



CITY OF LAKE OSWEGO
Sustainability Advisory Board Minutes

January 28, 2013

Call to Order / Roll Call

Co-chair Lisa Adatto called the January 28, 2013 meeting of the Sustainability Advisory Board (SAB) to order at 6:30 p.m. in the Conference Room of the Main Fire Station, 300 B Avenue, Lake Oswego, Oregon.

Members Present: Co-chair Gregory Monahan, Co-chair Lisa Adatto, Sarah Asby, Andre DeBar, Jason Duhl, Matthew Fischer (Youth Member), Vidya Kale, Miranda Kraus (Youth Member), E. Jay Murphy, Mick Mortlock, Suzanne Spencer, and Mary Ratcliff (Alternate)

Members Excused / Absent: None

Council Liaison: Councilor Skip O'Neill

Guests: Tracy Marx (citizen)

Staff: Susan Millhauser, Sustainability Coordinator, David Gilbey, Water Quality Program Coordinator

Announcements from Board and Staff

Co-chair Monahan welcomed Skip O'Neill as the new City Council liaison for the Board.

Approval of Minutes

Co-chair Monahan called for a motion to approve the meeting minutes. Mr. Kale moved to approve the four sets of meeting minutes en mass. Ms. Murphy seconded the motion. The minutes of April 16, 2012; August 20, 2012; September 17, 2012; October 1, 2012 were **approved** by a unanimous vote.

Review City Council Draft Agenda Schedule

Ms. Millhauser reviewed the Council upcoming meetings schedule through mid-May.

Public Comments

None

Regular Business

A. Review Agenda

Co-chair Monahan reviewed the meeting agenda.

B. Stormwater Code and Manual – Presentation & Q&A

Mr. Gilbey presented the latest in the Stormwater Code and Manual update. The City has been working with Herrera Environment and a community Project Advisory Committee (PAC) to prepare recommended updates for over a year now. SAB member E. Jay Murphy serves on the PAC. Mr. Gilbey is still working with the City Attorney on the code language. The code update and development of design

standards deadline is in November 2014. The design manual has 15 requirements that need addressing. Mr. Gilbey shared a draft of the manual with the Board and reminded them that throughout the process, he has been meeting with various stakeholder groups in the community. The process also included using regional standards from around the area as to not re-create the wheel. Anything unique to Lake Oswego was then added. Once a final draft of the manual is completed there will be opportunities for public comment. Mr. Gilbey would appreciate feedback and support from SAB during the public comment period, once the final draft is complete. Then it will go to Council for approval and/or changes. Mr. Gilbey continued to walk the Board briefly through each chapter.

Board members asked questions about how the updated code and manual consider trees; if smaller, distributed facilities are preferable; if easily understandable terms will be used (including a glossary of acronyms at the beginning of the manual was suggested); and if there will be inclusion of incentives to encourage use of low impact development best management practices rather than engineering solutions. Councilor O'Neill observed that much of Lake Oswego is already developed, and that remaining properties may not be able to comply due to soil type and other site specific factors. He noted that opportunities to reduce staff time needed to inspect and maintain improvements were desired.

C. Approve Work Plan

Ms. Millhauser shared comments she heard from the City Council during Co-chair Adatto's presentation of the 2013 Work Plan to the Council. She noted that overall the Council was positive about the Board's proposed projects for 2013. She added that one Council member picked up on the bullet point that mentioned reviewing the tree code and said this was a red flag. The SAB discussed that this was one small point in many related to urban forests and that is was not their intent to take on the tree code at this time, but if the City did endeavor to review the tree code, the SAB would like to be involved at some level.

After no further discussion Co-chair Monahan asked for a motion to approve the Work Plan. Mr. DeBar moved to approve; Mr. Duhl seconded the motion. The Work Plan was **approved** by a unanimous vote.

D. Refine Outreach Strategy and Finalize Spring Events

Co-chair Adatto presented the Outreach Strategy that was discussed at the last meeting. She shared that outreach has been grouped into three phases or levels. The first level, Sustainability Action Month and/or other general events, presentations, and speakers, provides a great opportunity for outreach and should be kept going. The 100 Mile Challenge is the second phase or type of outreach with a targeted message, actions, and audience. Thirdly, the idea was proposed to pro-actively go to other institutions, community groups, key stakeholders, etc., with an overview presentation on sustainability, which could produce more participation in phases one and two. A standard presentation would be created. Ms. Adatto asked the Board for additional ideas and how they would like to be involved.

Rather than Sustainability Action Month it was suggested to have a discreet set of activities throughout the year that the Board can be involved in. Ms. Millhauser shared several possible opportunities for involvement that the Board has included in its work plan. Co-chair Monahan also added that one goal could be to have one activity each month throughout the year in place of one month of activities. Ms. Adatto added that marketing is a key part of getting the community to these events. It was also suggested that events focus on a "challenge" by pitting neighborhood against neighborhood in sustainable activities each month for a year to see which neighborhood is more sustainable. It was also suggested that a checklist of sustainable activities would be helpful.

Ms. Adatto proposed forming a group to look into past outreach efforts and finalize an outreach program and marketing strategy for 2013. Ms. Adatto, Mr. Duhl, Ms. Ratcliff, Ms. Asby, and Ms. Kraus volunteered. An update on the group's work will be included on the agenda next month. It was

suggested the outreach plan include metrics to better measure community engagement and involvement.

The Board strategized ideas for types of groups to target for sustainability presentations and how to best connect. Suggestions included creating a mailing list and sending letters to let groups know of the availability of a presentation. Ms. Millhauser noted the City had created a master community contact list a few years back as part of the Comp Plan update and that staff could update this list as a starting point. She also suggested a brief article in the Hello LO. Potential groups included churches, neighborhood associations, homeowner's associations, service groups such as Lions and Rotary, Adult Community Center, school and youth groups, Chamber and other business groups, City employees, City Boards and Commissions, LONAC (Lake Oswego Neighborhood Action Coalition), and local PACs (Political Action Committees). Mr. Kale, Co-chair Monahan, Ms. Murphy, Co-chair Adatto, Mr. Mortlock, and Ms. Ratcliff volunteered to be presenters.

E. Work Plan Assignments and Monthly Updates

Ms. Millhauser shared that most areas have been assigned. She handed out the list of assignments and asked Board members to add their name on items of interest. She noted that the co-chairs had requested that each month a work plan item update would be included on the agenda and presented, with the 100 Mile Challenge and refined outreach strategy listed for the February board meeting.

F. Monthly Work Plan Update – Luscher Area Master Plan

Co-chair Monahan handed out copies of a draft letter of approval from the Board chairs' working group (SAB, NRAB, PRAB, and HRAB) regarding the Luscher Area Master Plan for the Board to review. The next step is to start an official friends group for the Farm. The overarching goal is to get people to have an emotional connection to the farm by offering programs and other activities at the farm – get them participating. Councilor O'Neill noted he has had a community garden plot at Luscher for many years and suggested organizing a tour of the farm for the City Council.

Adjournment

The next meeting was scheduled for February 25, 2013. There being no other business Co-chair Monahan adjourned the meeting at 8:40p.m.

Respectfully submitted,

Susan Millhauser
Sustainability Coordinator