



Meeting Minutes

March 6, 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, Victoria Rizzo Shelby Staffenson, Woodrow Terrel

CAC Members Absent: Jenny Abeling, Diane Castillo, Will Knight

Staff Present: Dakota Meyer, Associate Planner

2. Public Comment on Non-Agenda Items

Chair Shelly Reynolds announced her resignation and thanked the CAC for their confidence in her fulfilling this role and asked the committee to support Twilla Harrington in the chair role.

Paul Wilcox read from his public comment on the lack of guidance in the Troutdale municipal code (TMC) on how committee officer vacancies are filled.

3. Election of Vice Chair

Staffenson nominated Minkoff. Minkoff accepted the nomination. With no other nominations received a vote was taken and with a 6:2 vote, Minkoff was elected Vice Chair.

4. Discussion Item – Committee Role (Review Chapter 1-3 of UO Article)

The committee read all three chapters.

Koester – provided a summary of the three chapters. Chapter 1 all about definitions, Chapter 2, is descriptive of overarching goals, and Chapter 3, talks about citizen involvement at different levels.

Terrell – The committee could use the document as a framework and fill in sections.

Koester --The rabbit hole we are going down is the sentence in the ordinance that states the CAC advises on the citizen involvement program.

Chair Harrington – We can read through the chapters and pull out the appropriate goals.

The committee read through the involvement articles and discussed the goals and definitions at the end of each chapter.

(Comments on Chapter 1)

Koester – one of the key points I pulled out of the chapters is reviewing how communication happens between groups and the community. The CAC may have a role in overseeing and evaluating how projects and processes are communicated to the community. The city is doing more but making suggestions can be a big part of this committee.

Staffenson – I hear from members of the community that they don't know about projects going on.

Staff – We have made recent changes and are making sure all land use applications are on the city's website for the community to review and engage in the process if they choose to.

Terrell – We need to have a list of what things we need to communicate to the community – what are the items?

Vice Chair Minkoff – I like this document and I think we could use it by making it applicable to our group. Troutdale's citizen involvement is exemplified by the CAC which participates in planning and includes citizens who are not professional planners and government officials.

Koester – Chapter 3 could integrate into every committee that Troutdale has. We can take this framework and build on what the city is already doing for engagement. How do we get more citizen involvement is what is lacking. The CAC has a hybrid role.

(Comments on Chapter 2)

Koester – could we see that Troutdale has been approved as a Citizen Involvement Plan to meet Goal 1?

Chair Harrington – This comment might be ahead of where we are in the meeting, but there are connections within the community we could build relationships with.

Vice Chair Minkoff – Troutdale has already accomplished Goal 1. The role of the CAC in the municipal code section differs from what we are talking about. I don't think we need to reinvent the wheel with Goal 1 but instruction on what this committee is and what this committee does is needed.

Koester -- Where in the Troutdale structure can we re-tool citizen involvement? An example of community engagement is bringing feedback back to staff.

Vice Chair Minkoff – If we agree that the planning processes in Chapter 1 are legitimate, we could evaluate how the community is involved in each process and then amend city policies.

Rizzo – I've been on the CAC a long time and other city committees are doing some of the work on public engagement.

Koester – One more thing, there are planning steps that happen today but are done by specific groups – Technical Data collected by staff, reviewing ordinances, Planning Commission/City Council, and Implementation staff.

Vice Chair Minkoff – We should be informing the community of the planning laws and how members can get involved.

(Comments on Chapter 3)

Staff – We notify all agency partners in the planning process such as the County, TriMet, Metro, Port of Portland, and surrounding jurisdictions.

Chair Harrington – it would be nice to have a graphic that shows to help us visualize a framework for the Citizen Advisory Committee.

Koester – It would be nice to see a visual of the types of applications that are reviewed by committees.

Chair Harrington – What do we want to do next?

Vice Chair Minkoff—I would be happy to modify the Clackamas County CCI and use it as a jumping-off point for the committee.

Terrell – Can you share the Clackamas document with the committee?

Chair Harrington -- Next meeting look at Clackamas County CCI document and finish chapter four.

5. Staff Communications

Staff Liaison, Meyer reported that two conditional-use LU applications are going to PC next week. A Jiu-jitsu studio and 12 pickleball courts and Director Palmer updated the Planning Commission last month on the Climate Friendly and Equitable Communities (CFEC Rules).

6. Committee Comments

Rizzo - Acknowledged Shelley Reynolds' contribution and congratulated the new Chair and Vice-Chair.

Terrell - asked about the new director.

Koester - I look forward to how CAC evolves.

Barney - Asked what happened to the process of approving meeting minutes committee member terms will be expiring soon. Staff will forward applications for those who must re-apply.

Staffenson - Appreciative of Shelley and Staff

Vice Chair Minkoff - Thanked the committee for a great discussion.

Chair Harrington: Thanked Shelley for her work on the committee and Kevin being Vice-Chair.

7. Adjournment

Committee member Chris moved to adjourn, and Committee member Adrian seconded the motion. The vote was unanimous, and the meeting was adjourned at 8:48 p.m.