



CITY OF West Linn



2017 Citizen Advisory Group and Neighborhood Association Annual Reports



2017 Advisory Group & Neighborhood Association Annual Reports

BHT Neighborhood Association

Group Leadership

Merideth Olmstead, President

Robert Jester, Vice President

Larry Meese, Treasurer

Amy Reese, Secretary

Meeting Times, Dates & Location

There were 6 meetings held in 2017, which included the annual neighborhood FireWise event and celebration.

2017 Accomplishments

- Increased interest and participation by residents in the land use process, two of the 2017 NA meetings were related to land use concerns
- Recertification of BHTNA as a FireWise community
- Maintenance of the fire break along the upper portion of the ODOT land above I-205
- Increased positive interaction with city staff and elected officials

2017 Challenges

"Set the Record Straight", which is the ongoing effort by the BHTNA to have the Parks and Recreation Master Trail Plan corrected to reflect the council decision (December 2013 all five members voted in favor and added two additional conditions) to include the five conditions recommended by the BHTNA that must be met prior to construction of any trail on the north side of I-205 due to extreme risk from wildfire to the entire community of West Linn.

2018 Goals

Elect an active and effective board who is interested in working collaboratively and respectfully with partners and stakeholders, particularly city staff and elected officials.

Any additional feedback to share with the City Council?

The BHTNA officers look forward to 2018 and are hopeful to contribute to a positive and productive year for the City of West Linn.



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2017 Advisory Group & Neighborhood Association Annual Reports

Bolton Neighborhood Association

[[No report received]]



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Citizens Budget Committee

Group Leadership

Todd Jones, Chair

Meeting Times, Dates & Location –

On odd years, the Budget Committee meets 4-5 times in the spring, as needed.

On even years, the committee meets 1-2 times in the spring, as needed.

At City Hall and the Adult Community Center

2017 Accomplishments

- Provided the City Council input on the 2017-19 city budget.
- Recommended community grants to the City Council for the 2017-19 budget cycle.
- Recommended to the City Council projects to be included in a potential May 2018 general obligation bond measure.

2017 Challenges

None. The committee met its statutory obligations efficiently and effectively.

2018 Goals

Per common practice, the Budget Committee will receive from the City Manager and Finance Director a mid-term update on the 2017-19 biennial budget in the spring of 2018, and recommend budget adjustments to the City Council, if necessary.

Any additional feedback to share with the City Council?

It is our pleasure to serve the citizens of West Linn, and support the work of City of West Linn elected officials and staff.



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Committee for Citizen Involvement

Group Leadership

Thomas Tucker, Chair through September; Karie Oakes, Chair; Emily Smith, Vice Chair

Meeting Times, Dates & Location –

Regular Meetings First and Third Tuesdays of the month, City Hall, Rosemont Conference Room, second floor. We have been meeting more often since September, for a total of 29 meetings.

2017 Accomplishments

- Input to Waterfront Engagement Plan
- Planning Process training
- Recommended work group to CC for Willamette Commercial and Mixed Uses
- Planning Process Problem Identification project

2017 Challenges

- Difficulty of getting a quorum with nine members. Solved by changing back to seven members.
- Some/new members overwhelmed by planning process.
- CCI membership, role, and responsibilities not understood.
- Scope of Planning Process Problem Identification project is overwhelming. Solved with tenacity.

2018 Goals

1. Complete Planning Process Problem Identification project and make recommendation to CC for workgroup.
2. Complete education components indicated in the Planning Process Problem Identification project.

Any additional feedback to share with the City Council?

None



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Economic Development Committee

Group Leadership

Chair: Gail Holmes

Vice Chair: Rachael Vidin

Meeting Times, Dates & Location –

1/26/17	6-8 pm	City Hall-Willamette Room
2/9/17	6:30-8:30 pm	City Hall-Willamette Room
3/9/17	6:30-8:30 pm	City Hall-Willamette Room
4/13/17	6:30-8:30 pm	City Hall-Willamette Room
5/11/17	6:30-8:30 pm	City Hall-Willamette Room
6/8/17	6:30-8:30 pm	City Hall-Willamette Room
7/13/17	6:30-8:30 pm	City Hall-Willamette Room
9/19/17	6:30-8:30 pm	City Hall-Willamette Room
10/12/17	6:30-8:30 pm	City Hall-Willamette Room
11/9/17	6:30-8:30 pm	City Hall-Willamette Room
12/14/17	6:30-8:30 pm	City Hall-Willamette Room

2017 Accomplishments

- Enacted, guided re-design of City of West Linn website.
- Assisted in the successful implementation of new business licensing software for improved tracking capabilities. This solution bore out of our surveys conducted last year.
- Enacted solutions for updating and further consideration of outdated zoning, building codes, business codes and generating revenue by implementing a tax on AirBNB properties, etc.
- Consistently working on solutions for the business vacancy issues and additional barriers for attracting new businesses to West Linn.
- Requested City Council set up a Task Force to review Mixed Use Zoning around the City.

2017 Challenges

- Inefficient communication between City Council, City staff and EDC, it would be helpful to receive feedback from Council to know if EDC is achieving City Council goals for EDC.
- Lack of complete information/documentation on items, issues brought to the committee.
- Lack of follow-up after work sessions as to: progress, additional feedback, timelines for goals to be met, stakeholder responsibility.
- City Staff has no time to work on EDC projects and no follow up on EDC action items.

2018 Goals

1. To hold an EDC retreat to work on a strategic plan, vision & mission statement.
2. Improve communication between Council, staff and EDC.

3. Establish a protocol for Council liaisons to bring items of interest to the committee, supply approved solutions, questions, etc. then outline a brief for both parties.
4. Share meeting minutes between ALL committees.
5. Establish a working relationship with business land owners to understand occupancy rates, vacancies and create solutions to keep our current businesses and increase the services we don't have. Possibly establish information on WL website to assist future businesses.
6. Led a recruitment team of EDC members to analyze what businesses we have in West Linn and to bring new businesses to give our residents more services and a variety of shopping opportunities. (This was a goal of City Council's for 2017)
7. Continue to be active in the "West Linn Waterfront Project", encouraging residents to share their hopes and dreams, so we are creating a team effort with residents, City Council and staff all working for a vital economic and tourism destination.
8. Be involved with the city website to have current and welcoming information to foster a strong economic future for West Linn, this would include actions to engage our Neighborhood Associations to build a dynamic economic community.

Any additional feedback to share with the City Council?

Need a budget for EDC to attend trainings or have a membership in Oregon City Business Alliance or other regional organizations so West Linn can be a better economic partner.



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Hidden Springs Neighborhood Association

[[No report received]]



2017 Advisory Group & Neighborhood Association Annual Reports

Historic Review Board

Group Leadership
Christine Lewis, Chair

Meeting Times, Dates & Location –
Third Tuesday at 7:00pm at City Hall Council Chambers

2017 Accomplishments

- Awarded Certified Local Government grant funds from the State to create a new Walking Tour brochure
- Reviewed eight quasi-judicial design review projects
- Successfully recruited new members
- Began discussions on street improvements in the Historic District with the Public Works Director
- Staff conducted training on the Community Development Code and processes

2017 Challenges

CDC Chapter 25 and 58 are both difficult to follow which is why it is a 2018 goal to propose code changes to clean up language

2018 Goals

- Review quasi-judicial design review projects as needed
- Community outreach event – such as user-friendly brochures, including providing additional information on HRB and historic resources
- Use completed surveys to identify additional historic resources for designation
- Apply for other relevant grants
- Advocate for restoring the Willamette Falls Locks and transferring their ownership
- Provide recommendations to staff on projects located in the Willamette Falls Drive Commercial Design District
- Support and participate in the next steps of planning for the Arch Bridge area
- Monitor legal issues surrounding historic district zone change requests and historic designation removals Support the maintenance and preservation of public facilities that contribute to the historic district and help distribute information about their importance
- Review Chapter 58 and 25 of the Community Development Code for potential code changes
- Identify potential properties and landmarks for preservation and seek grant funding for a new survey Continue to participate in discussion of road improvements within the Historic Districts

Any additional feedback to share with the City Council?

Continued support by City Council and staff for historic preservation. Budgetary support needed for outreach materials.



2017 Advisory Group & Neighborhood Association Annual Reports

Library Advisory Board

Group Leadership

Mary Jo Steele, Chair

Rebecca Cassidy, Vice Chair

Meeting Times, Dates & Location –

Third Wednesday of each month at 5:45pm in the Community Room at the West Linn Library. The Library Advisory Board held 7 meetings in 2017.

2017 Accomplishments

- 215,808 visitors during out 2,752 hours of operation.
- 16,653 attendees to 432 diverse, exciting programs.
- Nearly 10,000 physical items added to collection.
- Over 11,000 ebooks and downloadable audiobooks added to collection.
- Total circulation of physical and electronic collection: 614,431.
- Over 100,000 uses of our public computer lab and wireless network.
- Successful transition to Radio Frequency Identification (RFID) for circulation and inventory management, including the implementation of state-of-the-art self-checkout kiosks.
- Offered 312 programs for children & teens
- Offered 7 outdoor children's events at Willamette Park this summer with a total attendance of 1,796 Offered 183 number of early learning programs (for children ages birth to five) that a served an estimated 7,339 children and their caregivers
- 126 children actively participated in our 1,000 Books for Kindergarten program. In a survey completed by parents whose children were enrolled in the program, 94% of respondents reported that the 1,000 Books Before Kindergarten program contributed to their children's development of early literacy skills.
- Enhanced collaboration and communication with the WLWV School District including:
 - Installation of book drop crates in all six West Linn Primary Schools to make it easier for students and families to return books
 - Created special library card for District Teachers with upgraded privileges
 - Initiated monthly email newsletter for Teachers to share latest books and upcoming library events
 - Hosted first ever Kindergarten Carnival which attracted 150 local kindergarteners and their families. 52 Kindergartners opened new library accounts.
 - Partnered with WLHS Tech Lab to increase students' access to new technology and resources
- Partnered with Parks Department to offer Children's Summer Reading Program events at Willamette Park to better accommodate a large number of participants as well as Fun in the Sun Campers
- Relocated library bookstore upstairs to repurpose area for Children and Teen Program Space 1,542 sq. feet for use for the The "WorkShop" to be used for programming.

- Hosted two hugely successful Harry Potter Night with over 900 kids in attendance
- 1,831 children and teens participated in our summer reading program
- Improved record-keeping to accurately track volunteer hours and numbers.
- Trained 37 new volunteers in various capacities in the libraries.
- Increased potential volunteer positions for volunteers with special needs.
- RFID

2017 Challenges

- Realize efficiencies from RFID system in staffing and patron service.
- Revamp patron computing lab with new equipment and management software.
- Refresh equipment, materials, and programs in Makerspace, including reintroduction of 3D printing service with upgraded printers.

2018 Goals

- Transition former book store into programming space for kids and teens
- Using volunteer help to sort, select, clean and stock donated materials in our new bookstore, The Book Nook!
- Create more avenues for volunteer recognition.
- Increase teen involvement in the Youth Department and the Makerspace.

Any additional feedback to share with the City Council?

None



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Marylhurst Neighborhood Association

Group Leadership

Karie Oakes, President; Tom Neff, VP; Cathy Boucher, Treasurer

Meeting Times, Dates & Location –

Fourth Tuesday of the month at 7:00 pm at the West Linn Adult Community Center. 5 total meetings.

2017 Accomplishments

- Labyrinth maintenance
- Barbeque and Potluck
- Backyard Habitat Program presentation
- Input to Waterfront Project
- Facilitated discussion with City Engineer on Suncrest DR-Valley View DR project
- Visit by City Manager and Community and Economic Development Director
- Fulfilled responsibility to act as a conduit to the City for local land-use and city and neighborhood news and issues.

2017 Challenges

Member involvement was low this year as reflected by uncontested elections of officers, the Secretary position not filled for second year, occasional lack of quorum, and less interest in meeting and planning activities. Responsibilities largely fell upon a few and most active members, often times not because they wanted them, but because they knew their participation was essential to MNA existence.

2018 Goals

1. Enhance outreach to members to increase participation.
2. Certify Marylhurst Heights Park labyrinth in Backyard Habitat Program and develop incentive program for members to participate in the program.

Any additional feedback to share with the City Council?

Consider the base and distribution of active participants on City Advisory Groups and Neighborhood Associations and the impacts to the respective work and participants.



2017 Advisory Group & Neighborhood Association Annual Reports

Parker Crest Neighborhood Association

[[No report received]]



2017 Advisory Group & Neighborhood Association Annual Reports

Parks and Recreation Advisory Board

Group Leadership

Steve Miesen – Chair

Vicky Handy – Vice Chair

Meeting Times, Dates & Location –

7:00 p.m. 2nd Thursday of the month, City Hall Bolton Room

Met all months except June, July & August

Extra meeting(s) with Master Plan Update

2017 Accomplishments

1. Parks Recreation & Open Space Master Plan Update – Ongoing.
2. Highly Successful Parks & Recreation Survey ad part of Master Plan (over 1800 responses).
3. Park Tour with MIG Consulting for Master Plan Update.
4. Sunset Park Design Open House.
5. Ongoing Invasive Species clearing on new Willamette Trail.
6. Volunteers cleaned and repainted Pickleball lines on courts at Tanner Creek Park.
7. Volunteers cleaned and repainted entire court & Pickleball lines on courts at North Willamette Park.
8. Volunteerism has significantly increased in these areas:
 - a. Mary S. Young Park
 - b. Burnside Park
 - c. Eagle Scout Projects
 - d. Pickleball Courts
9. New volunteer group at West A pocket park
10. Major volunteer effort during snow and windstorm relief.
11. Ongoing Beaver Ambassador Program & management plan.
12. Outdoor Recreation Walks and Talks.
13. Continued Partnership with WLHS and Wilderness Park.
14. Ongoing relationships and volunteer projects with National Charity League, Girls Scouts and Boy Scouts.
15. Haunted Trail – Increased volunteer support & increased revenue.
16. Over 100 volunteer coaches in youth basketball.
17. Partnerships for extended recreation programs and facility upkeep including fences, artificial turf and other improvements.
18. An additional 40 volunteer at the Adult Community Center.
19. Efficiency with resources to continue to deliver expanded community events with smaller staff.

2017 Challenges

1. Snow Storms causing severe damage and clean-up expense in parks throughout the City
Windstorm causing severe damage and clean-up expense in parks throughout the City.
2. Leveraging volunteer opportunities with limited staff resources and no dedicated volunteer coordinator.
3. The above mentioned storms and weather patterns rendered our staff way behind on other maintenance duties usually completed during the winter. Some of our turf areas were too wet to mow until June, which was two to three months later than normal.
4. Limited in the number of recreation programs and events by small staff resources and lack of adequate facilities.
5. Falling behind our maintenance standards due to limited number of permanent parks maintenance staff.
6. Ongoing challenge to support the increased volunteerism, utilization and expectations of park users in West Linn due to lack of funding for personnel.

2018 Goals

1. West Bridge Park Master Plan.
2. Sunset Park Master Plan
3. West A Pocket Park Master Plan.
4. Complete Urban Beaver Management Plan.
5. Outdoor Fitness area at Tanner Creek Park.
6. No Smoking In parks ordinance.
7. Initiate Adopt A Park Program (start small).
8. Coordinate work with Public Safety Advisory Board on common issues.
9. Coordinate work with Sustainability Advisory Board on common issues
10. Bridge repair at Mary S. Young, Mary's Creek Trail.
11. Adoption of Parks Recreation and Open Space Master Plan.
12. Conduct a Grand Opening Event for the White Oak Savanna Park Playground.

Any additional feedback to share with the City Council?

Please develop an understanding of the hidden costs in volunteer growth and outside community event support in the community. While support from parks has increased, there is a large cost in staff time (e.g. dropping off tools, picking up debris bins, canopy set-up etc.) to provide support. When parks staff are supporting these great groups, they are not able to accomplish other duties that keep our parks safe and well maintained.



2017 Advisory Group & Neighborhood Association Annual Reports

Planning Commission

Advisory Group/Neighborhood Association

Planning Commission

Group Leadership

Gary Walvatne, Chair
Charlie Mathews, Vice Chair

Meeting Times, Dates & Location –

Meetings are held at City Hall at 6:00 p.m. on the 1st and 3rd Wednesdays of each month, as well as other dates as noticed to the public.

2017 Accomplishments

Please see attached compilation of Planning Commission activities during 2017.

2017 Challenges

The Planning Commission was most frequently challenged in its decision making by the Community Development Code (CDC), which requires a comprehensive review to ensure clear and objective requirements. The Planning Commission proposes several CDC changes in our list of goals for 2018. Also, the Planning Commission conducted the first Expedited Land Division meeting for a subdivision.

2018 Goals

Legislative Activities

- Miscellaneous “CDC clean up” changes
 - Major/minor utilities (clarify definitions, particularly for stormwater facilities)
 - Align the CDC with State rules regarding day care facilities
 - Retention of “up to 20 percent of trees” for site development (clarify intent and wording)
 - Definition of community center (consider City-owned vs. privately-owned)
- Update CDC 85.200.A
 - Clearly define “adequate public facilities”
 - Consider minimum street standards required to support new development

- Consider traffic impact analysis standards for evaluation of “through” trips (e.g., when a new street connection is proposed between neighborhoods)
- Reconsider the 3-acre limit (CDC Chapter 24) for a Planned Unit Development (PUD)
- Consider a Public Use Zone (e.g., parks, schools, government properties)
- Assessment of zoning along the Highway 43 corridor and Willamette Falls
- Update the buildable lands analysis
- Consider affordable/needed housing issues

Meetings and Training

- Support the Willamette Transitional Zone Mixed Use working group
- Joint session with the Historic Review Board, including a discussion regarding Historic District design standards and parking
- Regional discussion with Metro and adjacent cities (particularly with Oregon City)
- Oregon Dept. of Transportation presentation on proposed changes to I-205
- Training on public works standards

Any additional feedback to share with the City Council?

The time requirements for the Planning Commission members have expanded with involvement on the Committee for Citizen Involvement (CCI). The commissioners are being asked to provide additional volunteer time with new advisory groups proposed for code development; the first will address the Willamette Transitional Mixed Use Area in 2018. These activities, in conjunction with the Planning Commission’s requested meetings and training, will provide for a full year of work during 2018.

PLANNING COMMISSION ACTIVITIES

January 18, 2017 Work Session:

Introduction of John Williams, Community Development Director Election of Vice Chair
Discussion: training needs, development and legislative expectations for the upcoming year

March 22, 2017 Meeting:

Public Hearing: Reconsideration of the City Council affirmation of a Planning Commission decision to deny the Chene Blanc 34-lot subdivision and water resource area permit at 18000 Upper Midhill Drive. The City Council limited reconsideration to the issue of "adequate public facilities including traffic impact and influences and pedestrian improvements and safety" that are related to Community Development Code (CDC) 85.200(A), AP-16-02 (*Staff: Peter Spir*)

April 19, 2017 Meeting:

Public Hearing: Class II Design Review to Construct a New 2-Story Office Building adjacent to 1754 Willamette Falls Drive, DR-17-01 (*Staff: Jennifer Arnold*)

May 3, 2017 Work Session:

Work Session: White Oak Savanna Code Amendments, CDC-17-01 (*Staff: Darren Wyss*)
Staff Update - Storm Drainage & Erosion Control Code Amendments, CDC-17-02 (*Staff: John Boyd*)

May 10, 2017 Meeting:

Continued from April 19, 2017 - Public Hearing: Class II Design Review to Construct a New 2-Story Office Building adjacent to 1754 Willamette Falls Drive, DR-17-01 (*Staff: Jennifer Arnold*)

May 17, 2017 Meeting:

Public Hearing: White Oak Savanna Code Amendments, CDC-17-01 (*Staff: Darren Wyss*)
Public Hearing: 6-Lot Subdivision at 4096 Cornwall Street, SUB-17-01/WRG-17-01 (*Staff: Jennifer Arnold*)

June 7, 2017 Meeting:

Continued from May 17, 2017 - Public Hearing; 6-Lot Subdivision at 4096 Cornwall Street, SUB-17-01/WRG-17-01 (*Staff: Jennifer Arnold*)**Deliberations continued to June 21, 2017**

June 21, 2017 Meeting:

Continued from June 7, 2017 - Public Hearing; 6-Lot Subdivision at 4096 Cornwall Street, SUB-17-01/WRG-17-01 (*Staff: Jennifer Arnold*)

July 19, 2017 Work Session:

Work Session: Robinwood Station Code Text Amendments, CDC-17-03 (*Staff: Darren Wyss*)

August 2, 2017 Work Session:

Discussion: Follow up to "Items of Interest from the Planning Commission" comments on July 19, 2017
a)Final Decision and Order
b)Planning Docket

August 16, 2017 Meeting:

Public Hearing: Nature Play Playground at White Oak Savanna Park, DR-17-04 (*Staff: Jennifer Arnold*)
Public Hearing: Robinwood Station Code Amendments, CDC-17-03 (*Staff: Darren Wyss*)
Rescheduled to September 6, 2017 - Public Hearing: Storm and Geotech Code Amendments, CDC-17-02 (*Staff: John Williams*)

September 6, 2017 Meeting:

Continued from August 16, 2017 - Public Hearing: Storm and Geotech Code Amendments, CDC-17-02
(Staff: John Williams)

September 20, 2017 Work Session:

Work Session: Reinstate DeNovo Review Appeal Process as an Interim Measure, CDC-17-04
(Staff: John Boyd)

October 4, 2017 Meeting:

Public Hearing: Reinstate DeNovo Review Appeal Process as an Interim Measure, CDC-17-04
(Staff: John Boyd)

October 18, 2017 Work Session:

West Linn Waterfront Presentation

Discussion: Zoning of Storm Water Detention Facilities/Definitions of Major and Minor Utilities

November 1, 2017 Work Session:

Discussion: Land use application withdrawal discussion

November 15, 2017 Meeting:

Public Hearing: 12-Lot Subdivision at 3015/3001 Parker Road, SUB-17-03 (Staff: Jennifer Arnold)

Discussion: Annual Report to Council

December 6, 2017 Work Session:

Discussion: Zoning of Storm Water Detention Facilities/Definitions of Major and Minor Utilities

Discussion: Annual Report to Council

December 20, 2017 Meeting:

Expedited Land Division Meeting: 6-Lot Subdivision at 4096 Cornwall Street, SUB-17- 04 (Staff: Jennifer Arnold). Discussion: Challenges of expedited land division process.



2017 Advisory Group & Neighborhood Association Annual Reports

Public Safety Advisory Board

Group Leadership

David Baker (Chairman)

Thomas Freedland (Vice Chairman)

Meeting Times, Dates & Location –

The Public Safety Advisory Board meets monthly on the fourth Monday at 7:00 PM in the John Satter Community Room at the West Linn Police Department. In 2017, the citizen advisory group met a total of 11 times. The group decided to not meet in December.

2017 Accomplishments

- Helped organize and put on an Emergency Preparedness Fair in September which drew over 300 people from the community.
- Partnered with the Youth Advisory Council to put on a drug take back event in January which resulted safely collecting and disposing over 100 pounds of unwanted prescription medication from the community.
- Fundraised \$900 to send 12 teens from the community to participate in one day driving school at Portland International Raceway.
- Board members Judy Wiechmann and Kris Duncan successfully completed their Map Your Neighborhood facilitator training and held neighborhood readiness meetings in the community.
- The board met with Chief Stoller from Tualatin Valley Fire & Rescue to learn about different engineering based solutions that could potentially remedy citizen concerns about speeding and cut-through traffic while not slowing down first responders.
- The board met with the West Linn Alliance for Inclusive Community and provided recommendations to City Council applicable to the West Linn Police Department in response to the issues that they raised to the board.

2017 Challenges

- Coordinating with scholarship winners to firm commitments to participate in the teen driving school events that were held in the spring and fall at Portland International Raceway.
- Recruiting neighborhood captains to hold Map Your Neighborhood training sessions.

2018 Goals

- Continue important board initiatives:
 - Conduct Map Your Neighborhood training sessions throughout the community.
 - Partner with the Youth Advisory Council to put on a drug take back event.
 - Recruit teens from the community to participate in the driving school at Portland International Raceway.
 - Community outreach with groups like Community Living Above, West Linn Alliance for Inclusive Community, and others in West Linn with an interest in public safety.

- Partner with Oregon Impact and the West Linn Wilsonville School District to put on an event that simulates a multiple-fatality drunken driving accident in an effort to raise awareness in a community.
- Organize and put on a citywide CPR training event.
- Community outreach to senior citizens and development of public safety initiatives for this cohort.

Any additional feedback to share with the City Council?

To help the board raise funds from the community to support its public safety initiatives, it needs a mechanism to collect donations from individuals who can deduct these contributions from their taxes.

After Lt. Mike Stradley's departure from the police department, the advisory board hopes to have the next lieutenant assigned as the staff liaison.



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Robinwood Neighborhood Association

Group Leadership

The Association Leadership Team, voted by tallied ballots by the general membership of the Association, yielded the following results and subsequently comprised this year’s Board of Directors for the organization.

President	Jim O’Toole
Vice President	Kazi Ahmed
Treasurer	Christine Steel
Secretary	Jenne Henderson
Member-At-Large	Char Marier

Meeting Times, Dates & Location –

Regular Association Meetings (November 2016 thru November 2017 inc.) were held at 7pm, on the second Tuesday of each month at the Robinwood Station, save the month of December, which meeting was cancelled at the last minute due to inclement weather. In addition, at the request of 12 resident neighbors, an emergency meeting was held on April 5, 2017 to consider the development proposals for the 18000 Upper Midhill Project, (Chenin Blanc Development).

Meeting Times, Dates & Location –

The Robinwood Annual Picnic, staged on August 26, 2017 set a new attendance record with 345 plus residents and neighbors participating in the afternoon activities, not counting visits by the Mayor and two of the four City Councilors.

During the year the Association hosted a wide variety of guest speakers, including each member of our City Council, Representatives of the new Mary’s Woods development project, and various Directors’ of the City of West Linn Departments, as well as individuals involved in projects affecting the Robinwood Neighborhood.

The Association set a new precedent during our multiple reviews of the Chenin Blanc Development. We were able to negotiate with the developer to proffer a detailed covenant to the Association regarding numbers and types of notification to neighbors immediately adjacent to the development site, relating to various construction activities during the duration of the project; including, but not limited to, off-site parking, the minimization of idling vehicles, ingress and egress routes, truck wash, and the extension of these same commitments to include construction activities by those builders who would eventually construct the housing on the Chenin Blanc Site. In short, the commitments were merely good management and construction practices which would serve to minimize impacts on the neighbors while fostering better relations between the developer and those residents adjacent to the site.

All commitments, minus the extension guarantees concerning future builders, were incorporated into the final decision issued by the City to the Chenin Blanc Developer. The absence of the extension provisions has been viewed by the residents and neighbors as unfortunate, as it served to address and alleviate one of the major, and original complaints concerning the length and duration of the project, (defined as: until the final housing unit has been constructed, completed and sold).

Finally during the course of the negotiations and hearings, the City Council mandated a study of the Upper Midhill Roadway to ascertain the suitability and compatibility of using the route for egress of large vehicles generated by construction activities on the Chenin Blanc Site. It did not go unnoticed by the residents of the neighborhood and the Association, that no one actually physically and/or personally inspected the roadway and its surface relative to the issuance of the findings.

2018 Goals

During the upcoming year the Association will move forward to continue to increase the professionalism and effectiveness of our programs. In addition, we will address a first-time yearly budget for Association activities and programs. Scheduled for a review and update are a number of changes to the Association's bi-laws in order to streamline procedures, address certain job descriptions and duties of individual Board Members. The Association will continue to invite a diverse array of guest speakers with the objectives of on going personal growth, education, awareness of issues affecting our community as well as participation and increasing our Association numbers.

This Annual Report is respectfully submitted by,

/s/ Jim

James T. O'Toole

President



2017 Advisory Group & Neighborhood Association Annual Reports

Rosemont Summit Neighborhood Association

Group Leadership

David Baker (President)

Stan Barnwell (Vice President)

Julie Murray (Secretary)

Abby Farber (Treasurer)

Meeting Times, Dates & Location –

The Rosemont Summit Neighborhood Association meets monthly on the first Thursday at 7:00 PM at the West Linn Adult Community Center. In 2017, the neighborhood association met a total of 10 times

2017 Accomplishments

- Met with John Williams to learn about the community development code and land use process.
- Had 12 members from the neighborhood association attend a pre-application conference to learn more about a proposed 7-lot PUD in Rosemont Summit.
- Created a task force to learn more about the proposed 7-lot PUD in Rosemont Summit and reach out to neighbors about the project.
- Held two successful meetings with the applicant for a proposed 7-lot PUD in Rosemont Summit.
- Created a task force to explore options for pedestrian safety improvements on Summit and Pimlico. The group attended a Transportation Advisory Board meeting to learn more about the process for requesting traffic safety improvements.
- Put on a summer potluck to help recruit new members from the neighborhood and give members an opportunity to learn more about each other.

2017 Challenges

- Building meeting attendance after an extended period of inactivity.
- Learning about the neighborhood association's role in how land use decisions are made and responding to an application.

2018 Goals

- Participate in the land use process and advocate neighborhood interests related to the proposed 7-lot PUD on Shannon Lane.
- See requests for pedestrian safety improvements on Summit and Pimlico implemented by Public Works.
- Locate, design, and install two neighborhood signs.
- Adopt Sahallie-Illahee Park and organize quarterly park beatification events.
- Reactivate the Adopt-A-Street program.
- Identify street captains to hold Map Your Neighborhood and Neighborhood Watch meetings.
- Outreach to new residents in our neighborhood association area- either through Realtors or other means to encourage participation

Any additional feedback to share with the City Council?

The neighborhood association appreciates having staff from City Hall come to meetings for the membership to learn about different departments in the City and ask questions and provide feedback. In 2017, we had City Manager Eileen Stein, Community Development Director John Williams, Citizen Engagement Coordinator Courtney Flynn, Public Works Director Lance Calvert, and Lt. Stradley as guest speakers. The neighborhood association also appreciates the time that Dylan Digby, Courtney Flynn, and Peter Spir allocated to the group to address questions and requests. Moving forward, we hope to continue in this spirit of working together.



2017 Advisory Group & Neighborhood Association Annual Reports

Savanna Oaks Neighborhood Association

Group Leadership

Ed Schwarz, President

Ken Pryor, Vice President

Patrick McGuire, Treasurer

Roberta Schwarz, Secretary

Meeting Times, Dates & Location –

First Tuesday of every month, 7 PM, Community Room of the TVF&R Fire Station, 1860 Willamette Falls Drive. We had 12 meetings in 2017.

2017 Accomplishments

1. The 1st Annual SONA Potluck was a success. Families came with their kids to a local park and had a great time talking with their neighbors and enjoying homemade appetizers that everyone shared.
2. SONA received a plaque for becoming a Certified Firewise Community after having the Oregon Department of Forestry representative, Kyle Koonce, speak at an NA meeting and give us the details on the requirements. We had a community fuel clearing day on Earth Day at the White Oak Savanna which was a great way to have neighbors get together to help the environment while also clearing fuel for fires.
3. The Ribbon Cutting for the White Oak Savanna was held on September 30th. Two hundred and fifty people were in attendance and lunch was served. Twenty-seven kids who had helped to raise money, work on restoration, or both were asked to hold the commemorative scissors and cut the ribbon. There was a tour of the park and a Ground-Breaking Ceremony for the Natural Play Area after lunch. It was day we have worked 13 years to see happen.
4. A bench was purchased by SONA for the White Oak Savanna. The inscription on the bench reads “Donated by the Savanna Oaks Neighborhood Association”. The bench was admired by many people at the Ribbon Cutting Ceremony and will be a great place to sit while enjoying the park.
5. We had many speakers at our meetings, all of whom provided informative talks to our members.

2017 Challenges

1. Receiving timely information from the city on the proposed Development Agreement between the city and Blackhawk Development.

2018 Goals

1. We plan to schedule many new people and organizations to come talk to our members. We find that interesting speakers help to increase our attendance when there are no development issues on the agenda.

2. We will have the 2nd Annual SONA Potluck. This event has been useful in increasing awareness of the NA among our members. In 2018 the potluck will be held at the White Oak Savanna which will have the newly completed Natural Play Area ready for kids to enjoy by next summer.
3. Continue providing information to our members concerning local issues.
4. Receive feedback from our members and passing along that feedback to the city.

Any additional feedback to share with the City Council?

None



2017 Advisory Group & Neighborhood Association Annual Reports

Skyline Ridge Neighborhood Association

Group Leadership

- President – Tracy Gilday
- Vice President – Jim Farrell
- Secretary – Patti Presnail
- Treasurer – Brian Gilbert

Meeting Times, Dates & Location – (We meet about 2-3 times per year)

- March 2nd, 2017 – Adult Community Center
- June 11th, 2017 – Adult Community Center

2017 Accomplishments/Challenges

- July 4th, 2017 – 4th of July Picnic and Parade – We had around 70 people attend this year.
- We had our annual garage sale the first Saturday in August 2017.
- We voted to pitch in \$50 of Skyline Ridge NA grant from the city of West Linn to use toward a neighborhood association banner for music in the park.
- Review & Supported Resolution No. 2016-16 “A Resolution reaffirming the city of West Linn as a place of inclusion and Acceptance”. We read and discussed and voted unanimously to support.
- We added new bark chips to the Skyline Ridge sign on Skye Parkway.
- We had many discussions and speakers which include:
 - a. Urbanization of Stafford and The Stafford compromise
 - b. Introduction to Courtney Flynn, Citizen Engagement Coordinator
 - c. 18000 Upper Midhill Drive
 - d. TVFR – Fire Safety
 - e. Speeding on Troon Drive & Skye Pkwy

2018 Goals

- Emergency Preparedness Plan
- Update neighborhood directory
- Increase budget for 4th of July Picnic & add food options
- Attend trainings on leadership, marketing to your neighbors & update website.



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2017 Advisory Group & Neighborhood Association Annual Reports

Sunset Neighborhood Association

Group Leadership

Patrick Noe - past president

Jerrold Galyon - past vice president

Leslie Bowlin - past secretary

Meeting Times, Dates & Location –

Last Tues of Jan., April, Sept.

Sunset NA has met 3 times this year

2017 Accomplishments

1. Participated in the annual West Linn Neighborhood Cleanup by landscaping around our neighborhood Sunset Neighborhood signs and planting new flowers and shrubs. May 20th
2. Held our annual picnic on May 25'Th and welcomed new residents to our community.
3. Testified before the Planning Commission, along with Barrington Heights NA, concerning development of Willow Ridge subdivision 4096 Cornwall St.
4. Supported Save our Sunset group in testimony before city council regarding Sunset School and the LUBA decision rendered against City Council's decision.
5. Donated funds to a family involved in domestic violence incident in our neighborhood.
6. Encouraged neighborhood emergency preparedness.
7. Increased and improved local communication through social media, postcards and door to door flyers.

2017 Challenges

1. Lack of citizen involvement on neighborhood issues even with ample notification.
2. Inconsistency in the interpretation and implementation of our CDC with City Council, city lawyers, and city management staff. This was particularly noted in the Sunset School LUBA appeal and City Council decision.

2018 Goals

1. Encourage more family events in the neighborhood to bolster communication of issues, and to create a stronger community. Some ideas are: Book Club, Garden Club, Wine Club, Moms Club, Game Night, Dog Walking Club, Disc Golf Club.
2. Fundraising events to foster awareness to the needy in our community.
3. A Neighborhood newsletter encouraging the submittal of stories of happenings within the neighborhood.

Any additional feedback to share with the City Council?

None



2017 Advisory Group & Neighborhood Association Annual Reports

Sustainability Advisory Board

Group Leadership

Alex Mihm & Sara Weihmann: co-chairs

Meeting Times, Dates & Location –

Third Thursday of every month, 6-7:30pm at City Hall; November meeting was instead a board retreat held from 12-3 pm at the ACC on November 11.

2017 Accomplishments

- With staff liaison assistance, wrote a board charter as a guiding document that states the group's mission, vision, and strategies. (Expected submission to City Council in early 2018.)
- Supported and recommended a resolution to City Council to eliminate the use of neonicotinoid insecticides in City operations; provided input to Resolution 2017-16, adopted by City Council on June 19.
- Began research into feasibility of a community solar project and recruited students at the Oregon Institute of Technology to assist. (Expect completion of research in 2018.)
- Wrote letter of support for West Linn resident Sharon Selvaggio's 'Raindrops to Rivers' grant proposal submission to the National Fish & Wildlife Foundation, aimed at securing funding for community education on healthy waterways in West Linn.
- Promoted the Backyard Habitat Certification Program, which expanded into West Linn in 2017, to residents; wrote letter of support for the City to provide funding for additional West Linn homes to participate in the program.
- The City continues to purchase 10% of its buildings' energy from renewable sources, and recruitment of residents and businesses to participate continues.
- Started the West Linn Neighbors Harvest Share, a Facebook page created to connect West Linn residents who have excess fruit growing on their property with others who can either help them pick it, preserve it, or otherwise put it to good use, reducing food waste.
- Researched logistics and established relationships for holding a sustainability fair.
- Two Board members attended the GoGreen Conference to learn about regional sustainability resources and programs.
- Added three new board members who bring valuable expertise and fresh perspectives.

2017 Challenges

- The writing of the SAB's charter is an effort to eliminate some of the confusion and uncertainty over the SAB's role and responsibilities that was experienced in 2017. Challenges faced this year include:
- Retaining consistent organizational support for the SAB in our efforts to help implement the Sustainability Strategic Plan.
- Understanding the organizational structure of the City, with some miscommunication about process and decision-making roles, specifically as it related to a proposed sustainability event.
- Lack of clarity in understanding the process to request funding for sustainability-related projects.

- Three board members resigned for various personal reasons, including the chair and vice chair.

2018 Goals

- Be more involved with City projects and initiatives, including direct participation in ad hoc committees and groups.
- Complete the community solar feasibility study and present the findings to City Council.
- Identify specific areas of the Comprehensive Plan that are supported by the Sustainability Strategic Plan.
- Organize a sustainability education series of presentations and field trips.
- Strengthen relationships with other advisory boards and committees, including scheduling an annual work session with City Council.
- Help revitalize an annual get-together for all of the advisory boards.
- Update the City's sustainability web page to include more current resources for residents and businesses, as well as more about the SAB (minutes, ongoing projects, etc.).
- Promote community sustainability efforts, such as repair fairs at Robinwood Station, recycling events, habitat restoration work, etc.
- Research ways for Metro's discounted backyard compost bins to be offered closer to West Linn. (Discounted bins are currently only sold at Metro's recycled paint store in North Portland.)
- Adopt an equity lens for SAB projects and recommendations.
- Research feasibility of community agriculture in some City-owned spaces.
- Continue research into and promotion of efforts to reduce the use of toxic pesticides and herbicides.
- Promote sustainability events throughout Earth Month that encourage residents to learn more about West Linn.
- Research avenues for community development that encourage the inclusion of more sustainability features in construction and landscaping.

Any additional feedback to share with the City Council?

We look forward to continuing our support of the City's sustainability efforts in 2018 and beyond. We hope to strengthen our working relationship with City Council and play a more active role in assisting your decision-making. Without a City staff person whose sole focus is sustainability, the SAB serves a critical role in providing the City Council, City staff, and residents with informed recommendations on policies, programs, and projects. Mayor Axelrod has been a great advocate for us and makes valuable contributions to our discussions. We hope that all Councilors understand we are here to be a resource that enhances your work.



2017 Advisory Group & Neighborhood Association Annual Reports

Transportation Advisory Board

Group Leadership

Chair: Craig S. Bell

Vice Chair: Kim Bria

Meeting Times, Dates & Location –

Every other month (January, March, May, July, September, November) On the 4th Wednesday of the month At 6:00 PM in the Bolton Room at West Linn City Hall

2017 Accomplishments

- Recommended safety improvements for pedestrians crossing Salamo Road at Willamette Christian Church
- West Linn High School parking - Discussed the 1995 ordinance, and current enrollment levels. Gathered information and took comment
- Discussed the need for funding non-vehicular improvements that are not part of road projects

2017 Challenges

- High School parking - 1995 city ordinance vs. 2017 enrollment levels, and WL/WV SD involvement
- Cycle track (including buffers): Who is responsible for maintenance - the city, or the property owner? The definition of 'sidewalk' needs elaboration
- Impact of smart-phone driving-direction apps on city street congestion

2018 Goals

- Consider Willamette Falls Drive traffic - it is being used bypass for I-205. Traffic will further intensify when work begins on the seismic / third lane project
- Advise on future updates to the Municipal Code regarding the definition of sidewalks and cycle tracks
- High school - parking alternatives - WL/WV school district involvement
- Transit system - bus service gap - discuss auxiliary services to reach all areas of West Linn
- Monitor development of the first phase of the OR-43 improvement plan
- Traffic safety committee and Neighborhood Association interfaces to TAB
- Electric car charging regulations
- Secure dedicated funding for traffic calming improvements & sidewalks
- Continue to solicit public comment and increased citizen participation

Any additional feedback to share with the City Council?

The board has found it beneficial to have an active Council liaison, who adds perspective to our discussions.



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West Linn

2017 Advisory Group & Neighborhood Association Annual Reports

Utility Advisory Board

Group Leadership

Bill Frazier - Chair

Jon Miller – Vice Chair

Meeting Times, Dates & Location –

6:00 PM on the second Tuesday of alternate months; more frequently as needed. UAB meetings are held at West Linn City Hall in the Bolton Conference Room.

Meetings were held in February, April, June, August, and November of 2017. The August meeting included a tour of the South Fork Water Board that supplies our water.

2017 Accomplishments

- Continued review and discussion of water rates in conjunction with water use and equipment repair/replacement needs
- Attendance at watershed tour
- Provided review and feedback for Stormwater citizen survey in preparation of Stormwater and Sewer Master Plan updates

2017 Challenges

- Increase our understanding of Water Environment Services (WES) actions and how they may affect rates for surface water and waste water management. Thanks also to Brenda Perry (city councilor) for keeping us informed with her detailed knowledge.

2018 Goals

- Continue review of water rates to determine if any future increase is necessary
- Determine the responsibilities of the UAB with respect to other water related issues
- Work with staff regarding updates to Stormwater and Sewer Master Plans

Any additional feedback to share with the City Council?

None



2017 Advisory Group & Neighborhood Association Annual Reports

Willamette Neighborhood Association

Group Leadership

President: Gail Holmes
Vice President: Julia Simpson
Treasurer: Elizabeth Rocchia
Secretary: Kathi Halicki

Meeting Times, Dates & Location –

2nd Wednesday of every month at the West Linn Police Station, Community Room, 7:00 pm. We had (10) meetings with (3) special meetings; two were land use meetings and an open house to share the West Linn Waterfront Project with the following NA's Willamette, Barrington Heights, Sunset and Bolton, this event was well attended, and the residents appreciated John Morgan and City Manager Eileen Stein's community outreach.

2017 Accomplishments

- Supported Main Street; granted \$784 to help mail out street scape surveys to the Willamette residents
- Donated tomato plants for children at the Farmer's Market
- Granted \$100 for trick or treat candy
- Hosted several Land Use Applicants to share their projects with Willamette Residents
- Participated in the City's quarterly newsletter with articles on Willamette
- Installed (2) WNA wooden signs
- Shared the information we acquired at the City Emergency Preparedness meeting
- ODOT improvement consultant attended two of our meetings and updated Willamette on the ongoing I-205 projects
- ARC a non-profit charity was a speaker at a meeting to share what they are doing to help people
- Sent out an annual post card to invite Willamette residents to attend our meetings and learn more about WNA
- Supported our local neighbors in distress by giving a \$1,000 – there is 3x the families in need of food than last year
- Worked on the Willamette Falls Drive planters.

2017 Challenges

- Insufficient communications between city and safety needs (ie. Police, Fire and AMR).
- 13 items of concern submitted to TSP process and none were addressed.
- Poor communication with the City Administration Departments (ie. Planning, Public Works).
- Issues with participants parking at sporting events at Field's Bridge Park and Willamette Park, often residents can't get in and out of their driveways due to attendees parking in their driveways or blocking driveways.

- The Community Development Code requires land use applicants come to a WNA meeting before they have a deemed complete application, so the WNA gets the “napkin” plan and then later find out the planning department/applicant has changed the plan that was presented to the WNA. This is not the applicants fault, it does show a poor planning process from the City. We would like for this issue to be addressed.
- We as a City need to address the confusion of HOA vs a NA and what their purpose is.

2018 Goals

- Keep residents informed, support WNA members, reach out to more WNA members and increase attendance/participation in the WNA monthly meeting.
- Want to have a bus shelter at Debok Rd. and Blankenship Rd. for the bus riders.
- Create a welcome packet to give to new WNA members.
- Install three more neighborhood signs.
- Try to find a working solution of the sports parking and respecting residents property.
- Safe crossings for pedestrians.
- Find block captains for Emergency Response Teams.
- Educate members on HOA's and WNA members, what the organizations do and don't do.

Any additional feedback to share with the City Council?

- There should be official wording on the City of West Linn website as to the relationship of NA's vs HOA's and it should also be a brochure at the City and in the quarterly newsletter.
- The City needs to have a social media campaign to get the attention of West Linn residents and businesses.
- The City website needs to be more user friendly, not everyone is computer savvy. It should be more direct and simplified.
- The land use process needs to be re-evaluated, the meeting with the NA needs to be the “deemed complete” application. If the NA has a concern or requests changes that needs to be part of the record and not forgotten.



2017 Advisory Group & Neighborhood Association Annual Reports

Youth Advisory Council

Group Leadership

Chair: Ireland Johnson

Vice Chair: Jake Heinonen

Meeting Times, Dates & Location –

The first and third Wednesday of the month at 4 p.m. in the Community Room at the West Linn Public Library.

2017 Accomplishments

- Hosting a Drug Take Back event in March 2017; more than 100 pounds of prescriptions medications were collected;
- Organizing the 2017 Mental Health Awareness Night: An event held at the Adult Community Center, about 45 people attended to listen to a keynote speaker and attend breakout sessions (art therapy and yoga);
- Organizing an obstacle course at the Emergency Preparedness Fair to show attendees the obstacles they may deal with in the event of a natural disaster;
- Serving as the selectors for the individuals who participated in the Street Survival class;
- Writing, distributing and collecting a survey related to parking issues at West Linn High School.;
- Results will be input and analyzed so a recommendation from the Youth Advisory Council can be made to the City Council in early 2018.

2017 Challenges

- Finding funding to support activities;
- Understanding how/if the Youth Advisory Council can fundraise;
- (2016-17 YAC) Having meetings organized efficiently (2017-18 solution: meeting twice a month and having a meeting/work session setup for each month).

2018 Goals

- Establish a program to send Youth Advisory Council students to the National League of Cities Conference in Washington D.C. (in place for the 2018-19 YAC to utilize);
- Implement a Safe Driving Campaign geared at educating teens and adults about the dangers of texting and driving;
- Meet with other Youth Advisory Councils to establish a relationship, learn from each other and share ideas;
- Increase citizen engagement/attendance at YAC events;
- Support the City of West Linn's Emergency Preparedness efforts and communication goals;
- Establish a reliable funding source to support the Youth Advisory Council.

Any additional feedback to share with the City Council?

None