

RECAP

Capitol Planning Commission



Meeting Date: February 09, 2023

Time: 3:00 p.m. to 5:00 p.m.

Location: Virtual Public Meeting

Attendees: Mike Abbaté
Jim Bauer
Chane Griggs
Chris Hoy
Nolan Lienhart

Staff: Daniel Christensen, Department of Administrative Services (DAS-CFO)

Guests: None

Public: None

A. Call to Order

- Daniel Christensen (DAS, acting chair) called the meeting to order.
- A quorum was determined.
- Chane Griggs moved to approve the minutes. Mike Abbaté seconded. The minutes were passed.

B. New Business

CPC Membership Updates

Daniel Christensen stated the Commission has two new designee members, as well as two vacant at-large positions. Daniel introduced Chris Hoy, Mayor of Salem, who replaced former Mayor and CPC Chair Chuck Bennett. Mayor Hoy gave a brief overview of his background and employment. Daniel also mentioned that the DAS Director designee position was being filled by Jeremy Miller, the Deputy Administrator for DAS Enterprise Asset Management (EAM). Daniel stated that the Commission needs a new chair and vice-chair and asked for nominations from the members. Chane Griggs nominated Mayor Hoy as chair and Jim Bauer as vice-chair. Mayor Hoy and Jim Bauer accepted the nominations. Chane motioned for a vote on the nominations; Mike Abbaté seconded the motion. The motion passed unanimously.

Daniel gave a short overview presentation that outlined the Commission's role and responsibility, expectations as member, and a pending task of updating the Commission's current administrative rules. Daniel described the administrative rule update work plan and timeline, with an intended adoption date by end of summer 2023. Daniel outlined several options for proceeding on the update process, including establishing a small working group to help draft rule changes that will be reviewed by the Commission as a whole. Mike Abbate asked if the approach to the rule update should focus on clarifying the Commission's responsibilities in terms of its explicit statutory authority and whether the CPC simply provides a project and plan review function that is not quasi-judicial in nature. Daniel replied that the intent is to focus on what is explicitly stated in the current statute, and anything beyond that would ultimately require a legal interpretation of some sort. Daniel stated that it is possible to get a legal opinion on the matter, but doing so comes at a financial cost to DAS, as well as delaying the process. Chane Griggs stated that having at least some interpretation would be helpful before moving too far ahead in the process. Nolan Lienhart commented a specific section of statutory language that stated CPC's role was clearly focused on making project and plan review recommendations—however, what is not clear are the implications or consequences if a proposal is not recommended. Daniel suggested that an understanding of the legislative intent behind the current statute would shed light on what the intended role of CPC was in 2009.

Daniel asked for volunteers to serve on the working group. Mayor Hoy offered to participate and offered city staff as an additional resource. James Bauer and Chane Griggs also volunteered. Mayor Hoy offered to host the monthly meetings at City Hall. The working group will report back to the entire CPC at the next quarterly meeting in July. Daniel will reach out to the working group members for scheduling.

Vietnam War Memorial Project Update

Mike Abbaté provided an update to the Vietnam War Memorial planned for Willson Park on the Capitol grounds. Mike played a video showing the project's rendering. Mike stated an archeological investigation was completed and did not result in significant findings. No further investigation is recommended. Mike showed various features from the construction documents, including light fixtures, interpretive panels and bench seating. The project is planned for construction in late 2023, through 2024. Mayor Hoy commended Mike on the project and asked if the current Capitol construction will impact the project. Mike stated that they do not anticipate any issues.

C. Old Business

- None

D. Conclusion

- Chair Hoy adjourned the meeting.

Next meeting:

July 13, 2023

3:00 pm to 5:00 pm

Virtual Public Meeting

AGENDA

Capital Planning Commission (CPC)



Members

Mike Abbaté
Abbaté Designs

Jim Bauer
Salem Health

Chane Griggs
Salem
Planning
Commission

Chris Hoy
Mayor,
City of Salem

Nolan Lienhart
ZGF

Jeremy Miller
DAS Director
Designee

House Designee
Oregon House of
Representatives

Senate Designee
Oregon State
Senate

Open Position

Meeting Date: Thursday, February 9, 2023

Time: 3 pm to 5 pm (or as needed)

Location: Virtual Public Meeting
(See meeting access information on the following page)

ITEM	PRESENTER	TIME	ACTION
A. Call to Order			
<ul style="list-style-type: none"> Roll Call Determination of Quorum Approval of Minutes 	DAS Staff (Acting Chair)	3 pm – 3:10 pm	Approval
B. Old Business			
<ul style="list-style-type: none"> None 			
C. New Business			
CPC Administration			
<ul style="list-style-type: none"> New Commissioner Introductions CPC Officer (Chair) Election CPC Member Onboarding CPC Administrative Rule Update (Process and Timeline) 	DAS Staff (Acting Chair)	3:10 pm – 4:10 pm	Vote (Chair)
<ul style="list-style-type: none"> Vietnam War Memorial – Project Update 	VWM Fund/Abbaté Designs	4:15 pm – 4:45 pm	Information
C. Public Comment			
<ul style="list-style-type: none"> Public Testimony 	Chair	4:45 pm – 5 pm	Information
D. Conclusion			
<ul style="list-style-type: none"> Adjournment 	Chair	5 pm	

Next meeting:
March 9, 2023
3pm - 5pm
Virtual Public Meeting

AGENDA



Capitol Planning Commission (CPC) – February Virtual Public Meeting Information

Topic: Capitol Planning Commission (CPC) - February (Quarterly) Meeting
Time: Mar 9, 2023 03:00 PM Pacific Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89581632356?pwd=RjNKTEVhaUZvMENKQ0F4QmUyQ3lxQT09>

Meeting ID: 895 8163 2356

Passcode: 304100

One tap mobile

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Dial by your location

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+1 253 205 0468 US

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 444 9171 US

+1 360 209 5623 US

+1 386 347 5053 US

+1 507 473 4847 US

+1 564 217 2000 US

+1 646 931 3860 US

+1 689 278 1000 US

+1 929 205 6099 US (New York)

+1 301 715 8592 US (Washington DC)

+1 305 224 1968 US

+1 309 205 3325 US

+1 312 626 6799 US (Chicago)

Meeting ID: 895 8163 2356

Passcode: 304100

Find your local number: <https://us02web.zoom.us/u/kJCHPdUHS>

Capitol Planning Commission (CPC)

2023 MEMBER OVERVIEW AND RULE UPDATE PROCESS



Capitol Planning Commission (CPC)

WHAT IS THE CPC?

- One of over 250 state boards and commissions; administered through Governor's Office
- Considered a governing body of a public body
 - Makes policy/administrative decisions or recommendations to a public body
 - Subject to Public Meetings Law
- Members – nine (9) positions total
 - Four (4) Governor-appointed positions (four-year terms, not Senate-approved)
 - Five (5) designee positions: *Salem Mayor; Salem Planning Commission Chair; DAS Director; Senate President; House Speaker*
- Five (5) members determine a quorum
- Meets quarterly (or as needed) on second Thursday of the month
- Chair and Vice-Chair; two-year terms, may be reelected



Capitol Planning Commission (CPC)

WHAT IS EXPECTED OF MEMBERS?

- Upholding the oath of office; commitment; responsiveness
- Compliance with state policies
 - Must file an annual *Statement of Economic Interest (SEI)* with Oregon Government Ethics Commission (OGEC) in April
 - Must use *Workday* to complete employee trainings
 - May be eligible for per diem compensation; must complete the required attestation form
- Fulfilling a term/reappointment
 - Four-year terms; less if fulfilling a vacated seat
 - Terms are expired for some members; may serve until reappointed
 - Reappointment process resumes in March
 - Application available at [https://wd5.myworkday.com/oregon/d/task/1422\\$387.html](https://wd5.myworkday.com/oregon/d/task/1422$387.html)



Capitol Planning Commission (CPC)

WHAT IS CPC'S STATUTORY ROLE?

- Implement long-range plans for state facilities and grounds in the Capitol Area*
 - 6 Area Plans: *Airport Road, Hillcrest, School for the Deaf, Southeast Salem, State Fairgrounds, State Hospital/Penitentiary*
 - Capitol Mall Master Plan
- Serve as convener for stakeholders engaged in capitol area plan development and implementation
- Review state agency project proposals for plan compliance

*ORS 276.054



Capitol Planning Commission (CPC)

HOW DOES CPC PERFORM THIS ROLE?

- Well, it's complicated... er, ambiguous...
- CPC does not currently have updated administrative rules to reflect its statutory responsibility



Capitol Planning Commission (CPC)

HOW DID WE GET HERE?

- 1949 – The Capitol Planning Commission (CPC) was authorized to “establish and effectuate a long-range plan of development for the Capitol Area in the City of Salem”
- 2003 – CPC was suspended (HB 3597) and its Salem-area review functions were integrated into the Capital Projects Advisory Board’s (CPAB) role through adoption of OAR 125-125-0050
- 2009 – SB 671 reestablished CPC’s role in Salem-area planning and project review, though it is referred to as “capitol area” and references the City of Keizer
 - CPC statutory framework codified in ORS 276.054-276.061
 - OAR 125-125-0050 through OAR 125-125-0700, which outlines the Statewide Facility Planning Process (SFPP), still currently assigns the Salem-area review functions to Capital Projects Advisory Board (CPAB)



Capitol Planning Commission (CPC)

HOW WILL WE FIX IT?

- Step 1: “Uncouple” – CPAB develops revised administrative rules that removes CPC-related language (completed October 2022)
- Step 2: “Start Fresh” – CPC develops new, separate administrative rules governing its statutory duties (Spring 2023)
- Step 3: “Finalize” – Align CPAB and CPC rules; begin adoption process (Summer 2023)
- Step 4: “Formalize” – Develop revised Statewide Facility Planning Process Manual (Summer/Fall 2023)



Capitol Planning Commission (CPC)

WHAT INPUTS DO WE NEED?

- Approach/ground rules
- Work plan/schedule
- Consensus vision/framework
- External stakeholder engagement
- Staff time
- Rulemaking guidance



Capitol Planning Commission (CPC)

WHAT OUTPUTS WILL WE PRODUCE?

- New administrative rules (OARs) that clearly specify CPC duties based on current statute
- Updated CPC charter with revised commission procedures
- Updated Statewide Facility Planning Process (SFPP) to reflect rules and procedures for agencies to follow
- Revised DAS policies and guidelines for area plan development
- Updated area plans; Capital Mall Master Plan (long-term)



Capitol Planning Commission (CPC)

WHAT OUTCOMES MAY RESULT?

- Provide CPC with procedural clarity to perform its duties and effectively execute its statutory authority
- Provide agencies with clear guidance/expectations for complying with CPC's plan/project review function
- Align city and state planning goals and “shared vision”
- Add purpose and meaning



Capitol Planning Commission (CPC)

HOW SHOULD WE PROCEED?

- Establish a working subcommittee and meeting schedule
- Facilitate kickoff visioning/framework planning session during regular CPC meeting
- DAS staff prepares draft rule changes
- Subcommittee reviews draft rule changes and makes recommendations to CPC
- CPC engages external stakeholders
- CPC deliberates/adopts rule changes during regular public meetings (scheduled as necessary)

