COMMUNITY ADVISORY COMMITTEE- Summary Minutes

Library, North Eugene High School, 200 Silver Lane

March 14, 2019, 6:00-8:00 pm


Community Members Present: Jerry Finigan, Carleen Reilly, Hans Wittig

CAC Regrets: Ann Vaughn, Rick Duncan

Staff Present: Eric Brown, Audrey Stuart, Terri Harding, Rene Kane

Agenda items

1. Introductions and Agenda Review
   a. There was a request to add a discussion about decision-making processes to the agenda

2. Public Comments
   a. Carleen Reilly provided an update on ongoing transportation projects including MovingAhead public outreach and efforts to memorialize Irene Ferguson at the new Santa Clara transit center.

3. Listening Session
   a. The CAC went around the room and each shared their worst fears and best outcomes for the neighborhood planning process.
      i. Key themes among the worst fears included:
         a. Breaking down the City-neighbor partnership that exists
         b. Not having adequate staffing and funding to support the project
         c. Not having community support for the final plan
         d. Writing a neighborhood plan that sit on a shelf and is not implemented
         e. Volunteers and neighbors getting burned out
         f. Not having enough transparency (i.e. with the project budget)
         g. Getting bogged down in process discussions and losing momentum
      ii. Key themes among the best outcomes included:
         a. Sticking to the original project timeline
         b. Being proud of the final product
         c. Getting into the details soon through action planning
         d. Not losing sight of the best possible future
         e. Hiring good new project staff
         f. Rallying neighbors around actions to regain momentum
         g. Knowing ahead of time what is likely to get passed by City Council
h. Addressing tough issues sooner rather than later
b. Time was provided for group discussion and to ask staff questions.
   i. Several questions were asked about staffing levels. Key points included:
      a. Staff direction and priority comes from City Council. This is one of several high-priority projects that are currently going on in long range planning.
      b. There may be opportunities to hire consultants to help with code development for outside of the Corridor Study area.
      c. Terri Harding will bridge the gap in project managers after Eric Brown leaves.
   ii. The CAC requested clarity on the project deliverables and a follow-up from Planning staff in writing

4. Financial Update
   a. Eric sent a summary of the project budget via email the meeting, and time was provided to ask questions and discuss it
      i. There was a request for clarification about the timeframe
   b. The CAC requested quarterly budget updates

5. Policy Development Discussion
   a. The CAC discussed how broad or specific the draft policies should be. Points included:
      i. It is difficult to write policy language at the correct specificity when there are still questions about which aspects of the plan will get adopted.
      ii. The Technical Advisory Committee generally supported making the policy language vaguer, but the Planning Commission emphasized the need to give the policies more teeth.

6. Decision-Making
   a. The CAC discussed processes for making project decisions and referred back to the Project Charter. The following questions were posed:
      i. Who decides what action items will get discarded during the Action Planning phase? What is the communication channel to explain to neighbors why certain actions are moving forward while others are discarded? What happens when the CAC disagrees with TAC feedback?
   b. The CAC suggested returning to the community with a detailed survey during the Action Planning phase to ask them to prioritize actions.

7. Planning Commission Update
   a. Kate and Louisa summarized the feedback that the Eugene Planning Commission provided on March 5 2019. Overall the Planning Commission was highly supportive of the work to date. The Planning Commission Chair offered to provide feedback on the draft policies, and the CAC discussed that opportunity.

8. Description of Implementation Phase
   a. Eric provided an overview of the next steps after the Adoption Phase. Key points included:
i. The action plan itself will be fleshed out during the Action Planning phase but most of it will not be implemented until after adoption.

ii. The CAC suggested adding an evaluation point, such as one year after adoption.

iii. More clarity was requested on how the Implementation Phase will get funded.

9. Preparations for Community Event #3
   a. CAC members were encouraged to help publicize the upcoming community event. Anyone interested can reach out to Audrey or Carleen to sign up to hand out flyers, hang posters, or post a lawn sign.

10. Adjourn

**Action Items**

- Planning staff and the CAC will continue to discuss project deliverables and funding
- The topic of requesting additional funding from City Council will be added to a future CAC meeting agenda
- Planning staff will send quarterly budget updates to the CAC
- Mary and Michelle will write letters to the editor to get publicity for the upcoming community event