

Randy Leonard, Commissioner

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*enhancing the quality
of neighborhoods
through
community participation*

Great – Guidelines Review Committee Meeting

Tuesday, July 13, 2004

8:30 AM to 10:00 AM, Lovejoy Room, Portland City Hall

MINUTES AND SUMMARY NOTES

Members Present:

Patricia Gardner, Co-Chair
Moshe Lenske, Co-Chair
Kathy Bambeck
Nancy Chapin
Leonard Gard
Brian Hoop
Stanley Lewis
Michael O'Malley
Jerry Powell
Mark Sieber

Pearl District Neighborhood Association
Woodstock Neighborhood Association
Bridlemile Neighborhood Association
Alliance of PDX Neighborhood Bus. Assocs.
Southwest Neighborhoods, Inc.
Office of Neighborhood Involvement
Downtown Community Association
Irvington Community Association
At-Large
Neighbors West/Northwest

Absent

Amalia Alarcon Gaddie
Raymond Hites
Ruth Spetter

Office of Neighborhood Involvement
Lents Neighborhood Association
City Attorney's Office

Visitors

Lee Perlman

Media

Decisions by this group are subject to change at future meetings.

Opportunities for public input are at the end of meeting and future workshops.

The committee has approved these summary notes and they are final.

Approval of Minutes

- Minutes approved for June 22, 2004 meeting with no changes.

Approved motions and Summary of Notes for July 13, 2004

- See items in italics below for motions approved in Open Meetings and Public Records section.*

Section VIII: Open Meetings and Public Records

Section VIII, L: Minutes

- *Motion approved to change first sentence to read: "Minutes shall be taken at all meetings." And drop reference to Section VIII, D: Meetings Open to Public, which was inaccurate.*

Section VIII, O: Retention of Records

- Brian brought up state non-profit law which requires retention of minutes and correspondence on policy issues permanently. Concern expressed that permanent maintenance of records would be difficult for a volunteer organization. Coalitions are expected to maintain minutes in contract with ONI. Concern expressed that coalitions have minimal space to archive documents from over 30 years. Suggestion to ask ONI and city to maintain records in City archives.
- *Motion approved to switch sentences #1 and #2 in section O to improve flow of thought.*
- ***Motion approved for that records "shall" retain "specific" types of records: "Neighborhood Associations and their affiliated District Coalitions shall retain records for a specific period, depending on the type of record:"***
- *Motion approved for minutes and correspondence on issues voted on to be maintained permanently.*
- *Motion approved to alter Section IV, B, 2, a, vi: District Coalitions, Communications Operating Procedures to refer people to Section VIII, O to learn more about retention of association newsletters.*

Section VII: Grievance and Appeal Procedures

- *Motion approved in Section VII, C, 3, d to take out "and documents" and limit public record access to the findings of a grievance with a Neighborhood Association. Also take out "and documents" in the District Coalition section VII, D, 4, d.*

Section IX: Review of Office of Neighborhood Involvement Standards

Introduction

- *Motion approved to change title to "Review of Office of Neighborhood Involvement Standards."*
- *Motion approved to reorganize introduction to this section switching the first two sentences, directing people with proposals to submit them to the review committee instead of ONI, and directing ONI to organize the committee every 4 years "after approval date of this document."*

A: Composition of the Review Committee

- *Motion approved for introduction to read: "All representatives shall be chosen by their organizations. The Chair of the committee will be selected by the committee. Positions for the committee are provided for the following stakeholders:"*

B: Public Review and Comment

- ❑ *Motion approved to begin section with: "The draft of the committee's revisions will be distributed..."*
- ❑ *Motion approved to change, "At least one public hearing will be scheduled to receive oral and written testimony from all interested parties." The group's intention is that there could be several hearings out in the neighborhoods.*
- ❑ *Motion approved to add language: "The committee chair will be a volunteer representative."*

Preparation of final documents and outreach

- ❑ Discussion about how to balance out presentations to neighborhood associations, coalition board meetings, and one final public hearing.
- ❑ Brian will develop a proposed public involvement outreach plan and update the fact sheet on what the Guidelines are all about. Send out drafts to associations in mid-August, presentations in September to NA's, Coalition meetings in October, and final hearing in late October or early November. Council hearing in November.
- ❑ Do a table of contents and refer "see sections" put page #. Or each page has a hot link to change the page reference.
- ❑ Michael and Lee volunteer to help review for corrections.
- ❑ Complete an Executive Summary. Patricia will work on.
- ❑ Research who is responsible for Historic Districts. Jerry says Bureau of Planning supposedly turned over that requirement to ONI five years ago in code. Requirement is in State historic districts rules.
- ❑ Include Jerry and Nancy in sub-committee meeting to address City Code section on Responsibilities of City Agencies.

The committee has approved these summary notes and they are final. The information contained in this document is preliminary and informal in nature and does not necessarily reflect the views or adopted policies of the City of Portland or the final outcomes of this project; the reader should exercise caution in its interpretation.

NEXT MEETINGS

Tuesday, August 10, 2004
City Hall, 1221 SW 4th Ave., Lovejoy Room
8:30 AM to 10:00 AM

Prepared by: Brian Hoop, Office of Neighborhood Involvement