COMMUNITY ADVISORY COMMITTEE- Summary Minutes

North Eugene High School, 200 Silver Lane, Eugene, OR

October 16th, 2018 6:00 P.M.


Staff Present: Eric Brown, Audrey Stuart

Purpose: Check in on policy writing

**Agenda items**

1. Introductions, Agenda review
2. Public Comments
   a. The CAC read a letter sent by Clare Strawn via email and discussed each of the points it raised. Discussion included:
      i. Difficulty of neighbor-led process when for those who have not written policy before, and the need for more mentoring and data analysis.
      ii. How to create innovative deliverables and push working group members to plan for the long term, possibility of writing a review process into the neighborhood plan so it keeps evolving
      iii. Organize next meeting by affinity group instead of topic area so people can see how other CAC members lead their groups
      iv. Need to clarify expectation of working groups
3. Real World Eugene: Placemaking in River Road-Santa Clara
   a. University of Oregon students from the ‘Real World Eugene’ class presented an overview of their project and passed out a survey to the CAC about gathering places in River Road and Santa Clara.
   b. The students can serve as a resource for the neighborhood planning process and devote time to finding innovative solutions for creating gathering spaces
4. Check in on policy writing
   a. The CAC discussed the policy writing phase. Discussion included:
      i. Lack of clarity over the final outcome of the neighborhood planning process and how to measure the success of the final plan.
      ii. Suggestion to have the CAC share a Google Doc to see any edits made to the draft goals and policies.
5. Project timeline and deliverables
   a. The CAC reviewed an updated project timeline. Discussion included:
      i. Question about when in the timeline the plan goes out to the community, and how much time will be built in for review by neighborhood organizations and City Attorney’s Office.
      ii. Decision to cancel working group meeting scheduled for October 24th and use the time as for a CAC meeting instead.
1. The upcoming CAC meetings will each focus on one topic area at a time so the draft policies under the different topic areas can reinforce each other.
   iii. Decision to use the December event as a big working group meeting to review the complete set of draft policies, and to hold the next big community event in January.

6. PMT Update
   a. Staff and co-chairs will provide a project update to the Eugene City Council on November 19th
   b. CAC members are encouraged to sign up to give presentations at civic organizations
   c. A planning committee for the next big community event will be recruited at the next meeting
   d. Consultants working on the transit corridor grant will be in Eugene on October 30th to tour the corridor and hear from residents

7. Preparation for October 24th working group meeting
   a. Selected Parks and Natural Resources as the topic area that will be worked on at the October 24th CAC meeting
   b. Discussion of whether to review action items or just policies. Decision to focus on the draft policies and actions will come naturally.
   c. Discussion of the maps and background materials that should be brought to the topic area-specific meeting.
   d. Decision to edit the draft policies as a group
      i. Goal is to leave the October 24th CAC meeting with a final set of policy topics for Parks and Natural Resources, with the understanding that the wording may change.

8. City/County Projects Coordination
   a. Update on the Oregon Department of Transportation rebuild of Delta Highway

9. Adjourn

Action Items

- Staff will create a Gantt chart showing the project timeline.
- Staff will research any City policies or legal issues with the CAC using Google Docs.
- The CAC co-chairs will draft a newsletter telling working group members that the October 24th meeting is cancelled.