



**August 7, 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. July 3, 2024 Meeting Minutes
4. Discussion Items
  - a. Committee Role (Review draft definition)
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](mailto: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](mailto:comdev@troutdaleoregon.gov) or 503-665-5175).



# Citizens Advisory Committee

## Meeting Minutes

July 3, 2024 | Regular Meeting

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

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

Chair Harrington called the meeting to order at 7:00 p.m.

**Committee Present:** Chair Harrington, Chris Barney, Diane Castill-White, Adrian Koester, Victoria Rizzo, Shelby Staffenson, Frank Stevens and James Sunderland.

**Committee Absent:** Vice Chair Minkoff, Will Knight (excused), and Woodrow Terrell (unexcused).

**City Staff Present:** Erika Palmer, Community Development Director, and Dakota Meyer, Associate Planner.

### 2. Public Comment on Non-Agenda Items

None

### 3. Review and Approval Minutes

#### a. May 1, 2024, Regular Meeting

*Motion: Committee Member Rizzo moved to adopt the May 1, 2024 meeting minutes. Committee Member Sunderland seconded. Motion Passed 8:0*

### 4. Discussion Items

- **Introduce New Members** – Chair Harrington acknowledged the two new members, Frank Stevens and James Sunderland. Each CAC member and staff shared an introduction of themselves.

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- **Chair/Vice Chair Elections** – Chair Harrington reviewed the role of the two positions. Motion: Koester moved to open nominations for Chair. Staffenson seconded the motion. Staffenson also nominated Chair Harrington to remain in the Chair position. Stevens seconded the motion. Rizzo moved to close the nominations and Stevens seconded the motion. Motion passed 7:0 (Minkoff, Terrell, and Knight absent). Motion: Koester moved to open nominations for Vice Chair and Stevens seconded the motion. Motion passed 5:1 (Minkoff, Terrell, and Knight absent) to elect Barney as Vice Chair. Staffenson moved to close the nominations and Rizzo seconded it.
  - **Appoint Town Center Advisory Board Representative** – Rizzo highlighted the representative role and the TCAB work as an overview. She expressed interest in continuing her participation. CAC voted 7:0 for Rizzo to continue as the TCAB rep for CAC.
  - **Committee Role (Review draft definition)** - Koester elaborated on the new and existing language and the role of CAC concerning the state mandate for a Citizen Involvement Program (CIP). The CAC will review and make edits/comments to the updated definition. The committee will discuss input next month. The goal is to have the City Council agree to adopt the new language of the CAC's role and responsibility into the municipal code.

## 5. Staff Communications

Mr. Meyer shared that the Planning Commission approved the conditional use for Diplomat Motors (Sundial and Stark). Next week a fence variance will go before the PC for a decision. 257<sup>th</sup> across from Cherry Park will be putting in 15 units and requesting a couple of variances to their setbacks. A pre-application meeting is needed for Taste of Village to change it to a boutique-style hotel. The building is not on a Troutdale historical asset. Home Forward has broken ground for an 84-unit apartment complex that was approved in 2022. The project will take 18 months from start to finish. Wayfinder is continuing and plans to open this August.

Ms. Palmer shared a matrix on the different land use applications and discussed the review process for type I, II, III, and IV applications. She shared that the Planning Dept ensures that community engagement is part of the planning process. Committee member Castillo requests proper notification on Type III LU applications when they are received in the office. Troutdale sends public notices through the mail to a radius of neighbors near the property tax lot beyond what the state requires. Type III applications require a higher reach (signage) to the community that would be more impacted by the policy change or project activities. Committee member Staffenson would like for Planning to notify other “residents” and not just property owners to

increase citizen involvement. Committee member Barney asked if anyone could attend a hearing if he is not a neighboring property near the project. Mr. Meyer explained that anyone can attend a hearing and give testimony on any project in the city. The current Type IV application that the PC is addressing is a text amendment to the Development Code. Once an amendment package has been defined, Planning will figure out a community engagement strategy. Koester asked if there is a way to highlight the Type IV discussion so there can be CI (citizen involvement) as early as possible in the process. Staff said this current code change doesn't require a whole lot of public engagement since the changes are more wordsmithing, formatting, etc. Vice Chair Barney asked if the City Council is informed of the other types of applications besides Type IV. Staff responded that we do not inform them, but the Director puts out a forward-looking calendar of Planning activities for PC, which the Council would have access to.

## 6. Committee Comments

Vice Chair Barney – Looking forward to another year of good CAC stuff. He is also on the Budget Committee.

Committee Castillo – Who do we ask for help to remove Troutdale graffiti? Speeding is an issue in the summer months, we need SLOW DOWN signs. Is Tad's Chicken and Dumplings going to be revived? Staff said it was county jurisdiction for planning/land use review; however, the building permit process is conducted through the city. . Can we get Chris Gorsik to put in legislation to make that distinction an historic landmark? Staff will follow up for further details.

Chair Harrington – Thanked everyone for a great meeting, The trail is finished down by the airport connecting the Chinook Landing and police are out there patrolling on 4-wheelers. Check on your neighbor to stay safe during the heat.

Committee Koester—He is creating a time lapse of the construction going on in front of his home. It is exciting to see the activity.

Committee Rizzo – Thanked the two new members.

Committee Staffenson – Thanked colleagues for their work. The First Friday is canceled due to extreme heat advisory.

Committee Stevens – Appreciated the face-to-face meeting, which promotes better communication. Looking forward to Koester's pictures.

8. Adjournment

*Motion: Ms. Staffenson moved to adjourn the meeting, and Mr. Koester seconded.*

*Motion passed. 8:0*