



**Comprehensive Plan
Citizen Advisory Committee
Meeting #1 - Summary**

**August 25, 2010
Council Chambers, City Hall**

Members in attendance: Sally Moncrieff (Chair), Dorothy Atwood, Christopher Clee, Doug Cushing, Tom Fahey, Bill Gaar, Nancy Gronowski, Liz Hartman, Teri Oelrich, Bob Needham

Members not in attendance: Tom Brennan, Lauren Irving, Jim Johnson, Erin O’Roarke-Meadors, David White

Staff in attendance: Sid Sin, Laura Weigel, Sarah Selden, City of Lake Oswego; Kirstin Greene, Cogan Owens Cogan, facilitator

1. Introductions

Chair Moncrieff thanked the committee members for volunteering to serve on the committee. She also welcomed and introduced the members of the audience and told them that all the meeting materials will be available on-line prior to meetings.

Mayor Jack Hoffman introduced himself and thanked the committee members for volunteering to serve. He told the committee that “One generation plants the tree, the next receives the shade.” He said that their work will help guide the future health of the community and are setting the framework for future generations. He has been talking a lot with citizens regarding the project and people seem very interested in planning for the next 25 years. He asked, “What is the legacy you want to leave for the community?”

Chair Moncrieff introduced staff explaining that Sid Sin is a senior planner and will be the main point of contact for the CAC and Laura Weigel, associate planner, is the contact for the Technical Advisory Committee (TAC), an interagency coordinating team of staff resource people. Sarah Selden is also working on the project as well as continuing to work on neighborhood

Chair Moncrieff introduced Kirstin Greene from the consultant team lead by Cogan Owens Cogan. She explained that Kirstin will facilitate the meetings so that she can participate in the meetings.

Each member of the committee introduced themselves, stated their interest in the project, and how they would define success. The recurring theme defining success was that the updated comprehensive plan will be concise, user-friendly, easy to interpret, actionable, and measurable. Please see “flip chart notes” at the end of this document.

Chair Moncrieff said that staff will be creating meeting summaries and sending them out prior to each meeting. Staff confirmed with committee members that receiving materials via email and via the Web-site is preferred. One member suggested relevant parts of large documents be provided at the meetings.

2. Work Session

Comprehensive Planning 101 – Sid Sin talked about the inspiration behind naming the project “We Love LO” and presented a PowerPoint outlining the comprehensive plan and process. He included information about: Oregon’s regulatory land use system, 19 statewide planning goals, periodic review, the comprehensive plan,

desired outcomes of the planning process, the process for updating the plan, an option for the format of the plan, the creation of new action plans to implement the goals and policies of the plan, and additional resources. The full PowerPoint presentation is available on the project Web site. Staff are also available to provide more information. Each Committee member received a reference copy of the existing Comprehensive Plan, last updated in 1994.

Charge Statement

Kirstin Greene summarized the charge statement section by section to confirm that everyone understands the charge and roles and responsibilities. Greene stressed the importance of the CAC's role to reach out to their constituency to inform and engage as many people as possible.

One member asked for clarification on the charge statement, "For controversial issues, the CAC may include a minority opinion with the majority recommendation." Greene clarified that a minority opinion may be included if there is a very close split opinion on a subject, so the decision makers can hear both opinions before making a final decision. In some cases, decisions makers may agree with the minority opinion.

Bylaws

Greene read through the bylaws including the suggested revisions, which included:

- Adding a section creating a vice-chair for the committee and asking members to consider volunteering to vice-chair (vice-chair will be elected at the second meeting)
- Encouraging members to discuss decisions with their respective boards, commissions and groups but not requiring a formal position from the groups
- Holding the public comment period during the last ten minutes of the meeting
 - The charge statement states that public comment will be received for up to five minutes at the beginning and end of each CAC meeting. The committee decided to keep the public comment periods as noted in the charge statement. The Chair will be given discretion to decide how the 10 minutes is split between the beginning and end of the meeting, depending on public attendance.

Members agreed that there would be no formal alternates, but if they were required to be absent another member of their group could be encouraged to attend and sit with the public.

They also agreed to change the language in Section III, H to encourage a member to continue to serve while looking for a replacement if they need to resign from the committee.

Members discussed Council and Staff public outreach strategies. Staff will provide an update at the next meeting and will also send the CAC the same updates that are sent to the City Council. One member said that dedicating a computer terminal at the library for citizens to take the survey might be a good outreach strategy.

The CAC was encouraged to let staff know if they do not feel that they've been given adequate time to conduct outreach to their constituency during the deliberations on any topic, but that formal approval by constituencies of a particular issue was not expected.

Timeline, Process, CAC Schedule

Sid Sin went over the timeline and the outline for the planning process. Greene noted that the people/groups the CAC engages with now will be the same people who will be partners in implementing the plan in the future.

CAC members asked for a glossary of acronyms. Staff is working on one and will provide it at the next meeting.

There was a discussion as to the format of the comprehensive plan. Members would like the final document to be user-friendly and something that a resident could read, know where to find more information and to understand how they can get involved in the process of implementation. It was suggested that the plan include photos/examples/diagrams of how the goals and polices might be implemented.

Staff pointed out the existing comprehensive plan is a good document that was developed through extensive public outreach and is the baseline for the update along with other existing plans and studies, such as the quality of life indicators.

October Workshops

There are two community workshops scheduled in October. The first is Tuesday, October 12 from 6:30-9:30 p.m. and the second is Saturday, October 16 from 9:00-noon. Both will be held at the West End Building and both will contain the same materials. The public is invited to attend one of the meetings, but CAC members should plan to attend both meetings, if possible, in order to listen to the feedback from the community as well as facilitate small group discussions.

3. Meeting Schedule

The CAC agreed that the 4th Wednesday of every month from 4:00-6:00 in City Hall will be the regularly scheduled meeting time. The November and December meetings will have a different meeting date due to the holidays.

4. Public Comment

Carolyn Jones, 2818 Poplar Way, stated that she wanted to comment on Mayor Hoffman's comment about planting trees. Jones states that seedlings need sun to grow, so if there is little or no growth there may be too much shade. She said to be careful about whose values are represented and that it's a balanced process. Jones requested complete disclosure about what channels of outreach were used to fill the members of the committee.

Staff response to Jones request

From the City Council Report presented on July 6, 2010:

The proposed fifteen-member CAC membership includes one representative from each board or commission that meets regularly, a young adult (age 21-35), and representatives from the school district, two neighborhood associations, and the business community. Each board and commission provided staff with a board-approved representative. Staff worked with Lake Oswego School District Superintendent Bill Korach to recommend a district representative, with the Chamber of Commerce to recommend a business community representative, and through community contacts to recommend a young adult. Staff solicited letters of interest from all neighborhood association boards.

Staff email sent to Neighborhood Contacts and Contacts soliciting applications:

As you are probably aware, the City is beginning the process to update our **Comprehensive Plan**, the City's statement of aspirations for the future and the basis for all land use planning and growth management actions in Lake Oswego. This is a major undertaking, and we're excited by the opportunity it presents to engage as many community members and organizations as possible.

The City is currently forming a **Citizen Advisory Committee (CAC)** to advise the City throughout the three-year plan update process. The CAC membership is proposed to consist of 15 members, including a representative from each City board/commission and 5 members-at-large. The City is looking for **two**

members-at-large who represent different Lake Oswego’s neighborhood associations. These neighborhood association representatives must be members of the association board, and people who have demonstrated community leadership and ability to work collaboratively in a committee setting.

We invite you and your board members to carefully review the attached Draft Citizen Advisory Committee Charge Statement, and if a member is interested in applying please **submit a brief statement of interest by Thursday, June 17.** In your statement of interest, please address the following questions:

- 1) Why you are interested in participating;
- 2) How you can help make this a “Community” plan - owned and developed by the community; and
- 3) How your experience demonstrates community leadership and your ability to work collaboratively in a committee setting.

Interested persons should submit the statement of interest to me via e-mail. Staff will forward the full list of CAC applicants along with a recommendation to City Council, who will make the final appointment in July.

Public Comment continued

Craig Stephens, 330 Durham Street stated that he supports active outreach and thinks the City should consider how to reach out to groups who are not represented on the committee. Stephens’ daughter lives in Lake Oswego and has young children who are hard to reach, so it would be good to reach out to moms with children. They might have different opinions, such as the City should have a community center with a pool. Also, Stephens advocated for outreach to the neighborhood associations so when it comes to implementation they will have ownership of the plan.

Staff clarified that CAC members are not expected to formally represent their neighborhood associations – rather, to represent neighborhood perspectives. Staff is making a special effort to engage the associations individually as well. Liz Hartman, one of the two neighborhood association CAC members stated that she intends to communicate with the chairs regularly and wants to develop an outreach strategy with Christopher Clee, the second NA CAC, member to reach out specifically to neighborhood associations. Christopher Clee was very amenable to the idea.

5. Next Steps

Chair Moncrieff stated the next committee meeting will be held (X date), thanked committee members again, encouraged members to contact staff with additional outreach suggestions, and adjourned the meeting.

6. Flip Chart Notes

What do CAC members want to get out of the process? What will success mean in the end?

A Comprehensive Plan that:

- Does not sit on the shelf (3)
- Is concise and user friendly, easy to navigate, gives examples (3)
- Is responsive to changes that have occurred since the last update
- Integrates well with development review
- Is holistic (incorporates clean streams, urban forestry, sustainability, etc.)
- Expands transportation choice for alternate forms (bicycle, walking, safe routes to schools and other destinations etc.)
- Has a high degree of support as the Plan moves toward Council for adoption

- Maintains Lake Oswego as a successful city, one that attracts employers and people to live, send their children to school, etc.
- Is actionable, measurable
- Provides a framework for making sustainable decisions, representing the vision of sustainability the city has been working with and toward; leadership in sustainability and comprehensive planning
- Is a Plan the community can embrace and is a document representative of the range of perspectives
- Describes how people can plug in to help implement the plan

7. Materials Provided to the CAC for the Meeting

1. Agenda
2. Charge Statement
3. Draft bylaws
4. Draft monthly schedule for CAC topic to be discussed
5. CAC contact information
6. CAC Bios
7. CAC Timeline, three year
8. CAC Timeline, details year one
9. City Council Resolution 09-08 approving the evaluation and work plan program for periodic review
10. DLCD letter approval periodic review work program
11. Comprehensive Plan Chapters outline
12. Comprehensive Planning 101 PowerPoint presentation
13. Comprehensive Plan, not including ordinance and neighborhood and specific district plans (materials on-line)

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