

**Neskowin CPAC  
Minutes  
October 7, 2006  
Neskowin Fire Hall  
1:00pm- 3:00pm**

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The meeting was called to order at 1:05pm. Lisa welcomed everyone to the meeting. She started out by saying that she was pleased to see such a great turnout. She said that she had made copies of several items but failed to get them all on her way out of the office. She laid out the agenda:

Review of the handouts  
Bylaws discussion - reach a conclusion about changes/adoption  
Election of officers  
Land Use Update  
Good of the Order (upcoming meetings, other issues)  
Next meeting and agenda  
Adjourn

After the elections, she will turn the meeting over to chair, and then provide the land use update.

Lisa reviewed the handouts. She said comments on the Bylaws were received by several people.

She asked if everyone had filled out a membership form. She said it was not a requirement unless someone wanted to vote.

Beverly Fisher stepped forward and brought an issue to the group's attention. She said light pollution is a growing problem. Oftentimes, lights are left on all night. There are ways to mitigate for this problem – install motion sensors and direct the lights downward. She stated she is a member of the Pacific City/Woods CPAC. They are working on this issue as is PUD. She is getting a petition going because it needs to be addressed on a county-wide basis.

The group then moved into the review of the Bylaws. Lisa suggested that the group review the document section by section. She also stated that there were a number of steering committee members present so they will be available to assist with clarification, etc.

Purpose – Lisa said a good recommendation was made to change the word “purpose” to “mission”. This change would be consistent with the materials that were mailed out to the community members. There was some discussion about the Bylaws committee looking at this section at a later date and separating the legal authorities which establish

the committee from the mission statement of the committee. There was consensus on this change.

Lisa took this opportunity to point out that there are ways to revise the Bylaws. It is a living document and should be re-visited on a regular basis. She said that if the committee felt that the general intent of the Bylaws is okay, they could adopt them and then appoint the Bylaws Committee to refine the language.

District – Lisa said there was a great deal of discussion on this point by the Steering Committee. Lisa pointed to the map to identify the area – it takes in Slab Creek Road, some state and federal forest lands and goes north to just south of Oretown. The intent of the committee was to be inclusive and look at those areas that do have the potential to impact Neskowin. This goes well beyond core community of Neskowin. There was a concern this was too big of an area. Lisa said that from a County perspective, she had concerns about the costs such as mailing and attending to such a large number of people; but from a planning perspective it is great. It provides many more people to tap into. She said there were a lot of different philosophies on this matter. Questions were raised about why someone way up north should have a say in what goes on in the core community of Neskowin as well as why people in the core community of Neskowin should have a say on what happens up Slab Creek Road. Using the watershed approach helps to answer those questions. Having a broad district expands the information gathering zone. Lisa took this opportunity to reiterate that this committee is advisory only in terms of any actions taken on land use issues. It was stated that having a larger district also allows the community to come together, to talk amongst each other, solve issues before they become problems, and learn about what is going in the area that may have an impact on Neskowin. There was consensus on this section.

Activities – Lisa said these were straightforward. The Steering Committee constructed this section around what the County needs from the committee but in no way limited the other activities of the committee – gathering to discuss social issues, fundraisers, potlucks, etc. There was consensus on this section.

Membership – Lisa said that for the purposes of the committee it was necessary to know where members were within the watershed. There were several recommended grammatical edits. There was some concern about posting people's contact information. Lisa said that the membership list will be available to the membership – specifically email addresses as this would be the primary form of contacting each other. Lisa said that there are no dues to belong. However, the group can fundraise especially if there are things that the committee wants to do beyond what the County is asking. There was consensus on the grammatical corrections.

Structures and Responsibilities – Lisa said that the most notable piece in this section are the terms established for the Board. The responsibilities are generic. Each officer will serve a staggered two year term. There was a great deal of discussion on this ranging from establishing term limits, to creating the position of Past-Chair, to requiring a break between terms. Concerns were expressed about finding willing volunteers for the

positions; maintaining sense of continuity; how to keep the group energized. It was suggested that the committee see how today goes and next year. If it appears that the proposed language is not addressing the needs of the committee, the Bylaws Committee can review the section and recommend changes to the committee. Lisa asked if this was a deal breaker for anybody. The answer was no.

Responsibilities - It was recommended that the first paragraph of this section should be removed to the responsibilities of the Secretary. The committee can always re-visit the effectiveness of the communications strategy. Minutes will be posted at the County website and sent to all members either by email or hard copy (for those who do not have an email address). The Secretary will also send the agenda and mailing (in addition to prepare) to the email list, hard copy list, and website.

Lisa said that the Treasurer's position looks complicated; however, since there is no money right now, it should be fairly easy. She also said that when the minutes go on the website, they will say draft until they are adopted.

In response to a question concerning funds for mailings, Lisa said that the County will be able to help for awhile until funds are raised. Someone asked how many people had signed up as members and Lisa said she had received 74 mailings before the meeting today.

Committees – At the last meeting it was recommended that the first two sentences of the second paragraph in the Elections section should be moved to the Committees section. This would then amend the number of standing committees to two. There were several grammatical edits.

Meetings – The meetings will be conducted according the Oregon Public Meeting Law, the Bylaws, and Roberts Rules of Order. Lisa then went over the various points in this section. There were concerns raised on the 2-day notice requirement for emergency meetings. Several people felt this timeframe was too short. Lisa said that the legal requirement is only 24 hours. She said she could not envision a situation where the committee would need to come together in 48 hours. She said even in the event of an emergency situation (massive erosion, etc), the group may be called together but would not be making any recommendations under that scenario. She said that it seemed feasible that special meetings would be called as the regular meetings are only every other month but a two-week notice would be the more likely scenario. The entire membership would always be notified. Also if there is an event where a 48 hour turnaround was necessary, the decision maker will know how many people attended the meeting, what the vote was, and what the minority opinions were.

Quorum – Lisa read what the current bylaws stated. There were several recommendations made: 1) consider a percentage of the membership, 2) if a solid number is needed, it should be more than the number of officers, 3) the quorum consists of the members present. Quorums are used to determine when a body can take action. There were several comments about making sure that the quorum was not so onerous that

nothing could be done when the meetings were held. All meetings are public meetings and subject to public notice. Some said that people need to show up. After lengthy conversation, it was moved and seconded that the minimum number for a quorum should be 8. There was consensus. The Bylaws Committee can review this to see if it is working for the committee. It was also noted that people could provide comments by email and have them made a part of the record on issues.

Conflict of Interest – Lisa explained why this applies to everyone. Normally it would apply only to officers; however, because the officers of this committee have no more power than other members, the Steering Committee wanted to make sure that this applies to everyone for transparency. Declaring a conflict will not prevent you from making motion or voting.

You can vote by a show of hands but it is necessary to know who each individual votes. A roll call can also be requested. Minority points will be a part of the record and the positions can be included in recommendation. There was consensus on this language.

Elections – There were grammatical edits. There was also agreement on giving the Nominating Committee at least 7 days.

Motions – It was suggested that the requirement that all motions be seconded be removed as it was not required under Roberts Rules of Order.

Voting – There was a lengthy discussion on proxy votes. There was the recommendation that if the committee agreed there should be proxy votes, it could be limited to a certain number per person. It was stated that part of the purpose of the meetings was to have discussion on the issue. If a person was voting by proxy, they would not have the benefit of hearing the discussion to factor into their decision making process. People can provide comments by email so that their responses are part of the record. Every member has voting rights. There was some discussion on making meetings available in on the internet or by conference call at some point in the future. Guy told the committee that the Steering Committee had spent countless hours on this issue and at one point, had voted to make proxy votes available. The vote was the closest vote they had. However, at the next meeting they re-visited the issue and ended up reversing their recommendation in yet another close vote. There was an agreement to move forward with this section as written with the understanding it could be re-visited later.

Communications – There were no comments on this section.

Bylaw revision – There were no comments on this section.

A motion was made and seconded to accept the Bylaws as amended. The vote was unanimous. Lisa congratulated the committee.

The committee then moved onto the election of officers. The Nominations Committee asked a lot of people but most said no. Members of the Nominations Committee offered

themselves as guinea pigs if no one else wanted to. Doug MacCourt said if it was agreeable to everyone, he is happy to take on role of secretary. Deborah Wright was nominated for Secretary by a member. She said she was happy to be on the board but that Secretary may not be the best fit; she would however accept the position of Treasurer. Guy Sievert offered to fill in any position and was nominated for Chair. Melissa Leeds volunteered to be the Treasurer if Deborah was interested in the position of Vice Chair. There were no other nominations from the floor. Guy gave a brief introduction of Doug – he is a land use attorney, his family been here a long time, and he was a real help on the steering committee. Guy said he and his wife have been coming to Neskowin since 1990 and bought property in 1997. He participated in the development the Neskowin plan. He and his wife ended up building this past year and moved to Neskowin in May full-time. Deborah lives in Portland but has a house in Ocean Creek (since 1997), plans to retire here, and is committed to the future of Neskowin. Melissa owns property in Neskowin and does in bookkeeping for the Neskowin Shores HOA.

There was a motion to accept the slate of candidates and a second. The motion passed unanimously.

Lisa then provided a land use update. She said her office is down two planners at this time. They are looking for two planners and a planning manager. She said there have been a lot of proposals for projects down here but no big applications. There was a Pre-Application meeting on the Hawk Creek golf course property for a potential subdivision – but there have been no applications filed. She said that if they were ready by the December CPAC meeting, they would be interested in attending. In terms of other development, there has been a lot of building activity – especially in Proposal Rock. Sahhali South is going through the process of putting in infrastructure. Camp Winema had a Dune Hazard Report approved for modifications to their Master Plan. They are applying for a Conditional Use (adding sleeping quarters, a dune retreat center, potential RV sites). Notice will be sent to all property owners within 250 feet as well as the CPAC. There was some conversation about flagging along a wetland. Wetland delineations to become public record once they are submitted to an agency. Neskowin Vista View Estates received tentative plat approval. There were some public comments particularly concerning Tibbits Road being blockerd off. However, that is not part of their proposal. All lots will require Geologic Hazard Reports. Someone said that before Lynne left, she said that there were several people talking about big developments. Lisa said that the committee would be notified as applications are made. The hope of the Department is that they will talk to the committee at the beginning stage.

For the good of the order, did anyone have anything they wanted their neighbors to know? There was a request for contact information for the officers. Someone wanted to remind everyone that when a school bus stops and puts on its lights, traffic on both sides of the road is required to stop. The next meeting is scheduled for December 2 at 1:00pm. The agenda will include a review of common ordinances, and a land use scenario.

The meeting was adjourned at 3:30pm.