

## **Citizen Advisory Committee** **CAC Meeting Minutes**

**Thursday, February 25th, 2019**  
**2:30 p.m.**  
**New City Hall, 206 N. 5th St**

**Call to Order at 2:30 pm**

**Members Present:** *CCI Liaison Tom Pratum, Chair Dianne Helmer, Monika Neri, Scott Selbe and John Jorgenson*

**Staff Present:** *Ian J Foster, Planning Director, Zac Thompson, City Planner, Ryan Nolan (RVCOG) and Diane Oliver. Planning Technician*

**Absent:** *Wayne Whiting*

**Minutes:** *February 13<sup>th</sup> minutes stand as amended, and are approved*

**Public Comment:** *None*

**Update on February 21<sup>st</sup> Townhall was given by our Chair Helmer**

*It was a great discussion, but still challenging is the non- CAC expanded role of the CCI, that is non-land use planning. Dianne was the one pushing back against adding language in the document about non-land use planning, and how the City Council will work with the CCI, and realizes at the State level, the CCI is still an imbedded planning land-use committee, and after talking to Dick Converse we do not know how many CCI's are in the State, and for those that do exist, we don't know if they have a non-planning role, and can the Council use them how they really need to use them? Dianne wants the citizens to be engaged, and wants to be sure that the CCI is engaged when a land-use problem needs addressed. Ryan Nolan did bring up at the Townhall that we could address the expanded role of the CCI when we revise the Municipal code. Dianne is now comfortable with the document being a pure land-use document, and City Council will work it out with the CCI, because the City Council has that power to set up committees when a problem arises, but on the other hand maybe we should have a statement to include that they can have a non- land use planning role. At the Townhall Andrea was suggesting we put less language in the document*

*CCI Liaison Tom Pratum mentioned that this document is a land-use document and should be restricted to that and agrees that if Council wants the help of a CCI committee, they have that power to form it*

*Dick Converse mentioned that Council David Jesser suggested less language rather than more language at the Townhall so that if the document is too specific, we don't want it to prohibit or limit the City Council in any way. In Dicks mind the CAC is a very land use specific committee because it informs the planning commission, where then it goes to City Council and that is very unique to the CAC. All of the other committees usually direct straight back to council. Most committees are not subject to this chapter, the CAC is because it is a land-use document*

*The City may appoint other committees not involving land-use but those committees are not subject to this chapter*

*The CCI does have a monitoring role and ability to make recommendations, so we won't use the word "watchdog"*

**Continued: Discussion of Chapter 1 of the Comprehensive Plan**

The group read through the document and made some changes that staff will work on drafting for the next meeting. They looked closely at the role's that the CCI and CAC committees would have verses standing committees and ad-hoc committees. They made some changes to the general rules as they apply to this chapter

The group also discussed the possibilities of revising the municipal code so that it's consistent with the current updated changes this group is making.

Monika Neri asked if the standing committees could possibly have their own section where we could define their roles, Ryan Nolan said that it's already found in the municipal code. Everyone is very comfortable with this draft with just a little more refinement on just a couple of things. Monika likes the idea of a simple read on Chapter One where things point to each other, are easily found and explained Dick suggested adding that this is the civic engagement program, but the Council may appoint other committees so maybe we will add this the E so that it keeps it separate from all the other committees we have

Ian Foster spoke about procedures; staff will clean this draft up again with the few changes we made today, and capture the changes made from the last meeting, The CAC members will receive the final draft though an email from planning on Feb 28<sup>th</sup>. We will get confirmation from everyone through email that we are satisfied with staff's completion. Staff will send the final draft to the State for a 35day review- we will contact the city attorney to make sure public notice is required. Dick reminded the group that the document is a changing document and can be changed even after we send it to the State. During the 35-day review, staff will draft the majority report. The CAC will vote on the adoption of the Majority report, and the final draft, so that we can move on to the next step.

#### Other business/Agenda Items for next meeting

##### Review the majority report

CCI March 4, 2019 5:15 pm New City Hall

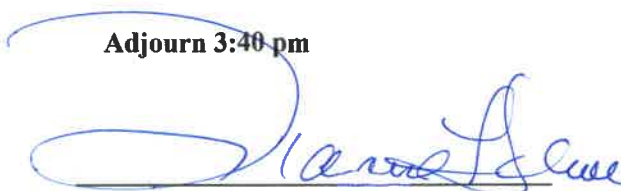
HARC March 13, 2019 6:00 pm Old City Hall

Townhall March 21, 2019 4-5 pm Old City Hall

Planning Commission March 27, 2019 6:00pm Old City Hall

Next Meeting Date: Tuesday, March 19, 2019 at 3:00PM New City Hall

Adjourn 3:40 pm



Dianne Helmer CAC Chair  
CAC



Diane Oliver Planning Technician