



# CITY OF TROUTDALE

"Gateway to the Columbia River Gorge"

## AGENDA

### CITIZENS ADVISORY COMMITTEE

City Conference Building, Activity Room  
223 Buxton  
Troutdale, OR 97060

Wednesday, December 2, 2015  
7:00 p.m.

1. Call to Order
2. Approval of Minutes – November 19, 2015
3. Sheldon Development File No. 15-057
  - Amendments to Comprehensive Land Use Plan map and Zoning District Map
4. Concerns from Committee Chair
5. Adjourn

*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 in writing at least 48 hours  
prior to the meeting to Steve Winstead at 503-674-7230 or  
by email to [steve.winstead@troutdaleoregon.gov](mailto:steve.winstead@troutdaleoregon.gov).*

CITIZENS ADVISORY COMMITTEE MINUTES

City Conference Building  
223 S. Buxton  
Troutdale, Oregon 97060  
November 19, 2015

Members Present: David Becker  
Charlie Foss  
Zach Hudson  
Jon Lowell  
Victoria Rizzo  
Patricia "Skye" Troy  
Jan White

Members Absent: Mary Burlingame  
*Lloyd Champion* (resigned)  
Nancy Nichols  
Cynthia Walston

Staff: Steve Winstead, Planning Director/Building Inspector  
Rooney Barker, Transcriptionist

Guests: Tanney Staffenson, Planning Commission Chair  
Paul Wilcox, Troutdale Citizen

1. **Call to Order.** Chair Zach Hudson called the meeting to order at 7:00 p.m. and asked everyone to introduce themselves.

**Approval of Minutes – February 4, 2015.** The following corrections were requested: p. 2, first paragraph, correct "... just *sale* 'manager' since ..." to read "... just say 'manager' since ..."; second paragraph, correct "Officer Copeland said it should *so* and she should continue to call when needed," to read "Officer Copeland said it should ~~so~~ and she should continue to call when needed."; p. 3, second full paragraph, first sentence correct "... about the *Personal Responsible* item ..." to read "... about the Person Responsible item ...", in the 10<sup>th</sup> line down, correct "... a better way to *work* it ..." to "... a better way to word it ..."; p. 3, last line in last paragraph, correct "... generally, *that* the first time." to read "... generally, than the first time"; on p. 4, third paragraph, 6<sup>th</sup> line, correct "... entrance to a post office *of* postal station ..." to read "entrance to a post office or postal station ..."; in p. 5, same paragraph, correct "... or is within ten *feel* of a private mailbox ..." to read "or is within ten feet of a private mailbox ..."; same paragraph, last sentence, correct "The Committee agreed with this *additional*," to read "The committee agreed with this addition."; on p. 6, second paragraph, correct "... entrance to a post office *of* postal station ..." to read "entrance to a post office or postal station ..."; and on p. 6 in the third paragraph, correct "... the fee schedule *is* for violations" to read "... the fee schedule is for violations."

**Victoria Rizzo moved, with a second by Charlie Foss, to approve the minutes as amended. The motion passed unanimously and the minutes were approved.**

**Exhibit A.** (Undated) Copy of City of Maywood Park City Charter.

**Exhibit B.** (Undated) Copy of Troutdale Council and Mayor candidates from 1996 to 2014.

**Exhibit C.** November 9, 2015 – Copy of e-mail from Jon Lowell regarding CAC.

## 2. Concerns from City Organization Review Subcommittee Re Charter Changes.

Chair Hudson referred to the document *Citizen Advisory Committee Discussion Items for 11/19/15*, in the agenda packet. The Subcommittee would like to have a product ready to put on the ballot for the citizenry in May 2016. In order to accomplish that, they would like to have all suggestions to them by February.

Primary Item 1) Amending the City Charter to enact term limits: Does the CAC agree with amending the City Charter to enact term limits on City Councilors and, if so, would the CAC prefer a 12-year lifetime cap on Council service, a two-term (eight-year) maximum term with two years of no service, or a two-year term maximum with four years of no service, or another iteration? In discussion, the CAC raised questions on whether this amendment would include the Mayor's term of office or just the City Councilors, when it would take effect, does the term duration start counting upon the election or will it be retroactive, and if it is for new candidates or all candidates. Chair Hudson said he believes the Council is looking at also including the Mayor's service, but we could give our opinion to the Subcommittee and he does not know what they are thinking about the time frame of how term time is 'counted.' He also said, responding to a question from Skye Troy as to why they are looking at term limits, that he thinks it has to do with new ideas, greater citizen involvement and inviting more candidates.

Chair Hudson said he did not like the idea of term limits; if someone is doing their job we won't want them to leave. Tanney Staffenson, a guest and Chair of the Planning Commission, said service is interesting; some are willing to do it and some aren't. The current system of elections is so that only so much change can take place at one time. The voters hold the power in who we elect; would this get more people involved? In any system the strength of the candidate will rise. If we impose term limits, we are actually limiting voters' ability to choose, assuming we get qualified candidates. The committee was asked if they would be interested in proposing an alternate solution. Experience in office is valuable, Skye said, and term limits may hinder citizens' ability of vote for good candidates; we have too few people voting and this wouldn't help. She can also see it from the perspective of the possibility of having a 'monopoly' on elected positions and this may be a possible reason the Council is looking for term limits.

Chair Hudson gave his proposal: Any candidate currently has to choose what position they will run for, which means they will run for an open seat and possibly have to select which candidate (possibly an incumbent) to run against. It could be that only new candidates will run for an open seat and all the incumbents will run unopposed. The difficulty with current procedure is that new candidates have to select which incumbent they will challenge or an open position. Many would not opt to run against an incumbent so we would have limited candidates. Also, running against someone can lead to animosity and the attacks begin. If we had an alternate system where people simply put their names forward and the citizens vote for who they like, then there would be less candidate-to-candidate conflict and also there would be greater opportunity for challengers to put their name in the race, simply saying, "Vote for me." He referred to a copy of the City of Maywood Park's City Charter (see **Exhibit A**) that spelled out their term limits; every voter casts three votes (when there are three open positions) and the top three among the pool are the next three City Councilors. The voters get a much better say in who they want to elect and the incumbents become less complacent.

Paul Walker, guest, said Chair Hudson was describing at-large elections and he had created a document (he will in the future provide a copy to Chair Hudson) based on research he had done in the metropolitan area and discovered that half the jurisdictions elect their Councilors at large and the other half elect them by the position with these positions not necessarily tied to a geographic district. He told the committee he thinks at-large elections are a good idea and he hoped they will consider recommending it. Chair Hudson said Mr. Walker had given him that idea previously and that was why he researched it, as well. He added that the Troutdale Council positions are not based on geographic districts, so why do we have them? Mr. Walker also distributed a document showing the elections years and candidates for Mayor and Council positions from 1996 to 2015 (see **Exhibit B**). Jan White said this is a great idea but it doesn't solve the City's problem of apathy; another committee member said it will take fewer people.

Response to the Subcommittee: **Chair Hudson moved, with a second by Jan White**, that the Citizens Advisory Committee does not recommend term limits, but would suggest that the Organization Review Committee look at plurality at-large voting, or bloc voting, as a solution. There was no further discussion. **The vote was unanimous and the motion passed.**

Primary Item 2) Does the CAC agree with the Organization Review Committee's proposal to relax the Charter language to say that Councilors can discuss any city-related issue with the City manager privately but the City Manager does not have to act on a Council concern regarding staffing, contracts, etc. Chair Hudson explained that in the past previous Councilors became what some considered too involved with how the City Manager was running things, so a change was put in place to create a 'wall' between how the City Manager runs the office and the municipal law the Council makes. The Organization Review Committee said they were concerned that the City Manager and the Councilors were not able to discuss what's going on in the City and if they cannot do this, it hampers information. He said he believes the Council wants to have the ability for Councilors to comment on how things are going with the understanding that they are not the ones who hire and fire staff.

Jan said this change basically would bring things back to the way it used to be, and asked if this includes the Mayor; Chair Hudson said he believes it does although in our previous recommendation on bloc voting (see above paragraph) which does not include the Mayor, we could add that. Jan suggested that they do add that into this committee's recommendation. This was discussed as was the language saying the City Manager could meet 'privately' with the Councilors and if that is against the open meeting law, if this came out of the previous Mayor's asking staff to do work, and the City Manager's ability to effectively run the City. Chair Staffenson participated in this discussion and said there are some things that a Councilor could talk with the City Manager about that would not be an issue at a City Council meeting but could be easily resolved in-house or together. Steve Winstead said the chain of command works; anything that would undermine that would hurt morale and there is a history of this happening. It's taken management two years to try to mend that, and he said he is fully for allowing the City Manager to have conversations with Councilors, and letting the managers to do their jobs. We have very competent employees, he added. The City Manager is open and communicates well with management and the management team works to come up with reasonable solutions.

Charlie again expressed concern with the private meetings proposed and the possibility of private decisions being made. Discussion followed. Chair Hudson said he does not believe, if this proposal goes forward, that it will in any way violate the open meeting law. He likes the suggestion to propose *one* City Councilor or the Mayor being allowed to discuss issues with the City Manager. Paul Wilcox said if a citizen complains to a Councilor, the Councilor, under the current Charter, cannot pass that information on to the City Manager, and all the Council is asking is that they be allowed to meet with the City Manager on a one-on-one basis.

**Chair Hudson moved, with a second by Skye Troy, to amend the second sentence in the proposed language to read: “. . . to relax the Charter language to say that a Councilor or the Mayor may discuss any City-related issue with the City Manager privately . . .”** There was no further discussion. **The vote was unanimous and the motion was approved.**

- 3. **Concerns from Committee Chair.** Chair Hudson had none and invited comments. Tanney Staffenson told the committee about the Planning Commission’s update of the Troutdale Development Code (TDC), which they have been working on. They are close to having a product for public review and at their last meeting the Commission voted to ask the CAC if they would be willing to review the document and provide comments once the next iteration is put together. Steve Winstead added that this is certainly within the realm and scope of what this committee does.

Steve informed the CAC that the Planning Commission will also be looking at a Comprehensive Plan amendment and a zone change at their December 16<sup>th</sup> meeting. He will present it at the CAC meeting on December 2<sup>nd</sup> and asked them to look at it and comment on the merit of the amendment and the zone change.

Jon Lowell distributed a copy of a memo (see **Exhibit C**) from him to Zach Hudson dated November 9, 2015, addressing citizens speaking at Council meetings, whether the CAC should work for a charter amendment that requires that a resolution cannot be voted upon unless it has been publicly discussed in the CAC or publicly discussed in open Council session. He asked that this be placed on an upcoming committee agenda. The next CAC meeting is scheduled for Wednesday, December 2, 2015.

- 4. **Adjourn.** **Victoria Rizzo moved, with a second by Jan White, to adjourn; the motion passed unanimously. The meeting adjourned at 8:00 p.m.**

\_\_\_\_\_  
Zach Hudson, Chair

\_\_\_\_\_  
Date

Attest: \_\_\_\_\_  
Rooney Barker, Transcriptionist



**Memo**  
**November 25, 2015**

**To:** Citizens Advisory Committee (CAC)  
**From:** City of Troutdale Planning Department  
**Subject:** Land Use Application 15-057 (Sheldon Development)  
**Attachments:** *Notice of Application & Request for Comment; Approval Criteria for Map Amendments*

## BACKGROUND

The Troutdale Planning Commission has requested the CAC give its feedback on the following land use application:

Sheldon Development Inc. is proposing two amendments to official maps adopted by the City of Troutdale on a 6.88 acre property at the corner of NE 242<sup>nd</sup> Drive and SW Cherry Park Road:

- a Comprehensive Land Use Plan Map amendment (*Medium-Density to High-Density Residential*)
- a Zoning District Map amendment (*R-5 Single-Family Residential to A-2 Apartment Residential*)

Please see the attached *Notice of Application* for further information. In essence, if both amendments are approved, higher density residential development would be permitted on this property. Approval of this application will not approve a site development proposal. Site development proposals would still require a separate review and approval from the City.

## WHAT SHOULD WE EXPECT FROM THE MEETING?

Staff will give a presentation at the meeting to discuss the application and process. Staff will also solicit any feedback or comments you may have. The CAC may not receive comments from the public related to this application.

## HOW WILL THE APPLICATION BE EVALUATED?

The *Troutdale Development Code* (TDC) outlines the approval criteria that Planning Commission must use in evaluating whether to approve map amendments. The Approval Criteria for Map Amendments are attached.

## WHAT TYPES OF COMMENTS CAN THE COMMITTEE PROVIDE?

The CAC can provide feedback in several different ways which will be outlined at the meeting. If the CAC chooses to offer comments, they must be focused on whether or not each map amendment meets their respective approval criteria.

## WHAT IS THE PROCESS AFTER OUR MEETING?

After your meeting, Planning Commission will meet on **December 16, 2015** where it will conduct a formal public hearing and will evaluate the application. It will make a recommendation to City Council to approve or deny the amendments.

## WILL THE PUBLIC GET A CHANCE TO PROVIDE FEEDBACK?

Yes. Citizens have the right to address comments prior to the public hearing in writing to the City or by attending the public hearing. Nearby property owners have also been sent a *Notice of Application* in the mail as required by law.

## HOW DO I GET MORE INFORMATION?

- The *Comprehensive Land Use Plan* and the *Troutdale Development Code* are available on the City's website.
- Contact Chris Damgen at [chris.damgen@troutdaleoregon.gov](mailto:chris.damgen@troutdaleoregon.gov) for general inquiries.
- You can also review application files at our office. Please contact Liz Walstead at 503-674-7262 to arrange.



## Approval Criteria for Map Amendments

### Comprehensive Land Use Plan Map Amendment [TDC 15.050.B]

1. Compliance with applicable Statewide Land Use Planning Goals and related Oregon Administrative Rules.
2. Consistency with the applicable goals and policies of the Comprehensive Land Use Plan.
3. The Plan does not provide adequate areas in appropriate locations for uses allowed in the proposed land use designation, and the addition of this property to the inventory of lands so designated is consistent with projected needs for such lands.
4. The Plan provides more than the projected need for lands in the existing land use designation.
5. Uses allowed in the proposed designation will not significantly adversely affect existing or planned uses on adjacent lands.
6. Public facilities and services necessary to support uses allowed in the proposed designation are available, or are likely to be available in the near future. The applicant shall demonstrate compliance with the Transportation Planning Rule, specifically by addressing whether the proposed amendment creates a significant effect on the transportation system pursuant to OAR 660-012-0060. If required, a traffic impact analysis shall be prepared pursuant to the requirements in section 2.150 of this code.

### Zoning District Map Amendment [TDC 15.050.C]

1. The proposed zone is appropriate for the Comprehensive Land Use Plan land use designation on the property, and is consistent with the description and policies for the applicable Comprehensive Land Use Plan land use classification.
2. The uses permitted in the proposed zone can be accommodated on the proposed site without exceeding its physical capacity.
3. Adequate public facilities, services, and transportation networks are in place, or are planned to be provided concurrently with the development of the property. The applicant shall demonstrate compliance with the Transportation Planning Rule, specifically by addressing whether the proposed amendment has a significant effect on the transportation system pursuant to OAR 660-012-0060. If required, a traffic impact analysis shall be prepared pursuant to the requirements in section 2.150 of this code.
4. The amendment will not interfere with the livability, development, or value of other land in the vicinity of site-specific proposals when weighed against the public interest in granting the proposed amendment.
5. The amendment will not be detrimental to the general interest of the community.



Notice of Application & Request for Comment

Date of Notice: 11/04/15

Initial Hearing Date: 12/16/15

Table with 4 columns: File Number & Name, Location, Application Type(s), Project Applicant, Property Size, Tax Map / Tax Lot #, Property Owner, Current Plan Designation, Current Zoning District.

PROPOSAL

The applicant is proposing two amendments to official maps adopted by the City of Troutdale:

- A Comprehensive Land Use Plan Map Amendment, which would change the current designation of the subject property from Medium Density Residential to High Density Residential
• A Zoning District Map Amendment, which would change the zoning district of the subject property from R-5 Single Family Residential to A-2 Apartment Residential

APPLICABLE CRITERIA

Listed below are governing standards that shall apply (preliminary upon further review):

- City of Troutdale Comprehensive Land Use Plan ("Comp Plan")
• Troutdale Development Code [TDC]: Ch. 1 (Introductory Provisions); Ch. 2 (Procedures for Decision Making); Sec. 3.060 (A-2 Apartment Residential); Ch. 15 (Amendments); Ch. 16 (Public Deliberations & Hearings)
• City of Troutdale Construction Standards for Public Works Facilities
• Multnomah County Transportation Road Rules

High Density Residential is intended primarily for high-density, multiple-family residential dwellings, including (...) vacant land suitable for development at higher densities. Areas that may be designated HDR include (...) areas adjacent, or in close proximity to existing or planned shopping centers, employment centers, transit routes, or minor arterials. [Comp Plan p. 11]

The A-2 Apartment Residential zoning district is intended primarily for multiple-family (apartments) and attached dwellings in a high-density residential environment. [TDC 3.061]

INITIAL HEARING (Planning Commission)

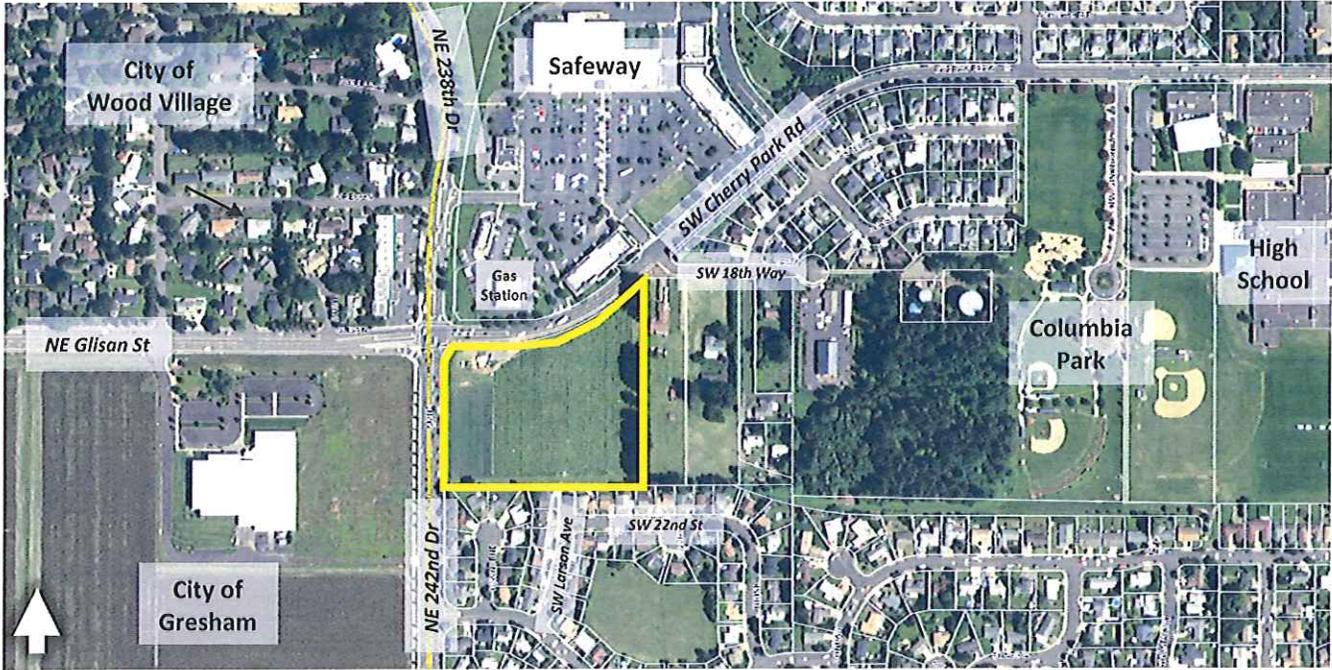
- Wednesday, December 16, 2015 at 7:00 p.m. PT
• City Hall Council Chambers – 219 E. Historic Columbia River Hwy (Downtown Troutdale)
• Entrance to Council Chambers from rear parking lot on the lower level. This is an ADA accessible entrance.

GENERAL INQUIRIES

Please contact Chris Damgen at (503) 674-7228 or chris.damgen@troutdaleoregon.gov

Please Note: This particular application is limited strictly to amending the aforementioned maps to allow for higher density development. While conceptual development plans may be displayed, the Applicant is still required to apply for a separate application for Site & Design Review for any proposed development on this property. [TDC Ch. 8]

**PROJECT LOCATION**



**APPEAL RIGHTS**

Those recipients who raised an issue with the application have appeal rights in the event there is a disagreement with the decision as outlined in TDC Sections 16.280, 16.285, and 16.290. Failure of an issue to be raised in a hearing, in person, or by letter, or failure to provide statements or evidence sufficient to afford the decision-maker an opportunity to respond to the issue, precludes appeal to the particular issue. [TDC 16.050.E]

**REVIEWING & OBTAINING FILES**

A copy of the application, submittal items, and applicable criteria are available for inspection at no cost. Obtaining files for review can be arranged at a reasonable cost. A Staff Report will be available for inspection on **December 11, 2015**.

**SUBMITTING COMMENTS**

Written comments must be received **before 5:00 p.m. PT on December 1, 2015** for inclusion in the Staff Report. Written comments may be submitted by any of the following methods:

**Email:**  
[chris.damgen@troutdaleoregon.gov](mailto:chris.damgen@troutdaleoregon.gov)

**Fax:**  
(503) 667-0524, Attn: Chris Damgen

**Mail:**  
City of Troutdale – Planning Dept.  
Chris Damgen, Senior Planner  
219 East Historic Columbia River Hwy  
Troutdale, OR 97060

**Delivery (package/drop-off):**  
City of Troutdale – Planning Dept.  
Chris Damgen, Senior Planner  
2200 SW 18<sup>th</sup> Way  
Troutdale, OR 97060

**PROCEDURE**

This application will undergo a Type IV quasi-judicial procedure. [TDC Sec. 2.120 and Ch. 16]. This procedure requires a Public Hearing, Planning Commission review, and City Council approval in order to be adopted. Both proposals will be reviewed concurrently, as they cover the same property and are dependent upon the other. Nearby property owners, relevant review entities, and other stakeholders are invited to offer comments on this project. For full details on the procedure relevant to this application, please contact the City.