

CITIZENS ADVISORY COMMITTEE
Tuesday, April 11, 2017 - 6:00 p.m.
Council Chambers @ Central Point City Hall

I. MEETING CALLED TO ORDER

II. ROLL CALL/INTRODUCTIONS

David Painter (Chair), Sam Inkley, Jr., Larry Martin, Pat Smith, Cinda Harmes, Cameron Noble

III. MINUTES

Review and approval of November 15, 2016 minutes

IV. PUBLIC APPEARANCES

V. BUSINESS

A. Introduction to the Powers, Duties, Purpose and Operation of the Citizen's Advisory Committee (CAC).

B. Consideration of Housing Element, City of Central Point Comprehensive Plan

VI. DISCUSSION

A. Status of City-wide development proposals

VII. MISCELLANEOUS

VIII. ADJOURNMENT

**City of Central Point
Citizens Advisory Committee
November 15, 2016**

I. MEETING CALLED TO ORDER AT 6:00 P.M.

II. ROLL CALL

Present were: David Painter, Larry Martin, Sam Inkley and Linda Reel.

Also in attendance were: Tom Humphrey, Community Development Director, Don Burt, Planning Manager, Molly Bradley, Community Planner and Karin Skelton, Planning Secretary

III. MINUTES

Larry Martin made a motion to approve the minutes of July 12, 2016. Linda Reel seconded. All members said "aye". Motion approved.

IV. PUBLIC APPEARANCES – NONE

V. BUSINESS

A. Introduction of the Central Point Housing Element and Work Program.

Don Burt explained that the City's current Population Element was completed in 1983 and is in need of updating, which will be a mandatory prerequisite to adding more residential land to the urban growth boundary. He said that Portland State University now does the population estimates and updates the it every four years. They use information from the cities such as the number of housing units constructed each year. The individual cities supply them with housing data from the building permits issued. The next update will be in 2019. Currently there is a 27% decrease in population in Central Point. He explained that recessions have a big effect on the population growth. Additionally the economy is a big contributing factor. He said that the types of housing needed depends on who is creating the need for it. He explained that the average household income impacted which types of housing would be most needed.

He explained there are eight tasks required to complete the Housing Element:

1. Inventory current supply of residential lands (buildable lands);
2. Identify actual density and housing mix;

3. Conduct a housing needs analysis;
4. Determine if “needed” housing density and mix is the same as actual housing density and mix;
5. Determine adequacy of buildable lands at actual densities;
6. Determine likelihood that needed residential development will occur and what needs to be done to encourage needed residential development;
7. Determine if needed measures forego expansion of the UGB.” and
8. Adopt Housing Element including measures to provide needed housing and, if necessary, expansion of the UGB.

Mr. Burt said that in order to bring more land into the UGB the City would need to prove that the land was needed. He explained the City’s buildable land inventory and that he was working on a needs analysis which would hopefully be presented to the Planning Commission and City Council in May of 2017. He said that what would be needed would be larger parcels of land which would be able to be developed with a good mix of housing types.

B. Updates

Current Planning

Tom Humphrey enumerated current projects under construction in the city and indicated that almost all were commercial at this time.

Costco Update

Mr. Humphrey stated that Costco had been appealed to the State Court of Appeals. He said that the City Attorney expected that LUBA’s decision would be upheld. The Court of Appeals’ decision should be made by the end of March at the latest. He also stated that the Table Rock Road project would be delayed as a result, however that would actually allow the improvements to be made prior to the Costco construction. At this time Costco was anticipating beginning construction in the late spring.

Urban Renewal – East Pine Street Streetscape

Mr. Humphrey informed the Committee that the Development Commission had identified the improvements for the streetscape design and the engineers were obtaining cost estimates. The cost of the project would be the determining factor in how many phases would be needed to complete the project.

Mr. Humphrey informed the Committee that due to absenteeism over the last year, the City Council would be appointing members to the Citizens Advisory Committee in January, and anyone who would like to continue should fill out an application. Also, he said that the chair would be appointed in January and they could reappoint David Painter or appoint a new chair.

He also outlined, the purpose for the Citizen's Advisory Committee which included planning and developing programs which would involve the community and asked that the Committee members provide some ideas for such.

VI. DISCUSSION

VII. MISCELLANEOUS

VIII. ADJOURNMENT

Sam Inkley made a motion to adjourn Linda Reel seconded the motion. All parties said "aye". Meeting adjourned at 7:23 p.m.

The foregoing minutes of the November 15, 2016 Citizens Advisory Committee were approved by the Citizens Advisory Committee at its meeting of April 11, 2017.

Chairman



STAFF REPORT

April 11, 2017

AGENDA ITEM:

Introduction to the Powers, Duties, Purpose and Operation of the Citizen's Advisory Committee (CAC).

STAFF SOURCE:

Tom Humphrey AICP, Community Development Director

BACKGROUND:

Changes to the membership of the CAC necessitate a review of Municipal Code Chapter 2.17 which covers the establishment, purpose and operation of the Citizen's Advisory Committee. The CAC was created to act as a 'sounding board' for both the Planning Commission and the City Council. Statewide Planning Goals and the City's Comprehensive Plan encourage citizen involvement in the planning process. Central Point's CAC is also tasked with formulating recommendations regarding housing, schools, public transportation and communication, business and economic development and other matters of general community interest.

In the past the CAC has reviewed the development of the City's Transportation System's Plan (TSP), hosted citizen discussion about a Walmart proposal (2003), considered conceptual plans for various Urban Reserve Areas (URAs), participated in the East Pine Street Corridor Study and discussed Downtown Revitalization and Murals.

ISSUES:

It may be time to revitalize this group's role in promoting Citizen Involvement, Communication and Citizen Influence as described in Chapter 2.17.

EXHIBITS/ATTACHMENTS:

Attachment "A – CPMC Chapter 2.17, Citizen's Advisory Committee

ACTION:

Discuss Chapter 2:17, and encourage member interaction.

RECOMMENDATION:

None.

Chapter 2.17 CITIZENS ADVISORY COMMITTEE

Sections:

- 2.17.010 Establishment.**
- 2.17.020 Membership.**
- 2.17.030 Powers and duties.**
- 2.17.040 Meetings.**
- 2.17.050 Purpose and operation.**
- 2.17.060 Chairperson--Removal of members.**
- 2.17.070 Staff services.**
- 2.17.080 Compensation.**
- 2.17.090 Conflict of interest.**

2.17.010 Establishment.

A citizen's advisory committee (CAC) is established in order to effectuate the goal of the city's comprehensive plan relative to citizen involvement. Said goal, and the purpose of the citizens advisory committee, shall be to develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the planning process.

2.17.020 Membership.

The citizen's advisory committee shall consist of seven members, to be selected through an open well-publicized public process and formally appointed by the mayor with the approval of the city council. All citizens attending citizens advisory committee meetings shall be entitled to express opinions or offer additional information pertaining to any matter being heard by the committee, subject only to reasonable rules to be established by the chairperson relating to the time limitations and orderly procedures for the conduct of meetings.

2.17.030 Powers and duties.

A. The citizen's advisory committee shall be advisory to the city council and/or planning commission.

B. Recommendations relating to the following matters may be formulated by the citizen's advisory committee for consideration by the city council and/or planning commission: housing, schools, streets, traffic safety, sidewalks, bike paths; public transportation and communication; business and economic development; land use, zoning, building,

annexation, subdivisions; police, fire and emergency medical services; other matters of general community interest.

C. These recommendations shall be rendered to the city council in writing and, while the council is not obligated to follow any of the recommendations set forth, it is obligated to consider all written recommendations and express its reasons for decisions in writing.

2.17.040 Meetings.

A. The citizen's advisory committee shall encourage the active participation of each and every citizen at its regular meetings, which shall be held on the second Tuesday of the months of January, April, July and October. Regularly scheduled or special meetings may be cancelled by the mayor or city manager.

B. Special meetings may be called in the case of an emergency or critical conditions which warrant the same.

C. All meetings shall be duly and regularly advertised as required by law.

D. A register of attendance will be made available for citizens to sign at each meeting.

E. Recommendations of the citizen's advisory committee will be formulated by a simple majority vote of the committee members in attendance at the meeting where the item is discussed. At the committee's discretion, the audience may be polled on any particular issue being discussed and the results of that poll may be submitted along with the committee's report or recommendation.

F. Citizens may suggest agenda items for discussion by notification to the citizen's advisory committee chairperson not less than fifteen days prior to the date of the next regular meeting. The chairperson will prepare an agenda for each meeting, which will be prominently posted at the City Hall for at least one week prior to the meeting.

2.17.050 Purpose and operation.

In order to comply with the intent of the citizen involvement portion of the city's comprehensive plan, the citizen's advisory committee shall incorporate the following components in its operation:

A. Citizen Involvement. The program shall involve a cross-section of affected citizens in all planning phases and shall include a recognized citizen advisory committee.

B. Communication. In order to assure effective communication with citizens, mechanisms shall be established, including such methods as newsletters, questionnaires, mailings, posters, and other available media, as appropriate.

C. Citizen Influence. Citizens should be included, whenever possible, in all phases of the planning process, including (1) data collection, (2) plan preparation, (3) adoption, (4) implementation, (5) evaluation and (6) revision.

D. Technical Information. The city should assure that all information used in the preparation of the plan or related reports, should be made available in an easy to understand form and should be available to the general public at a local library or other location open to the public.

E. Feedback Mechanisms. The city should provide a mechanism through which citizens and citizens' groups taking part in the planning process will receive a response from the policymakers. All land use policy decisions should be documented in written form and made publicly available.

F. Financial Support. Adequate human, financial and informational resources should be allocated from the citizen involvement program and such resources should be an integral component of the planning budget.

2.17.060 Chairperson--Removal of members.

The chairperson of the citizen's advisory committee shall be appointed by the mayor with the approval of the council, for a term of one year. The chairperson shall be a voting member of the citizen's advisory committee. Any member of the citizen's advisory committee, including the chairperson, may be removed by the mayor, with the approval of the city council, after hearing, for misconduct or nonperformance of duty. A member who is absent from three meetings without an excuse as approved by the chairperson is rebuttably presumed to be in nonperformance of duty and the chairperson shall report such absences to the mayor and council promptly.

2.17.070 Staff services.

The city manager shall provide such staff and consultation services to the citizen's advisory committee as shall be appropriate. A record shall be kept of committee proceedings.

2.17.080 Compensation.

Citizen's advisory committee members shall receive no compensation other than expenses as authorized by the mayor and council.

2.17.090 Conflict of interest.

A member of the citizen's advisory committee shall not participate in any committee proceeding or action in which any of the following has a direct or substantial financial interest: the member or his spouse, brother, sister, child, parent, father-in-law, mother-in-law, any business in which he is then serving or has served within the previous two years, or any business with which he is negotiating for or has an arrangement or understanding concerning prospective ownership, partnership or employment. Any actual or potential interest shall be disclosed at the meeting of the committee where the action is being taken.