

Stafford Hamlet Meeting Notes  
3550 SW Borland Road  
Tualatin, OR 97062

March 5, 2007

## **DRAFT NOTES**

Board members present: John Kuhl, Rob Fallow, Mike Stewart, Dave Adams, Bill Markt, David Coles, Molly Ellis, Mike Miller, Carol Yamada

Hamlet Members: Bill Miller, Sally Quimby, Jackie Gamble, Walt Gamble, Scott Richmond

County Staff: Christine Roth

Guests: Sid Sin, Lake Oswego Planning Department; Greg Morse, West Linn Resident

The Stafford Hamlet Board of Directors meeting was called to order at 7:05PM by Chair, Carol Yamada.

Minutes: Bill Markt moved that they be accepted. Molly Ellis seconded. All members voted yes for approval without corrections..

## NEW BUSINESS

### Financial Policies and Procedures

John Kuhl, Treasurer, stated that the Hamlet needs policy/procedures for how financial matters will be handled. He specifically wanted guidance as to how to handle donations: from land owners, residents and outside interested donors. Can donated funds be used for specific purposes or as general fund?

Chris Roth shared that a handbook was in the works from the County and was 75% completed; how money is raised will be each individual Hamlet decision. Discussion by the Board ensued covering major points below:

- Full disclosure as to who donates
- The Board should decide how all funds are used; it is important that no strings be attached
- Board would discuss any request to give for a specific purpose
- There could be special fund(s) for special project(s); a grant would be an example
- Donation of "in kind services" is different; these should be encouraged, but "undue influence" must be discussed

Board members agreed to continue to think about this and use the county handbook as a starting point for procedures/policy.

John Kuhl moved that cash donations go into the general fund; in-kind donations can be specified. Dave Adams seconded the motion. No discussion; all members voted yes.

Goal 5: Clarification of what is already in place, Metro and County process; what voice Hamlet may have

Carol read email from Brian Newman at Metro (copy available). He gave assurances that Metro is not doing planning for Stafford Hamlet area, nor has a decision been made about inclusion in the UGB.

Greg Morse, West Linn resident who has been active in that city's Goal 5 work, presented maps from West Linn that represent different inventories; written information about the maps, and a handout with glossary of areas to be covered in Goal 5, West Linn's Goal 5 statements, work sessions and a clarification page about density from the UGM functional plan, Title 13, "Nature in the Neighborhoods" (copy available). Greg stated that his take on responsibility for Goal 5 is to identify what we have as far as natural resources and what do we do with those resources. West Linn hired an expert group to do the field work for map preparation in 2003. Metro Title 3 for water quality has been completed. Density requirements can be changed and/or eliminated based on the overall report from an area per UGMFP, Title 13.

Dave Adams suggested that the Hamlet collect all inventories that effect the Hamlet area (from Metro, County and possibly cities) to get an overview of what has been done and what work needs to be done that involves the Hamlet. Chris Roth stated that Metro has on-line the "Nature in the Neighborhoods" maps and that drill down to specific areas is possible. There are also GIS maps available on-line. Chris clarified that this is a continuous PROCESS, not a result. Recommendations are based on the best information that can be obtained. Whatever the Hamlet comes up with needs approval by the cities and the county.

PLAN: Identify the Metro and County people who can present what they have already completed in regard to Goal 5 for the Hamlet area. Use this information as the start of our planning.

Conceptual Plan: reasonable timeline; general process to get there; level of detail; clear guidelines for Planning Committee; survey status

Timeline in original MOU states objective is for plan to be complete Sept 2007. Mike Stewart and John Kuhl stated that former Village people would be concerned if the planning was put off; however, as long as the work toward the goal of completion is in good faith, and by the time that Metro was ready, there would not be an issue. Dave Adams pointed out that it has taken longer than anticipated to get the work of the Hamlet up and going and that the summer was coming up when it would be more difficult to get good input from the community. Metro is asking for a 2 year extension; even if this is not granted, their process would take approximately a year once a decision was made about the UGB boundary changes.

Rob Fallow pointed out that the concept plan really begins the discussion. There would need to be consideration of the Measure 37 claims within the Hamlet and how they relate to the plan. He suggested a 6 month extension as the timeline to work toward (March

2008). He also asked that the Vision/Planning Committee be designated as the Planning Committee. Board members agreed.

Board members agreed that having community buy-in would dilute pressure from any other groups for annexation and/or effect of inclusion in the UGB. It is important that the Board is clear and in agreement about the process, goal and timelines before the Planning Committee can do their work. Board members agreed that the goal would be to be proactive: have the Hamlet recommendations for development/growth ready before any of the cities or the county or Metro came with their plans in hand.

Bill Markt suggested that a process with timeline be developed which would delineate what is involved in each step of the process. At the same time, RFPs could go out to professional planning groups for help with the process. The Board would decide on how a professional planning group would assist with the process.

Board members discussed need for community participation in the planning; how do we educate the community as part of their participation? Suggestion that information from Metro and the County Planners be presented to Board, Planning Committee and community at the same time. Carol suggested a Town Hall meeting for education of the Hamlet community to include the Metro and County planning people followed by discussion groups (or other methods of encouraging participation). Chris suggested a Saturday. Date set for April 14. Sally will check for space availability. Mike Stewart agreed to work with Outreach Committee in planning for Town Hall meeting.

#### PLAN:

- Carol will set up meeting with Metro and County Planners for Board in anticipation of their presentation to the Hamlet at the Town Hall meeting April 14.
- Rob will develop a timeline with his Planning Committee (meet 3/19) and email to Board members for input. This timeline will be used at each meeting to review progress

#### Survey

Rob updated group on the planning survey. He voiced concerns about the variance of questions that everyone wanted involved. He has spoken with some survey experts who have worked with other communities. He feels that to have a survey that is considered unbiased and independent, questions need to come from an independent group who knows how to write unbiased questions. Chris pointed out that the results of a survey were only as good as the questions asked; if you do a survey, you need to have the questions done well so that the data is useful and not suspect. After much discussion, the Board agreed it would be helpful if everyone knew the information that could be gleaned from Metro and County planners from which could come questions that then could be run by the survey experts. Chris said there is a on-line survey help program. She will email the website to the Board. Carol asked Mike Miller if he would get some sample surveys for the Board to review.

The next Board of Directors meeting will be March 26. Place to be announced. This will be to review progress on discussion topics from this meeting and to review plans for the Town Hall meeting. The next Hamlet meeting will be March 19, which will continue to focus on committee work. The community will be invited via email.

The meeting adjourned at 9:15PM.

Respectfully submitted,

Sally Quimby  
Hamlet Recorder