



Clackamas
County
Coordinating
Committee

Promoting partnership among the County, its Cities and Special Districts

CLACKAMAS COUNTY COORDINATING COMMITTEE (C4) Agenda

**Thursday, February 02, 2017
6:45 PM – 8:30 PM**

Development Service Building
Main Floor Auditorium, Room 115
150 Beaver Creek Road, Oregon City, OR 97045

6:45 p.m. Pledge of Allegiance

Welcome & Introductions

Chair Jim Bernard & Mayor Brian Hodson, Co-Chairs

Housekeeping

- Approval of January 05, 2017 C4 Minutes
- C4 Appointments by Cities and County due by February 20, 2017

Page 02

6:50 p.m. County Urban and Rural Reserves Update

- Joint letter with Clackamas County and Metro to identify efforts to work together to resolve remaining urban and rural reserves land use questions in Clackamas County

Page 05

7:00 p.m. Road Funding in Clackamas County

7:30 p.m. Policy Discussion for C4 Bylaws

- Memo regarding Policy Discussion
- Recommendations to date for the C4 Bylaws
- DRAFT C4 Bylaws with suggested changes addressing policy discussions

Page 07

Page 08

Page 10

8:30 p.m. Adjourn

Chair Jim Bernard shared that he will be taking over the co-chair on C4 representing the Board of Commissioners and thanked Commissioner Paul Savas for his efforts. His vision as co-chair will be to rebuild relationships, make the organization strong again, listen and become a model that Metro can look to for positive advice and make decisions that will fix roads.

Amy asked members to answer questions.

“Why are you here?”

- Discussion
- Voting Member
- Value
- Interested in all areas C4 deals with
- Want to see work cohesive as a group
- Value remains to be seen, not in interest of all
- Make decisions together
- No more us versus them
- Important to work together
- Recognize unincorporated areas
- We all bring something to the table
- Work on adding and building on cooperation
- Work together for all of our citizens
- Look to county as a whole instead of each separate part
- Want to see the committee respected
- Working for the “we”
- Be on the same page and collaborate
- Supporting others
- Respect our time and don't waste
- Need to work well with partners

What are Opportunities and Goals for 2017

- Get back to committee working together to solve problems
- Work together for Clackamas County
- Representation for all cities of Clackamas County
- Better membership and representation on Executive Committee
- Be about consensus not weighting
- Should not be adversarial
- Continuum and back and forth conversation
- When consensus is reached it is because we have gone back to our jurisdictions and come back
- We are all equals and should respect each other
- Rebuild as a team
- Treat as equals and have an honest partnership
- Not population oriented
- Vehicle registration fees

Next Steps for C4 Bylaws Discussion (Facilitated by Amy Herman)

- How do we make decisions – consensus?
- Structure and representation on executive committee that represents Clackamas County
- Communication flow, back and forth communication (structure between meetings)
- Identifying agenda items (advisory versus input)
- How are agenda set (staff draft or executive committee meet)
- Adding an item to an agenda during a meeting
- What is the role of co-chair?

Topics to Be Considered This Year

- Housing Continuum
- What does BCC need C4 to help with?
- Digital Divide in Clackamas County
- STC regarding tiny homes, density etc.
- Surface water management, water resources and how that impacts land use
- Safe roads
- Capital funding, road construction and transportation
- Transportation
- Traffic safety in rural areas, safe routes to schools
- Willamette Locks and Falls
- Legislative transportation bill passed
- Tourism
- Economic Development

Adjourned 8:34 p.m.



January 24, 2017

Re: Completion of Urban and Rural Reserves in Clackamas County

To: Clackamas County residents, community and business organizations; the cities of Lake Oswego, Tualatin and West Linn, and all parties interested in Portland Metro Urban and Rural Reserves

Clackamas County and Metro are working together to resolve remaining urban and rural reserves land use questions in Clackamas County, finalize the reserves and move forward. We recently directed Metro and County staff to move quickly and collaboratively to:

- Address the remand from the Oregon Court of Appeals by revising and completing findings related to the four urban reserves in the Stafford area;
- Schedule public hearings on the findings before the Metro Council and then the Clackamas County Board of Commissioners in the next few months;
- Work with Stafford area residents, property owners, businesses and adjacent cities to address needs and concerns about potential future development; and
- Support business development and job growth in already developing areas of the county (such as Milwaukie, Gladstone, Oregon City, Wilsonville and Happy Valley).

In addition, Clackamas County is no longer considering removing the “rural” designation from three rural reserve areas, one each near Wilsonville, Canby and Springwater. Those areas will remain designated rural reserves, as agreed to in 2010.

Our intent is to adopt findings that address specific issues raised in the state court's review. There will be no additional changes to the urban and rural reserves map in Clackamas County.

Urban and rural reserves create a 50-year roadmap for growth in the greater Portland metropolitan area. Between now and 2060, urban reserves will be the first candidates for urban growth boundary expansion and rural reserves will be protected from urban development.

The Metro Council, Clackamas County, Washington County and Multnomah County jointly agreed to urban and rural reserves designations throughout the Portland area in 2010.

The unincorporated Stafford area, located outside the urban growth boundary (UGB) near West Linn, Lake Oswego and Tualatin, was designated as urban reserves in 2010. However, that status has been in limbo since the state Land Conservation and Development Commission remanded the area’s designation back to Clackamas County and Metro following an Oregon Court of Appeals decision in 2014.

After more than six years of discussion and deliberation since the approval of urban and rural reserves in 2010, we are eager to put aside past differences and resume working together for the benefit of all our community, both urban and rural, throughout the Portland metropolitan area. Final agreement on reserves will bring much-needed predictability and certainty to communities, property owners and businesses.

Details about upcoming public hearings and other activities will be available on our websites and social media soon. If you have questions or comments, please contact us or our planning staff:

- Clackamas County: mfritzie@clackamas.us or 503-742-4529
- Metro: 2040@oregonmetro.gov or 503-797-1562

Thank you to the many people and organizations – property owners, residents, business representatives, special interest groups, community organizations, cities – that are part of the dialogue. Your involvement and commitment to the community are very much appreciated and helped lead to the actions Clackamas County and Metro are taking to move our region forward.

Sincerely,



Tom Hughes, President
Metro Council



Jim Bernard, Chair
On behalf of the Clackamas County
Board of Commissioners

Clackamas County Coordinating Committee (C4)

February 2, 2017

Memo regarding C4 Bylaws Policy Update Discussion

Summary:

C4 members have used the last several meeting to discuss potential changes to the C4 bylaws. In January 2017, C4 members approved several technical updates to the bylaws, but the remaining policy-level discussions still remain.

The February C4 meeting will dedicate time to review several policy level discussions for the C4 bylaws.

Included in the agenda meeting packet is a draft bylaws packet which incorporates recommended changes to the bylaws. This draft was prepared by staff and moved forward by the C4 Executive Committee. These changes are an attempt to help C4 have a discussion to address several policy questions related to:

- How agendas are created,
- The function of Robert's Rules in the C4 bylaws
- The role of subcommittees, and
- The breadth of issues that can be discussed at the C4 Metro Subcommittee.

The C4 Executive Committee is hopeful that this draft will help expedite the bulk of the policy discussion for the C4 bylaws.

The issues that are not addressed in the draft but have also been recommended include:

- The makeup of the Executive Committee,
- The selection of the non-county Co-Chair,
- The current rule asserting that Clackamas County automatically has a co-chair position,
- How best to add agenda items to a C4 agenda the day/night of the meeting,
- C4 Metro Subcommittee's ability to make decisions related to urban issues in separation from the larger C4 body, and
- How C4 Metro Subcommittee selects its co-chair.

Because the draft bylaws included in the packet do not address all of the policy recommendations in track changes, please find included in the packet the full list of policy recommendations that have been provided.

Clackamas County Coordinating Committee (C4)

Updated for Jan 5, 2017: Recommendations for updating the C4 Bylaws

Process to date:

Sept – Oct: Submit feedback and recommendations to C4 Executive Committee or Staff

December: C4 discusses proposed technical recommendations, recommends polling for availability of when C4 members can have the remainder of the discussion

January: Adoption of technical changes to bylaws, continued discussion on C4 bylaws

Policy Recommendations (by subject):

Membership Questions

- Staff recommendation for C4 to consider the Clackamas Citizen from MPAC as a non-voting member.
 - This position has had honorary status for several years, including a seat at the members table, but has not been memorialized in the bylaws.
 - **Found in: Section 2**
 - **Submitted by: County Staff**

- Clarify that special districts are included in the C4 Metro Subcommittee
 - Clarify if they want to be involved
 - **Found in: Section 6, Subsection A**
 - **Submitted by: Commissioner Savas**

Agenda Setting Questions

- Create agenda and notification transparency
 - Identify a cutoff for when agenda items are recommended
 - **Found in: Section 5, Subsection G**
 - **Submitted by: Combination of C4 discussion, members recommendations and County Staff seeking clarity**

- Clarify how C4 members and [C4 Metro] Subcommittee members are able to “contribute to” the creation of monthly agendas
 - **Found in: Section 5, Subsection G**
 - **Submitted by: Mayor Knapp**

- Clarify that voting, whether at C4 or any subcommittee (pending on whether or not subcommittees vote), be noticed in the agenda
 - If notice will be required in bylaws, clarity is needed to address how far in advance notice is required
 - **Found in: Section 5, Subsection C**
 - **Submitted by: Commissioner Savas**

Executive Committee Questions

- Enable C4 members to elect a new chair and vice-chair each February from amongst the C4 voting members. County staff to continue as the support for C4
 - Propose there to be no requirements for a County Commissioner be a co-chair
 - **Found in: Section 4**
 - **Submitted by: Mayor Gamba**

C4 Metro Subcommittee Questions

- Clarify the purpose of the C4 Metro Subcommittee within the bylaws
 - They currently have an “at a minimum” scope
 - Should the new scope clarify the “Pre-MPAC/JPACT meeting” role?
 - **Found in: Section 6, Subsection A**
 - **Submitted by: Discussion at August C4 meeting and C4 Metro Subcommittee meetings post August discussion**
- Enable the C4 Metro Subcommittee members to decide on who serves as co-chair
 - **Found in: Could occur in Section 3; Section 5, Subsection A; or Section 6, Subsection A**
 - **Submitted by: Mark Ottenad on behalf of Mayor Knapp**
- Clarify the decision making protocol for C4 subcommittees
 - How should subcommittees reach decisions?
 - Current practice for decision making in subcommittees is a “consensus model”
 - Would be ideal to make this consistent protocol across all potential subcommittees (staff recommendation)
 - **Found in: Could occur in Section 5 as a new subsection or in Section 6, Subsection A**
 - **Submitted by: C4 Discussion in August, County Staff seeking clarity**

Additional Recommendation from the December 1, 2016 meeting

- Clarifying use of Robert’s Rules of Order as method for conducting business/setting agendas
 - **Found in: Section 5, Subsection F**
 - **Submitted by Wilsonville Memo distributed at December 1, 2016 C4 meeting**

Additional Recommendation from the January 5, 2016 meeting

- Reconsider makeup of the Executive Committee
 - **Found in: Section 3**
 - **Submitted by Councilor Brenda Perry**

CLACKAMAS COUNTY COORDINATING COMMITTEE BY-LAWS

1. PURPOSE

The Clackamas County Coordinating Committee (C-4) was founded by the County to promote a partnership between the County, its Cities, Special Districts, Hamlets, and Community Planning Organizations (CPOs).

C-4's primary functions are to:

- Enhance coordination and cooperation between the jurisdictions
- Establish unified positions on land use and transportation plans
- Provide a forum for issues of mutual benefit and interest
- Promote unified positions in discussions at the state and regional levels

2. MEMBERSHIP POLICY BODY

Committee membership shall consist of representatives from the following jurisdictions, communities, and districts:

Voting Body		Members	Votes
<i>* = Urban Jurisdiction</i>			
<i>^ = Urban & Rural Representation</i>			
County	Board of County Commissioners [^]	2	2
Cities	Barlow	1	1
	Canby	1	1
	Estacada	1	1
	Gladstone*	1	1
	Happy Valley*	1	1
	Johnson City*	1	1
	Lake Oswego*	1	1
	Milwaukie*	1	1
	Molalla	1	1
	Oregon City*	1	1
	Portland*	1	1
	Rivergrove*	1	1
	Sandy	1	1
	Tualatin*	1	1
	West Linn*	1	1
	Wilsonville*	1	1
Communities	CPOs [^]	1	1
	Hamlets	1	1
Districts	Fire*	1	1
	Sanitary*	1	1
	Water*	1	1
Total		23	23

Non-Voting Body		Members
Regional	Metro*	1
	Clackamas Citizen from MPAC	1
Transit	Rural	1
	Urban*	1
Other	Port of Portland*	1
Total		5

At a minimum, Clackamas County Board of Commissioners will select its two (2) elected representatives in February of odd-numbered years and notify the Secretary of C-4 by letter signed by the Chair or a designee appointed by the Chair.

At a minimum, the cities shall provide the names of their elected C-4 representatives and alternates by letter signed by the Mayor or their designee in February of each odd-numbered year to the Secretary of C-4.

The special districts/authorities representatives shall be designated by agreement among districts/authorities represented. The Hamlet representative shall be designated by agreement among the County’s Hamlets, represented. The process for designating the representatives shall be established by agreement among each of the groups of Districts/Authorities and Hamlets. Each of these entities shall submit the names of their elected C-4 representative and alternate to the Secretary of C-4 by letter signed by the Chairs of the Boards represented in February of every even-numbered year.

The CPO representative and alternate shall be determined in a process that is guided by the County and includes the opportunity for input of each of the County's recognized CPOs and the County's Committee for Citizen Involvement (CCI). That selection process shall be completed by February of each even-numbered year and the name of the representative and alternate shall be submitted to the C-4 Secretary.

Each jurisdiction with a voting membership shall have one (1) vote, with the exception of the County which has two (2) votes. The cities, special districts, and Clackamas County representatives to JPACT and MPAC are encouraged but not required to have their representative as a voting member or alternate on C-4.

The Metro Council shall provide the name of their C-4 representative and alternate by letter signed by the Metro President or his/her designee in February of each odd-numbered year.

The representatives from the Port of Portland, the transit agencies, and the Clackamas Citizen from MPAC are not elected officials, and their membership is determined by appointment from their respective organizations.

3. EXECUTIVE COMMITTEE

The Executive Committee shall be comprised of a representative of: (a) the board of county commissioners, (b) an urban city, (c) a rural city, (d) water and sewer districts, (e) fire districts, and f) Hamlets and CPOs. This committee shall set the agendas for meetings of C-4 and to make recommendations to the C-4 body on action items as appropriate. C-4 Metro Jurisdiction cities and Rural Cities shall elect their respective Executive Committee representatives annually at the March C-4 Regular meeting. Special Districts shall annually determine their own Executive Committee representative selection process and shall submit the name of the appointment by a letter signed by the chairs of the special district boards to the Secretary of C-4 at or before the March C-4 meeting.

4. OFFICERS

The co-chairs of the Executive Committee will also serve as the co-chairs of C-4 and shall be elected annually at their March meeting by members of the Executive Committee from among its members. The County member will co-chair the Executive Committee and C-4. The secretary of the Executive Committee and C-4 shall be a county staff member designated by the Board of County Commissioners.

5. PROCEDURES

A. Meetings

Meetings will be held monthly on a day to be determined by C-4 or called as needed by the co-chairs or by a vote of C-4. The secretary is responsible for notifying members of the meeting time and place and for preparing the agenda.

B. Quorum

A quorum of C-4 shall consist of a majority of the participating jurisdictions' voting members.

C. Voting

Votes in C-4 shall carry by a simple majority of those present, provided that no action shall be taken unless a quorum is present. Only members or their designated alternate shall have voting rights.

D. Alternates

A designated alternate will sit in the absence of a member and shall have full voting rights. Alternates will be appointed by the member jurisdiction.

E. Records

All C-4 actions shall be documented in the form of minutes, memoranda and special reports. The secretary will be responsible for such documentation and distribution of such minutes, memoranda and reports.

F. Rules

Meetings shall be conducted in accordance with Roberts' Rules newly revised, unless otherwise clarified in the C-4 Bylaws-

G. Agenda Items

Agendas are set by the Executive Committee, using input by C-4 Members and discussion at the Annual C-4 Retreat. Before presentation to C-4 forFor agenda items requiring action, agenda items shall be sent to the member jurisdictions and to all fire districts, water districts/authorities and sanitary sewer districts/authorities for discussion by the governing body in advance of the meeting. Compliance with this requirement may be waived where circumstances warrant faster action by a majority vote of C-4.

6. ADVISORY SUBCOMMITTEES:

Advisory subcommittees will act as subcommittees to the larger C-4 membership. Decisions made in subcommittees must be approved by the larger C-4 body, unless noted otherwise.

A. Metro Subcommittee

C-4 members who are within the Metro jurisdiction shall be a subcommittee of C-4 named Metro subcommittee, including Metro, urban cities, special districts and CPOs. This subcommittee shall develop positions relative to urban cities within Clackamas County and relative to issues within Metro's Urban Growth Boundary. This subcommittee will also serve as a forum for cities to at a minimum be the body which nominates and elects ~~cities'~~ representatives to: Joint Policy Advisory Committee on Transportation (JPACT); Metro Policy Advisory Committee (MPAC) and associated technical committees: Transportation Policy Advisory Committee (TPAC); and Metro Technical Advisory Committee (MTAC) respectively. These nominations and elections shall occur in November of each even numbered year in accordance with Metro Charter requirements.

B. Rural Cities Subcommittee

C-4 members who are outside of the Metro jurisdiction shall be a subcommittee of C-4 named Rural Cities subcommittee. This subcommittee shall at a minimum develop positions relative to transportation issues and related funding for presentations to the ODOT Region 1 Area Commission on Transportation (R1ACT). The Rural Cities subcommittee shall also consider coordination with the County, State, and other jurisdictions as appropriate, on land use, planning, or other issues that may uniquely affect these cities located outside of the Metro boundaries.

C. Management Advisory Subcommittee

The administrator of each city, district, authority and county shall serve as a Management Advisory Subcommittee. This subcommittee will provide overview and advice to C-4 and support the work of the Technical Subcommittees. The subcommittee shall also have the responsibility, as directed by C-4, of constituting any ad hoc subcommittees or other groups established for information and advice on specific issues. The Management Advisory Subcommittee shall meet as needed.

D. Technical Advisory Subcommittees

C-4 shall be informed and advised by the following standing Technical Advisory Committees, as well as other ad hoc subcommittees established and chartered at the

direction of the co-chairs for information and advice on specific issues, plans or projects of interest to C-4.

1. Clackamas Transportation Advisory Committee (CTAC)

The membership of CTAC shall consist of staff representatives of all agencies on the policy body and is to review transportation plans, projects, and funding issues, and make recommendations to C-4. CTAC shall operate under the same procedures as the policy body, and will meet as needed to be determined by committee members. Member cities will have only one vote when votes are required.

2. Land Use Advisory Subcommittee

The membership of this subcommittee shall consist of the planning directors or the staff persons with lead planning responsibility for all agencies on the policy body. The subcommittee is to focus on land use issues and transportation issues that may have an impact on land use. The subcommittee shall operate under the same procedures as the policy body, and will meet as needed to be determined by subcommittee members or when scheduled by the chairman or by a vote of the subcommittee.

7. DEFINITIONS

Urban cities are those incorporated cities located, either fully or partially, within Clackamas County and also located within Metro's Urban Growth Boundary.

Rural Cities are those incorporated cities located within Clackamas County and also located outside Metro's Urban Growth Boundary.

The Hamlets of Clackamas County include: Beavercreek, Molalla Prairie, Mulino and Stafford.

Community Planning Organizations (CPOs) are officially recognized by the County and statutorily defined public bodies that consist of citizen volunteers who represent their neighborhoods on issues of importance to local communities and make decisions and recommendations to the County.

8. AMENDMENTS

These by-laws may be amended from time to time by a majority of the members of C-4, provided that all voting members of C-4 and all fire districts, water districts/authorities and sanitary sewer districts/authorities have been sent copies of the proposed amendments thirty (30) days prior to the meeting where action on the rules is scheduled.

Adopted on September 26, 2001
Amended on March 3, 2005
Amended on February 5, 2009
Amended on January 7, 2010
Amended on November 3, 2011

Amended on April 4, 2013
Amended on December 5, 2013
Amended on January 5, 2017