

MINUTES

Capitol Planning Commission



Meeting Date: January 11, 2024

Time: 3:00pm – 5:00pm

Location: Mt. Mazama Conference Room, General Services Building (in person)
Microsoft Teams: [Click here to join the meeting](#) (virtual)

Attendees: Jim Bauer, Chane Griggs, Jan Kailuweit, Jeremy Miller, Chris Hoy, Mike Abbaté

Guests: Lisa Anderson-Ogilvie

Board Administration

Call to Order/Roll Call –

- Meeting called to order by Chris Hoy at 3:01pm, Roll called – quorum reached.
- Daniel Christense noted that there are two positions that are still unfilled. They are executive appointments; are there people we can ask to get a representative and a senator appointed to these seats?
- Chris Hoy would be happy to help get the conversations going with the Speaker of the House and the Senate President. Jeremy Miller can talk to our DAS Director who can perhaps reach out to the legislators.
- Approval of Minutes – 3:03pm – Jim Bauer moved to approve minutes, Chane Griggs seconded. Jan Kailuweit – corrected spelling of names in previous minutes. Consensus reached. Adopt minutes as amended.

Old Business

Administrative Rule Update Progress – 3:05pm – Daniel Christensen shared the updated administrative rules from the Secretary of State website (125-125-0050). Reviewed the previous notes.

New Business

Capito Planning Commission (CPC) Charter Development – 3:08pm –

- Jim Bauer – How are state properties outside the city of Salem limits treated? There are mechanisms in place for property purchasing, but there could be situations that we could address as they arise throughout the process.
- Daniel Christensen – There is room in the charter for more definition that can be detailed during this process.
- Discussion about certain situations that could arise. Daniel explained that these can be detailed in the charter as they emerge.
- Daniel Christensen – Afte the charter update, the next steps for CPC are updating area plans. Jeremy Miller and Daniel are starting the conversation about what to approach the plan update process, but it is still in early stages.
- Mike Abatte – How do we fit within the already established processes and procedures in place?

- Daniel Christensen – That is part of what I was hoping to discuss today.
- Jan Kailuweit – Hillcrest, Mill Creek, have been sold, so we need to clean up the charter for that piece as well.
- Daniel continued explaining why the updates to the charter are important but stated that formalizing the planning process has priority.
- Jan Kailuweit– When can we expect a charter draft?
- Daniel Christensen – we need to reserve time for reviewing projects so there are monthly meetings on the calendar, but our next quarterly meeting is in April, so we can review the charter in April, but will meet between now and then to discuss any potential upcoming projects and work on the charter as well.

Salem Area Planning – 4:13pm –

- Jim Bauer – Any of the area plan updates should have a cost associated with it and a funding source for that, correct?
- Jeremy Miller – We will not have all the area plans by 2027, but we are starting with the Capitol Mall and as we build that out, create these plans so that we can pass these along to other agencies.

Other Issues

- Public Comment – 4:21pm – No public attendees
- Adjourn – 4:24pm

Action Items:

- 1) Get the two vacant positions filled.
- 2) Get a designee for Michael Slater, newly elected Planning Commission President.
- 3) Daniel Christensen, Jim Bauer, Chane Griggs, Chris Hoy will have a work group at City Hall to work on the charter, to be prepared for the April meeting.

Next meeting:

April 11, 2024

3:00pm – 5:00pm

Mt. Mazama Conference Room, General Services Building (in person, Teams link to follow)