



CITIZEN ADVISORY COMMITTEE

Meeting Minutes

May 1, 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 7:06 PM.

CAC Present: Chair Twilla Harrington; Vice Chair, Kevin Minkoff, Jenny Abeling, Adrian Koester, Chris Barney, Diane Castillo-White, Victoria Rizzo, Shelby Staffenson, Woodrow Terrel, and Will Knight.

CAC Absent: None

Staff Present: Dakota Meyer, Associate Planner & KrisAnn Washington, Administrative Assistant.

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

Rizzo: I should be marked as excused from April's meeting.

Dakota Meyer, Associate Planner: stated that Paul Wilcox sent edits to the April minutes and read them aloud.

Staffenson motioned to accept with proposed changes, the April 3, 2024 meeting minutes. It was seconded by Koester. Motion passed in favor except for Chris Barney who voted nay because of the summary format.

Staff: The city can summarize the meeting as there is a video recording. The city currently does not have a transcriptionist to take word-for-word meeting minutes.

Vice Chair Minkoff: I would vote not to get a full transcript of the meeting because it would be overkill. The meetings are recorded, and people can view the recordings. I like

the meeting minutes as they have been presented.

4. Discussion Item – Committee Role

Koester – Presented an initial draft of code language defining the CAC and its role. You have two things in the packet: 1) slightly altered text of existing language, and the alterations made are for clarity and formatting only for comparison. 2) draft language based on discussion in previous meetings. The goal was to capture what we have discussed previously and to provide clarification without getting too picky in the language. It does add some things to give the CAC accountability points to look back upon throughout the year regarding what we do with our main focuses as managing the citizen involvement program and being a focal point for citizen comments.

Chair Harrington: Does the first page simplify the language?

Koester: It creates some bullet points and uses an acronym for CAC, but beyond that, the language is what is currently written.

Rizzo: On C about geographical representation, the City Council doesn't have that.

Koester: That language is the actual language in the ordinance and was not changed. That language is good, but we would need a larger volunteer pool. After I read that language, I thought, does the city have a directory of homeowner associations or neighborhoods for Troutdale?

Vice Chair Minkoff: If Venture Portland is still in existence, it used to have a list of all neighborhood associations.

Koester: When reading through the various documents about community engagement for many cities, the major touchpoint between city hall and the community happens to be neighborhood associations. The U of O article encourages creating neighborhood associations. I'm not necessarily suggesting this, but if there are existing HOAs, we can reach more people by knowing those groups. I tried adding structured touchpoints that indicate who we reach out to and how the CAC reports to the Council. I'm curious to know people's thoughts on this.

Rizzo: We have a good representation of all city committees on the CAC.

Koester: I did add a bullet point to highlight that we meet with other committees. Within this committee, we have representatives from planning, parks, budget, TCAB, and HLC.

Chair Harrington: Are there changes in the draft in what we are doing now as a committee? And if there are changes, is that scope creep and how would that be interpreted by other groups? In looking at the section that speaks to the Planning Commission, I feel like in our current role, that hasn't been within our purview.

Koester: The language about the Planning Commission was intentional and one of the ideas highlighted in the U of O document was to engage people very early on in the LU process as early as possible. The goal is to assist the communication between planning

and the community on any changes in land use policy and to get that information out for input. What is happening now is that the community is getting notified about land use applications that are coming in but the community is not getting information about potential changes to definitions, use categories, and such.

Staffenson: I think some of the things have been forced upon us by the state.

Koester: That is very true, but part of the two-way communication that we are trying to foster is explaining to the general public why our hands are tied. The public needs to know the “why.”

Staffenson: I thought that the Planning Commission is faced with making some changes from the state, the city’s hands are tied, and the public can’t change these things—it’s not what we want.

Vice Chair Minkoff: I would like to see the City Council cease to be the CIP- they must divest themselves as a CIP. The CAC should review policy work and provide feedback as part of the process. The CAC can also take the policy work and get the community’s feedback. What we have read states that the CAC shall review all legislative amendments to the City’s Comprehensive Plan and land use amendments. The City Council shouldn’t put this policy work in front of themselves as the CIP, because there is a conflict of interest. They can review everything and cut the CAC out.

Koester: I think the language is one of oversight. It exists in our definition today. The CAC is the primary element of the city’s citizen involvement program (CIP). I don’t think there is a concern.

Staffenson: We want citizen involvement, but the Planning Commission has deadlines, and we shouldn’t get involved in that process.

Koester: That is why we need to get involved in the early phase of the planning process, the definition phase of land use policy. The communication right now is sorely lacking. I understand land use timelines are mandated through higher powers than us, but public engagement is most needed when policies are being defined. The legislative amendments are in city policies.

Vice Chair Minkoff: Read from materials that stated the Troutdale City Council serves as the Committee for Citizen Involvement (CCI) and is responsible for evaluating the CAC. The CCI (City Council) shall review all legislative amendments to the city’s comp land use plan. According to the draft language, the CAC wouldn’t review draft amendments because the Council (CCI) already does that.

Koester: From what you read, the acronym is not important. The CCI committee evaluates the CAC’s performance. Council’s role in CCI is simply in oversight. That is why there is a bullet point in the proposed draft highlighting that the CAC provides a report to the Council on how the CIP is working.

Vice Chair Minkoff: All I would like to do is make the CAC role definitive. The CAC “shall” be responsible for x, y, and z. I think we need to strike that the CAC shall review all legislative amendments.

Koester: I don’t think we want to go there. We don’t want to duplicate work.

Vice Chair Minkoff: Then we are right where we started. We are only tasked with work when the Council and/or Planning Commission wants us to review something. Are we only the sounding board to the Planning Commission and City Council on issues? Can we bring new issues to them, and if so, what are the guidelines for bringing new issues to the City Council?

Knight: Us bringing things to Council, I believe, is in there. CAC acts as a liaison between citizens and city officials. We don’t want to look at every LU application.

Koester: The second line in section A, the bullet point states that the CAC acts as a liaison for bringing comments/input to the City Council from neighborhoods, citizens, and interest groups.

Knight: We would still be performing the function of bringing back community input to the Council when seeking community feedback on legislative issues and amendments. I think one of the more recent times was reviewing the Transportation Plan. I like the idea of this group taking on the role of watching the city’s communication and how the city communicates with the community. Who are we reaching, and are we reaching enough people? What are the metrics for communicating to the residents? How can we improve the way we communicate? Or should we be making recommendations on better outreach efforts? We should be able to bring issues to the Planning Commission and Council.

Koester: The two parts of point B that are changed state that the CAC periodically reviews the planning process (at a high level), and we review outreach efforts.

Chair Harrington: As an action item, we could ask for the PC minutes to see if there are any items on which we would want to provide input or ask the community for input.

Koester: Often I learn about major things happening through staff communication.

Chair Harrington: What other discussions do we have on this? Do we want to examine it further and come back with additional details or need a subgroup?

Knight: At some point, the city’s attorney will take a look at what we have put together. There may be bigger issues that we are not seeing, so it would be nice to get a legal opinion/perspective on our proposed changes.

Koester: This is a question for staff. For argument's sake, if this is the language we go with, does Ed review the ordinance language before it goes to the council? How does this work?

Staff: I can't speak to this fully. I don't think Ed reviews every ordinance, but Ray Young, the City Manager, views ordinances. But we can always ask Ed for a review.

Chair Harrington: We will table this item for next month, and all of you can bring back edit suggestions. Next time, we can have it up on the screen and work on edits together.

Staff: We can make printed copies too.

The committee thanked Koester for his time and work on the proposed draft.

Chair Harrington: Is there any public comment on this agenda item?

There are no public comments.

5. Staff Communications

Mr. Meyers: The Planning Commission recommended a 'denial' the code amendments to Council regarding the Main Streets on Halsey project. The Planning Commission did agree that some of the amendments in the package are good such as the design standards. Staff will continue to work on these amendments with the Planning Commission and seek input from the community. We have one current land use application for updating antennas on the water tower at the Confluence.

The city has full plans for the Sandy Riverfront Trail, and we are just waiting on some information to start the land use process.

The city will be hosting a table at First Friday on June 7th. The Planning Director wanted me to bring this to you as a community engagement tool. Is there a question that the CAC would like to ask the community? The CAC will have a meeting before June 7th. and we can discuss this at the next meeting.

Ms. Washington: The city has some swag to give people. All ideas are welcome. We plan to have a table during all the First Friday events this summer.

Castillo-White: We can ask the public how they get their information. Do they visit the city's social media pages? I don't know if people aware of the Troutdale Facebook page or Explore Troutdale.

Knight - encourage people coming to the table to go to our social media accounts- follow, post, comment and like our most recent. Triggers better algorithms.

Terrell: Geofencing has been a good way to notify people through FB's algorithm. Anyone who comes into downtown Troutdale would get notified of First Friday events.

Koester: We may want to ask about neighborhood groups - who are they, and how can we engage them? People who live in apartments don't get land use notices because they are not property owners.

Chair Harrington: Can we get a presentation about what we currently do for outreach strategies?

Terrell: Maybe people can sign up for the Champion at the First Friday event?

Koester: Is there an online version of the Champion?

Knight: I have seen people ask questions at this type of event, and people can place dots next to their answers on a large poster board.

Terrell: Will there be any design changes to the cell tower?

Staff: They are working with the city on some changes, including moving the antennas slightly lower. The long-term plan is to remove them from the water tower facility.

6. Committee Comments

Vice Chair Minkoff: I want to thank Adrian for his time on this effort, even though I may sound contentious. I just want to get to the heart of the issues.

Barney: Good meeting. I look forward to seeing you next month.

Castillo-White: Wants to learn how to clean up graffiti on Troutdale Bridge to help keep it up. It needs to be cleaned off before the summer season. Is very concerned about the new parking requirements options.

Abeling: Thank you for the good meeting this evening.

Terrell: Thank you for the good meeting and good discussion. How can he share Gilbert's water tower activities for potential focus here?

Staffenson: I have a question for Dakota. The Main Streets on Halsey project is going to the Council for approval, but the recommendation is for denial. Could the Council overrule the recommendation of the PC and Staff? Staff states, yes, they could. We need a decision because of the grant requirements.

Rizzo: On May, 16 TCAB will hear from Wood Partners, which presented a development plan for the Confluence but was not ultimately selected. Group and TCAB will have a question-and-answer period.

Koester: Thank you for the good meeting. If any committee member has questions about the proposal, please contact me.

Castillo-White: I have two questions. What is going on at the General Store? Mr. Meyer stated that a popcorn company was moving in. They sell popcorn and also package it for fundraisers. The for-sale sign is gone from the Chinese Restaurant. Did someone purchase it? Mr. Meyer stated that he doesn't know, but there are no active permits for changes at

this time. What is the update on the old City Hall? Mr. Meyer stated that they are moving forward, but it is slow. I'm just concerned that they will not be able to achieve what they wanted to. Mr. Meyer stated that they are working diligently with the building department. He couldn't speak to when they would be open.

YouTube and retaining meetings – how long do we keep video meetings? The meeting videos should be preserved. Mr. Myers, indicates that the video meetings go back several years. Who would I ask at the city about the public retention and the videos? Mr. Meyers stated he would find out.

Knight: Good meeting tonight, and Adrian has done some great work that shows his commitment to the city.

Chair Harrington: I appreciate all the discussion tonight. There were community discussions about the person living on Frontage Drive. The Hope Team, and many others reached out.

7. Public Comment

Paul Wilcox:

8. Adjournment

Rizzo motioned to adjourn, and Staffenson seconded. The meeting adjourned at 8:49 PM