

# Committee for Community Involvement

## June 17, 2025 MEETING MINUTES

Time: 6 p.m.

Held via Zoom

**CCI Attendees:** Karen Bjorklund (Chair), Pat Erdenberger, Marrion Kaufman, Bill Merchant, Amy Nichols, Brent Parries (Vice-Chair) (partial attendance), Gordon Slatford (joined by phone)

**Absent:** Danielle Weber

**Attending PGA Staff:** Ed Nieto (Liaison to CCI), Tonia Holowetzki (PGA Director)

**Other Attendees:** Michael Barnes, Clackamas County Code Enforcement Supervisor; CCI Candidate Stephanie Carkin

## MEETING MINUTES

### 1. Welcome, Introductions

Chair Bjorklund welcomed CCI members and PGA staff.

### 2. Approval of Meeting Minutes

Bill Merchant motioned to approve the May meeting minutes, and Pat Erdenberger seconded the motion. The committee unanimously approved the minutes.

### 3. Public Comment

None.

### 4. Code Enforcement Supervisor report on visits to CPOs

Michael Barnes provided an update on his outreach to the majority of CPOs designed to improve relationships and build trust. Mr. Barnes noted that unresolved code violations and CPOs feeling unheard remain top concerns for CPOs, while understaffing and procedural constraints continue to pose challenges for Code Enforcement.

Recent improvements listed by Mr. Barnes included:

- Continuing enforcement during land use applications
- Ensuring conditions of approval are met
- Addressing repeat offenses more strictly
- Revision of district maps to align with CPO borders for better communication

Mr. Barnes also mentioned successful collaborations between Code Enforcement and CPOs, particularly with the Hoodland CPO. Several committee members expressed appreciation for Mr. Barnes' proactive approach. Chair Bjorklund invited Mr. Barnes to attend the Community Leaders Meeting in July.

### 5. CCI Candidate Interview

Committee members interviewed CCI candidate Stephanie Carkin.

**Actions/motions regarding the candidate**

Amy Nichols motioned to recommend that the Board of County Commissioners approve CCI candidate Stephanie Carkin. Bill Merchant seconded the motion. The committee members then voted unanimously to approve the motion.

**6. Report from CCI Work Group on Updating CPO Handbook**

Committee members discussed separating the handbooks for CPOs and Hamlets. Bill Merchant stated that CPOs are more numerous and central to land use planning, while hamlets are fewer and serve different functions. Pat Erdenbeger supported the creation of different handbooks for CPOs and Hamlets, while Marrion Kaufman disagreed, noting that a handbook that contains information about both CPOs and Hamlets is helpful for people with limited or no knowledge about CPOs or Hamlets.

Ed Nieto and Tonia Holowetzki agreed to investigate the historical context for combining CPOs and Hamlets in one handbook, consider decoupling them, and, with Maria Magallon, improve web content to clarify the differences between CPOs and Hamlets. Tonia also agreed to correct inaccurate or outdated information in the handbook draft, including information about comment periods, appeals processes, and public meeting requirements.

**7. June 2025 Community Leaders meeting update**

Ed Nieto updated the group on the event scheduled for Tuesday, July 22, with all five commissioners planning to attend the meeting in DSB, Room 115. He discussed the emailing schedule of three Save-the-Date messages via Constant Contact to recipients on an email list compiled by Tonia. Mr. Nieto also agreed to produce a run-of-show document for the event, which will include final seating arrangements and format for the meeting. Mr. Nieto also agreed to brief the Board of County Commissioners and County Administration about the event.

Chair Bjorklund stated that an evaluation form for the event produced by PGA will be discussed at the July CCI meeting.

**The meeting adjourned at 8:00 p.m.**

**Next Meeting: Tuesday, July 15, 2025, 6 – 8 p.m. via Zoom.**