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*enhancing the quality  
of neighborhoods  
through  
community participation*

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**City of Portland, Office of Neighborhood of Involvement  
Great – Guidelines Review Committee Meeting**

Tuesday, November 12, 2003  
8:30 AM to 10:00 AM, Lovejoy Room, Portland City Hall

**MINUTES AND SUMMARY NOTES**

Members Present:

Patricia Gardner, Co-Chair	Pearl District Neighborhood Association
Moshe Lenske, Co-Chair	Woodstock Neighborhood Association
Kathy Bambeck	Bridlemile Neighborhood Association
Nancy Chapin	Alliance of PDX Neighborhood Bus. Assocs.
Leonard Gard	Southwest Neighborhoods, Inc.
Brian Hoop	Office of Neighborhood Involvement
Stanley Lewis	Downtown Community Association
Jerry Powell	At-Large
Mark Sieber	Neighbors West/Northwest
Ruth Spetter	City Attorney's Office
William Warren	Central Northeast Neighbors

Absent:

Raymond Hites	Lents Neighborhood Association
Michael O'Malley	Irvington Community Association

Visitors

Lee Perlman	Media
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*Decisions by this group are subject to change at future meetings.  
Opportunities for public input are at the end of meeting and future hearings.  
The committee has approved these summary notes and they are final.*

**Approval of Minutes**

Minutes for the October 28, 2003 meeting were approved with no changes.

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**Information & Referral  
Center**  
503-823-4000

**Crime Prevention  
Center**  
503-823-4519

**Neighborhood Mediation  
Center**  
503-823-3152

**Metropolitan Human  
Rights Center**  
503-823-5136

**Civic Involvement  
Center**  
503-823-4519

## **Minutes**

- Motion approved to for Section J, last sentence, to read as: "Voting in elections need not be held during meetings but may be kept open for up to 24 hours."
- Motion approved for Section E, Sentence 2 to read: "Applicants in land use and liquor license reviews should receive direct notice of a meeting when their issue is on the agenda, even if they have not specifically requested it in writing."

## **Summary of Notes for October 28, 2003**

- Discussion on preparations for Neighborhood Summit Nov. 15 and messages for the ONI Guidelines review.
- Section J: Voting. Quick discussion and agreement on allowing 24 hour voting periods for neighborhood association elections to take place.
- Section E: Notice. Differences in discussion range from some members wanting higher standard for neighborhood associations to contact anyone who could possibly be affected by an issue. Others feel it would be too high an expectation to expect a volunteer organization to know and contact all the people who might possibly have an interest in any issue on the agenda.
- Section M: Inspection of Records. Discussion and general agreement that personal contact information remains property of neighborhood coalitions and associations and is not open for inspection.

## **Neighborhood Summit and GREAT**

### Issues brought up:

- Discussion on material that should go into summary of GREAT's work to date. Brian will complete summary.
- Identified Moshe, Leonard, and Mark to be spokesperson's for GREAT.
- Morning presentation will focus on process to date and next steps for completing work.
- Afternoon presentation will focus on key highlights of changes made and why.

## **Open Meetings and Public Records**

### **Section J: Voting**

#### Issues brought up:

- Discussion on Leonard Gard's language re: allowing 24 hour period for neighborhood association elections to be held. The language is proposed because there is one NW neighborhood that has kept it polls open all day to encourage participation. The sub-committee considered allowing each neighborhood association to determine their own length of open elections but some committee members thought that language was too wide open.

#### Motions:

- Motion approved to read as: "Voting in elections need not be held during meetings but may be kept open for up to 24 hours."

## **Section E: Notice**

### Issues brought up:

- Discussion on which interested parties a neighborhood association is responsible for notifying about an issue of interest. Issue not resolved yet.
- Concern raised that anyone who has asked for notice should get notice. But opposite viewpoint is that an all volunteer organization can not possibly be held liable for knowing who is interested in each issue and maintaining a detailed database to track interest. Concern that land use efforts will be held up by developers or opposition if they can prove the neighborhood association failed to contact a party known to have had an interest in a specific topic.
- Suggestion to delete this sentence.
- Suggestion to adopt language from State Open Meetings and Public Records law. Mark is familiar with language.
- Suggestion to use the word “reasonable” effort to contact people.
- Discussion if contact would need to be in writing or if verbally would be sufficient.

### Motions:

- Motion approved for Section E, Sentence 2 to read: “Applicants in land use and liquor license reviews should receive direct notice of a meeting when their issue is on the agenda, even if they have not specifically requested it in writing.”

## **Section M: Inspection of Records**

### Issues brought up:

- Discussion on #5: Records pertaining to the personal affairs of members or employees.
- Currently membership records are solely owned by each neighborhood coalition. Personal contact information is solely owned by each neighborhood association. Members may request their information to be private.

### Motions:

- No motions were made.

*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, November 25, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4<sup>th</sup> Avenue

Tuesday, December 9, 2003

8:30 AM - 10:30 AM

City Hall, Lovejoy Room, 1221 SW 4<sup>th</sup> Avenue

Prepared by: Brian Hoop, Office of Neighborhood Involvement