



Meeting Minutes

December 4, 2024 | Regular Meeting

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

1. **Committee and Staff Present:** Vice Chair Barney, Committee Castillo-White, Chair Harrington, Committee Knight, Koester, Minkoff, Staffenson, Stevens, Terrell and Rizzo. Committee member Sunderland was excused. Staff present Erika Palmer, Community Development Director; Dakota Meyer, Associate Planner; Marlee Boxler, Economic Development Coordinator.
2. **Public Comment on Non-Agenda items - None**
3. **Review and Approve Prior Meeting**
 - a. The November 6, 2024, were approved unanimously as written.
4. **Discussions**
 - a. Implementation of a Charter – CAC will present new charter goals to City Council on Jan 28th. After the Chair’s overview, feedback to enhance the presentation are to add on pg. 4, “how can we measure the impact” also, include a “call to action” steps. Express to Council that the goal for the visit is to ask for them to support our new CAC Charter. If they don’t support it, we would like their feedback because they don’t support efforts for neighborhood liaison and reviewing legislative amendments to the comp plan, concept development plans and other various items they may assign to CAC. Committee member Castillo-White recommends this discussion be a Public Hearing for others to contribute feedback to.
 - b. Downtown Parking Study could provide a visual aid like a map overlay to showcase the data of city vs. private parking. More information on the revenue pay parking could be helpful to know about. A list of businesses that gave input to the study should be noted and there should be education for the business owners on the economics of parking and space. A tie into Columbia area transportation pick up and drop off. We should educate ourselves more on what parking reform (utilizing space in the most efficient way) is. Listening to someone who is a subject

matter expert (SME) would be helpful to explain the concept to us.

c. HOA Outreach is to increase citizen involvement. We need a complete list of all the groups in the city. Frank has contact for the Cherry Park and Beaver Creek HOAs. Normally, Neighborhood Associations are monitored as opposed to HOAs. Collecting information will help us understand how active groups are. Some HOAs function under a commercial management team.

Knight asks for a beginning framework or structure to measure if we are improving (or not improving) citizen involvement. What is the startup data to definitively know if we are making an impact. We want data trending in the right way. Invite staff who can bring us data, talk about trends and share which topics give us the best algorithm for engagement.

Chair asks how we broaden our outreach to include 'neighborhoods' and not just homeowners so that there is a more equitable outlook.

There should be three legs to the stool of who we outreach to, and small business owners should be included. Even the ones who have the business out of a home. Staffenson shared that the recent public safety survey, her group contacted apartment buildings, small businesses. Those who engage with the city should get a 'prize' or have a raffle – as an incentive for taking the time to engage with us. We need to create some scripting for social media responses when the public comments on our content. Start a list of all the avenues we are currently using to engage the community and discuss how we can improve our outreach.

5. Communication

- a. Staff – Windy Wonderland is this weekend; tree lighting is Sunday. Omnibus code amendment is going to City Council next week for adoption. Halstead project has been approved by PC last meeting. A new application for storage structure for TNT Trucking company. Staff has not heard back from Metro on the design standard grant he applied for, but it should be soon. We will have a lot of code amendments in the upcoming months. January meeting will be canceled, but everyone attend the council meeting on the 28th at 7:00PM. Marlee will come back to CAC (invite business owners to attend to hear her as well) for another Parking Study Presentation since there were questions and feedback to share.
- b. Committee – Staffenson asked if committee saw the Public Safety Equity Advisory survey on the back of the water bill, on Facebook, or the article in the Champion? Deadline will be Jan 2nd or 9th. Castillo-White said Senator Chris Gorsek will be at the Troutdale Soda Shop on Dec 7 to meet constituents. CAC has no vacancy currently. On invites to the public to

attend meetings, please make it clear that public comments are welcomed up front. Barney lit up his Christmas suite. Stevens will be working with Friends of Tree and would like Staffenson's survey to the tabling event. Chair Harrington is concerned with limited accessibility at Glen Otto bus stop because of the steep slope.

Adjournment

Exhibit A:

1. Documents Referred to During Meeting
 - a. Troutdale Citizens Advisory Committee: City Council Update Presentation
 - b. Attachment A of the Parking Survey Final Findings pg. 20-24