the CAC look at that issue and provide input to the Council? Then City Manager Ray Young spoke to us about Goal 1. But my thought is what action can we do in the short term in a generalized sense to get visibility to increase community participation for all city committees?

Knight – How do we become the oversight committee for all city engagement activities – do we need to do more? How do we expand our efforts? Is what Planning doing

sufficient for community engagement? We need to look at community engagement data and develop a plan for how we can do it better.

Terrell – we have some frameworks in place with our different “CAC”s. The CAC should understand how communication goes out and what are the effects of it. How can we help to improve that process? Is it possible to create a system to monitor outreach efforts and have oversight of it? We should compile all the ways we reach out throughout the city and compare the state law to determine if our collective efforts are adequate. How do we create metrics (how many emails get sent out)? How well is the Planning Commission doing with outreach? After compiling and understanding the data, make recommendations for improvements. We should strengthen the language in the code to make it clearer that CAC is accountable as a CI effort.

Castillo–Will has a good outline and action plan. More updates on what is happening in the land use processes to give citizens more opportunities to provide comments and be informed. Utilize Facebook for posting all committee agendas. The CAC Zoom meeting recordings are very helpful.

Chair Harrington – It would be good to get a baseline of the city’s current public engagement actions – what are we currently doing?

Terrell- Overall Program management and metrics are different.

Koester – Suggests CAC representatives be on the agenda for other citizen groups to assess their communication needs. Have a town hall, and present collective community engagement data/report findings to City Council.

Staffenson – I think the other citizen committees would like CAC to help figure out ways to improve and promote community outreach.

Castillo – Is Metro Media still streaming Planning Commission and City Council Meetings?

Staff – Yes, they are.

Castillo - Use social media to notify future and upcoming meetings, decisions, meeting videos, minutes, etc. for ALL the bureau advisory committees in Troutdale. Create a sandwich board and set it out on the sidewalk with the agenda to invite community member participation.

Knight- We should create a framework on what we want and then have a work session.

Vice Chair Minkoff – Read the CAC and CCI definitions from the July 2019 Oregon State-wide Planning Goals and Guidelines and how they differ from each other. A city may have one CCI for Goal 1 whereas there may be several CACs. The conclusion: CAC is responsible for the land use planning guide.

Knight – We need to determine if the Planning Commission is sufficient in a strong CCI.

Chair Harrington – Reading materials had super helpful chapters. What are the next steps to build on the conversation? Would it be helpful to have someone from the Planning Commission come in to talk with us about their role in community engagement?

Koester – The CAC can gather procedural exchange of information between this group and various committees and staff. We have pieces of the puzzle of how it all works but

we need more information. Chapters 5 and 6 do have some fantastic information and very nice suggestions.

Knight – Can we all buy in on taking on CCI as part of CAC? We need to modify the language, so it is clear and not just ‘alluded’ to in our current CAC definition. Pin to the board: make presentations to council, want citizens to hear about stuff, own CCI aspect within CAC. There are all sorts of community outreach efforts the city can utilize.

Terrell – Gather data by researching how many emails went out, how many people showed up to meetings, how many clicks we get on social media, and why are we not using the back of water bills for communications.

Koester – Volunteered to create a draft and re-write the ordinance, bring it back, and have it as a discussion point next meeting. It’s important to the public why the city is acting on certain items and why the city is beholden to certain groups – sometimes the city has no choice on the decision being made.

5. Staff Communications

A reminder that PC will review a special variance request and a Type IV code amendment to close out the grant for Main Street on Halsey. The City has a 90% plan set approval for the Sandy River Front Trail. Waiting for 100% sign-off, which includes sign-off from the Union Pacific Railroad. Marlee is working on the Depot Park re-design and trail system. Also, during next week’s meeting, PC will continue the discussion on CFEC parking requirements.

6. Committee Comments

Castillo– Wants to learn how to clean up graffiti on Troutdale Bridge to help keep it up. Needs to be cleaned off before the summer season. Concerned about the new parking requirements options.

Vice Chair Minkoff – Wouldn’t the legislative amendments for Halsey and the parking requirements be brought to CAC for review, comment, and recommendations? Informed PC what CAC is discussing, and the response was “surprise”. There needs to be a stronger interface or link between the two committees.

Staff- Moving forward gathering public opinion and informing CAC for feedback would be helpful.

Knight – Loves to hear from the Community Development and Planning Commission and wants to be more involved. Continue to work on definition changes for our new role then take it to Council for adoption. After that, move forward with implementing action to increase community involvement and I would like to learn more about the municipal court in Troutdale.

Koester – Likes all the various points of view from the committee. It's very valuable.

Barney – inaudible

Staff Response – misspoke earlier. CAC comments are considered recommendations to

PC and Council.

Staffensen --- inaudible

Terrell – I appreciated seeing everyone and we had a good discussion.

Chair Harrington – wonderful meeting and good discussion.

7. Public Comment

Paul Wilcox – Follow up on announcements that Staff made. The next PC meeting will be a good one. Staff Report is posted online regarding code amendment for Main Street on Halsey and the Type III Special Variance.

8. Adjournment

Chair Staffenson motioned to adjourn, and Barney seconded. The meeting adjourned at 8:45 PM

Submitted by CAC Member, Adrian Koester on April 23, 2024

Original Language for Section 2.20.090 - Citizen Advisory Committee

NOTE: This is not a copy/paste of the original text. Some formatting was change for readability. Included here for comparison.

A. The Citizens Advisory Committee (CAC) is created as a primary element of the city's Citizen Involvement Program (CIP) which is established under state laws and regulations pertaining to land use comprehensive planning, including Statewide Planning Goal 1.

- The CAC shall review all legislative amendments to the city's comprehensive plan and all major amendments to land use regulations not reviewed by any other council-sanctioned citizen committee. The Planning Commission may seek the advise of the CAC on quasi-judicial amendments to the comprehensive plan.

- The CAC may periodically review and advise Planning Commission and the Council on the CIP.

- The CAC will report recommendations on land use issues to the Planning Commission.

B. The CAC shall also perform any other duties or functions assigned by the Council.

- Those duties shall be specified by motion or resolution of the Council.

- In this regard the CAC operates to provide policy guidance to the Council on matters of public interest and to act as a liaison between neighborhoods and interest groups and the city's elected and appointed officials.

- The CAC will report recommendations to the Council regarding issues assigned by the Council.

C. The CAC shall be composed of eleven members appointed at large to represent the citizenry of the city. Each member shall be a resident and elector or a Troutdale business owner of the city. Although representation of the CAC is not based on geographical districts, when appointments are made to the CAC, consideration shall be given the the geographical distribution of its membership.

D. The CAC shall meet whenever there is a land use matter requiring its review and at other times deemed necessary by the committee.

DRAFT Adjusted Language for Section 2.20.090 - Citizen Advisory Committee

A. The Citizens Advisory Committee (CAC) is created as a primary element of the city's Citizen Involvement Program (CIP) which is established under state laws and regulations pertaining to land use comprehensive planning, including Statewide Planning Goal 1.

- The CAC shall review the CIP annually and report to Council with findings and recommendations.

- The goal of this review is to provide guidance and oversight towards the improvement of citizen involvement.

- As part of that review, representatives from the CAC shall meet with the other Council-sanctioned citizen committees to gather information and feedback on the status of the CIP from the perspective of those groups.

- Appointed members of the CAC that also serve on another committee can fill this role for that group.

- This review will include reports from Staff regarding key metrics related to citizen involvement and communication.

- The CAC will act as a liaison between neighborhoods, interest groups, and individual citizens and the city's elected and appointed officials.

- To that end, any issues or concerns brought to the CAC by one of the aforementioned groups or individuals will be discussed by the CAC.

- If the committee determines that the issue or concern is of sufficient public interest and requires further action or discussion, the CAC will generate a report communicating such to the Council or other appropriate Council-sanctioned committee.

- The CAC will ensure that results of these activities are delivered to the reporting group or individual.

B. The CAC will report recommendations on land use issues and the planning process to the Planning Commission.

- The CAC shall periodically review the planning process, with a focus on improving citizen involvement and communication.

- The CAC shall review all legislative amendments to the city's comprehensive plan and all major amendments to land use regulations of special public interest or those not reviewed by any other Council-sanctioned citizen committee.

- This review can be initiated by Staff, consensus request of the CAC, or by motion/resolution of the Council.

- The Planning Commission may seek the advice of the CAC on quasi-judicial amendments to the comprehensive plan.

C. The CAC shall also perform any other duties or functions assigned by the Council.

- Those duties shall be specified by motion or resolution of the Council.

- The CAC will report recommendations to the Council regarding issues assigned by the Council.

D. The CAC shall be composed of eleven members appointed at large to represent the citizenry of the city. Each member shall be a resident and elector or a Troutdale business owner of the city. Although representation of the CAC is not based on geographical districts, when appointments are made to the CAC, consideration shall be given to the geographical distribution of its membership.

E. The CAC shall meet whenever there is a land use matter requiring its review and at other times deemed necessary by the committee.