

AGENDA

Alsea Citizen Advisory Committee (CAC)

Regular Session

August 5, 2024

6:00 – 8:00 PM

Alsea Library, 19192 Alsea Highway, Alsea

[\[https://us06web.zoom.us/j/82408116441?pwd=a1Z6cVg4N2wvUTJIRU4wV25OaEdYQT09\]](https://us06web.zoom.us/j/82408116441?pwd=a1Z6cVg4N2wvUTJIRU4wV25OaEdYQT09)

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|------|--|---|
| I. | CALL REGULAR SESSION TO ORDER | Chair |
| II. | FLAG SALUTE | Chair |
| III. | MINUTES APPROVAL | [future] |
| IV. | ITEMS | Chair |
| | A. Introduce New Members | Chair |
| | B. Introductory Comments | Rick Crager, Assistant County Administrator |
| | C. Orientation Bylaws Overview | Vance Croney, County Counsel |
| | D. CAC Position Assignment | Chair |
| V. | NEXT STEPS | |
| | A. CAC Bylaws review | |
| | B. Benton County Planning Commission visit | |
| VI. | UPCOMING MEETINGS | |
| | A. September, 9 2024 | |
| | B. October 7, 2024 | |
| | C. November 4, 2024 | |
| II. | ADJOURN | Chair |

Alsea will make reasonable accommodations for all alterable participants. Please notify alyssa.thompson@bentoncountyor.gov 72 hours before the meeting. All public meetings are recorded and retained as required by ORS 166-200-0235.

Alesea CAC Orientation

Reference Materials:

- Development Code
<https://cd.bentoncountyor.gov/codes/county-development-code/>
- Comprehensive Plan
<https://cd.bentoncountyor.gov/county-comprehensive-plan-2007/>
- Oregon APA Planning Commissioner Handbook
https://www.oregon.gov/LCD/Publications/OR_Planning_Comm_Handbook_April_2015.pdf
- Intro Guide to Land Use Planning for Small Cities and Counties in Oregon
https://www.oregon.gov/lcd/publications/intro_guide_landuseplanning_smallcitiescounties_2007.pdf?utm_source=LCD&utm_medium=egov_redirect&utm_campaign=https%3A%2F%2Fforegon.gov%2Fcd%2Fdocs%2Fpublications%2Fintroductory_guide_to_land_use_planning_in_oregon.pdf
- Alesea CAC Webpage
<https://cd.bentoncountyor.gov/benton-county-alesea-cac-citizen-advisory-committees/>

Roles:

- FORMAL
 - Hear and decide quasi-judicial matters initially or on appeal
 - Call up decisions for review
 - Hear legislative matters and make recommendations to BOC
 - Recommend BOC initiate code or Comprehensive Plan amendments
- INFORMAL
 - Give input to staff on various matters (formal work sessions, regular meetings)
 - Represent Alesea at public events, committees
 - Provide the Benton County Board of Commissioners policy recommendations

Rules | Bylaws | Protocol:

- Bylaws – Approved by BOC
- Communications Ethics

CAC 101:

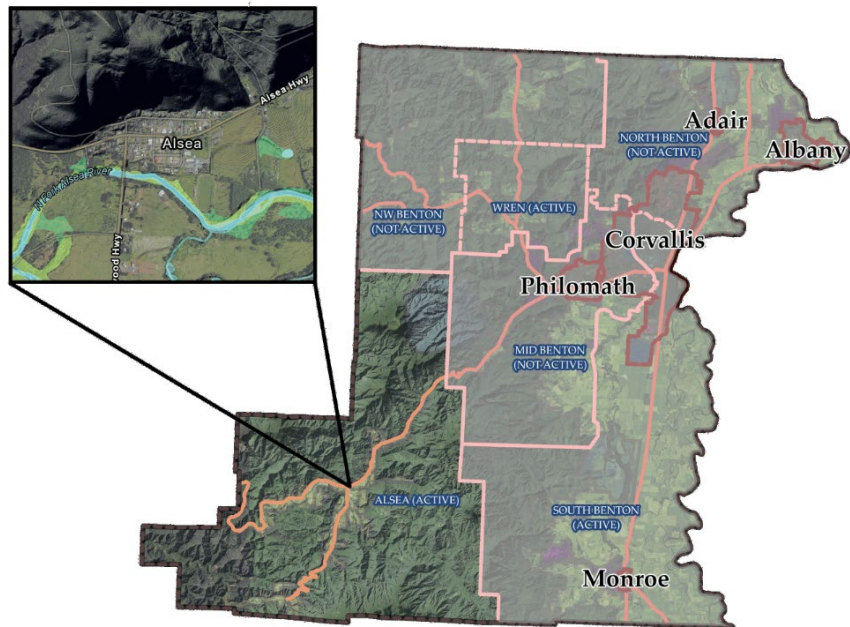
- County jurisdiction
- Statewide Planning Program
- Role of the Comprehensive Plan
- Development Code and Zoning
- Hearings process

Communications:

- Notices of Decisions -- email
- Hearing Packet – hardcopy and email
- Meeting reminder | confirmation – email
- Staff Contacts:
 - o Meeting logistics – **Alyssa Thompson**, Executive Admin Specialist | Alyssa.thompson@bentoncountyor.gov
 - o Land Use Policy, Priorities – **Petra Schuetz**, Planning Director | petra.schuetz@bentoncountyor.gov

Alsea Citizen Advisory Committee Membership Ratification

In 1997, the Benton County Board of Commissions established six geographically defined Citizen Advisory Committee (CACs) areas in unincorporated Benton County. In 2024, the remaining four, expired appointees were reappointed. Community Development Department staff supported the CAC to reorientation, developed a webpage [Benton County Alsea CAC](#), created and implemented a recruitment for new membership, and is providing technical support for meetings.



The recruitment solicitation occurred in June with a flyer and direct-mail application sent to all property owners within the Alsea CAC Boundary (approximately 650 businesses and households). The solicitation was also posted on local social media sites and at the Alsea Library. The applicant's applications are included as Attachment 1. At the July 1, 2024 Alsea CAC meeting, members elected a slate via ballot for five vacancies;

- Zeb Olsen, Executive Board
- Tim Pearson, Executive Board
- Mystie Munsey, Executive Board
- Scottie Jones, Alternate
- Randy Hart, Alternate

The Alsea CAC is a public body for the purposes of ORS Chapter 192 and is subject to the statutory procedures related to public records and meetings. According to current CAC Bylaws, A five-member Executive Board and Alternates #1 and #2 shall be elected in each CAC area. Following election, each CAC Executive Board member and alternate shall be ratified by the Board of Commissioners, and officially recognized as a board member. Any resident, property owner, or person operating or leasing a business in the CAC area may be elected as an Executive Board



We're looking for volunteers

Apply

Become a member of the Alsea Citizen Advisory Committee, a group of citizens and business owners that examine community issues and provide recommendations to the Benton County Board of Commissioners.

Vacancies

There are 3 voting member positions and 2 alternate (non-voting) positions available.

Due date

Applications are due by noon on Monday, June 24, 2024.



member or alternate. An alternate shall serve in the place of an Executive Board member who is absent from a meeting; Alternate #1 with first priority, and Alternate #2 with second priority.

Further, the CAC functions are to:

(1) To ensure the opportunity for citizens of each CAC area to be involved in all phases of the land use planning process and other aspects of County government that relate to their CAC area;

(2) To increase effective communication between citizens and elected and appointed County officials;

(3) To encourage and obtain citizen input summarizing the varying points of view on

those matters brought before the CACs and to convey this to the Board of Commissioners, the County Planning Commission, and to other elected and appointed County officials; and

(4) To assist the Board of Commissioners and the County Planning Commission and staff in informing and educating citizens regarding the technical and legal aspects of land use planning.

The first project the Alsea CAC has indicated they want to work on is reviewing the current Bylaws.

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR THE STATE OF OREGON, FOR THE COUNTY OF BENTON**

**In the Matter of Appointments to the
Alsea Citizen Advisory Committee**)

ORDER #D2024-050

THE ABOVE-ENTITLED MATTER COMING NOW FOR THE CONSIDERATION OF THE BOARD AND,

IT APPEARING TO THE BOARD the following qualified and knowledgeable individuals have indicated a willingness to serve on this advisory committee:

Mystie Munsey
Zeb Olson
Tim Pearson
Randy Hart (Alternate)
Scottie Jones (Alternate)


NOW, THEREFORE, IT IS HEREBY ORDERED the above individuals are appointed to the Alsea Citizen Advisory Committee.

Position designations and the committee roster shall be submitted to the Benton County Board of Commissioners Office by August 30, 2024.

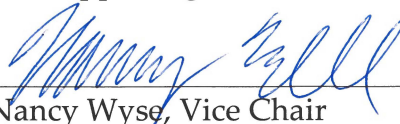
Adopted this 18th day of July 2024.

Signed this 18th day of July 2024.

BENTON COUNTY BOARD OF
COMMISSIONERS



Xanthippe Augerot, Chair



Nancy Wyse, Vice Chair



Pat Malone, Commissioner

**BENTON COUNTY
CITIZEN ADVISORY COMMITTEE
(CAC – Alsea)**

<u>POSITION</u>	<u>NAME/ADDRESS</u>	<u>TERM</u>	<u>DATE APPOINTED</u>
1	Gary Strom 17895 Alsea Hwy Alsea, OR 97324 H: 541-487-7399 W: C: F: E: tandstrom@casco.net Timber Cutter	Begin: 01/01/09 Expires: 12/31/11 (3-year) Begins: <u>01/01/24</u> Expires: <u>12/21/26</u>	07/13/05
2 Chair	Mimi Stout 19660 Alsea Hwy Alsea, OR 97324 H: 541-487-5444 W: C: F: E: fmstout@peak.org Farming & Forestry	Begin: 01/01/09 Expires: 12/31/11 (3-year) Begins: <u>01/01/24</u> Expires: <u>12/21/26</u>	07/13/05
3 Vice Chair	Janet Hendrix 19247 South Fork Road PO Box 239 Alsea, OR 97324 H: 541-487-7272 W: C: 541-740-1425 F: E: janethendrix54@hotmail.com Realtor	Begin: 01/01/ 09 <u>10</u> Expires: 12/31/ 10 <u>12</u> (2-year) Begins: <u>01/01/22</u> Expires: <u>12/21/24</u>	01/08/08
4 Secretary	Ted Davis PO Box 131 Alsea, OR 97324 H: W: 541-760-6359 C: F: E: Retired	Begin: 01/01/ 09 <u>10</u> Expires: 12/31/ 10 <u>12</u> (2-year) Begins: <u>01/01/22</u> Expires: <u>12/31/24</u>	

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<u>POSITION</u>	<u>NAME/ADDRESS</u>	<u>TERM</u>	<u>DATE APPOINTED</u>
5	Gerry Tsupros 17166 Alsea Hwy. Alsea, OR 97324 H: 541-487-4611 W: C: 541-760-7105 F: E: gtsupros@peak.org Retired	Begin: 01/01/ 0911 Expires: 12/31/ 0913 (1-year) Begins: 01/01/23 Expires: 12/31/25	Formatted: Left
Alternate 1	VACANT Grant Laiblin Alsea, OR 97324 H: W: C: F: E:	Begin: 01/01/09 Expires: 12/31/ 0911 (1-year) 01/01/24 12/31/26	
Alternate 2	Deborah Coddington <u>Alsea, OR 97324</u> <u>H:</u> <u>W:</u> <u>C:</u> <u>F:</u> <u>E:</u>	Begin: 01/01/11 Expires: 12/31/13 Begins: 01/01/23 Expires: 12/31/25	Formatted: Left
STAFF:	No County Staff; but can check with Chris Bentley, 766-6293		
CONTACT:	Ted Davis , CAC Secretary, 541-760-6359		
TERMS:	Maximum of three years; January 1 - December 31; staggered terms of 1, 2 and 3 years. Three year terms; no more than two consecutive terms		
MEMBERS:	Five-member executive board, one two alternates; resident of Benton County geographic area.		
MEETS:	At least once a year for election of new members, to be held sometime between October 1 and December 31 (by third week in November is optimal).		
NOTE:	Election meeting requires a public notice advertisement (run by Community Development department per request of the current committee members). List of elected members' names, mailing addresses, and preferred contact phone numbers are sent to the Board's office (by committee chair or support staff) for official appointment. The Board does not interview potential electees.		