

2021



CITY OF
**West
Linn**

Citizen Advisory Group and
Neighborhood Association
Annual Reports



2021 Advisory Group & Neighborhood Association Annual Reports

Arts & Culture Commission

Group Leadership

Lauren Beeney, Chair, Carrie Gilbert, Vice-Chair

Members: Nancy Monson, Beate Scheller, Mary Kleffner & Andrew Young

Meeting Times, Dates & Location –

Art & Culture Commission meets the first Wednesday of each month at 5pm at the West Linn Library in the Community Room. Due to COVID, the meetings have been virtual using Zoom at the same date & time. The Commission has met six times during 2021.

2021 Accomplishments

- Completed Art & Culture Commission guidelines/by-laws- waiting for City Council approval
- Created an interactive map with location/type of art/artist of art located in the City of West Linn
- Continued partnership with members of the Historic Main Street
- Partnership with Clackamas County Art Alliance
- Created flier for community to connect with the Art & Culture Commission
- Began building out an artist data base for future art shows and/or curating art

2021 Challenges

- Difficulties with COVID restrictions & virtual meetings- many expressed burn out of this format of meetings- prefer to meet in-person
- Long break of the summer
- Maintaining a quorum and members continued absences

2022 Council Goalsetting

- All members agreed it would be nice for Art & Culture Commissioners to meet with all Council members at least once a year to let the Commission know what Council's vision is for the Art & Culture Commission
- What is the "City's" plan/vision for Art and Culture in West Linn?

Any additional feedback to share with the City Council?

- Most cities have a designated staff member strictly for development of Art and Culture - is this something the City of West Linn is interested in?



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2021 Advisory Group & Neighborhood Association Annual Reports

BHT Neighborhood Association

[[No Report Received to Date]]



2021 Advisory Group & Neighborhood Association Annual Reports

Bolton Neighborhood Association

Group Leadership

Robert McCarthy, President

Erich Kunrath, Vice-President

Janet McCarthy, Secretary

Walter Swan, Treasurer

Meeting Times, Dates and Location

The third Tuesday of every month from 7 PM to 8:30 PM at West Linn Fire Hall, #58 Community Room, Failing St., West Linn, and via Zoom.

2021 Accomplishments

- Refined our Google mail monthly newsletters to members that eliminated the mailings being interpreted as spam.
- Held two in-person monthly meetings at Hammerle Park during a lull in the Covid-19 pandemic.
- Held an “Ice Cream Social” at Hammerle Park in June to introduce new members to the BNA, its history, norms, values, accomplishments and issues we are focused on.
- Made monthly improvements to meeting structure and refined how we facilitated meetings to better use Zoom. QR codes were added to signs to provide neighbors easier access to meeting information.
- Voted in former members of the Sunset Neighborhood Association who petitioned to become part of the BNA. The Sunset NA raised no objections.
- Provided input to create a comprehensive development plan for Central Village during the City Council planning session. Brainstormed how to improve traffic flow in Central Village with Lance Calvert, Director Public Works to better accommodate new development at 1575 Burns Street and the former Post Office. Lance Calvert presented challenges to include existing utility lines, development of individual parcels and topography.
- Reviewed The McLean House Class 1 Design proposal and wrote a letter in support its plan to the Historic Review Commission.
- Continued a two-year effort to encourage the USPS to keep the West Linn Post Office in Central Village. This effort ultimately failed. However, working with our state and federal legislators, the BNA was instrumental in ensuring a post office would remain and be located in West Linn in a timely manner.
- Advised the City Council in a presentation and by letter of the potential traffic issues caused by the Oregon Classic Golf Tournament scheduled for September.
- Held nominations for Officers in October and elected the current slate of officers for a two year term.

- Over a six-month period, we developed a survey and postcard that was mailed to all Bolton residents and businesses in December. Its purpose is to seek insight for how we can make the BNA more relevant and representative of our community.
- Continued to explore possible uses for the Old Bolton Fire Station with City staff.
- Helped organize a committee with Rep. Rachel Prusak, ODOT, City Leaders and others to assess highway 43 and where to make temporary and more permanent improvements to a road that is unsafe and in disrepair. Hwy 43 repairs are still needed.
- Identified overlooked outcome from the removal of the Broadway Bridge during I-205 construction that would affect parking at the high school. Requested that WLWV School District commit to complete Phases C/D of WLHS Stadium & Parking Expansion. Subsequent discussions with the WLWV school district helped to ease the concerns of neighbors that parking would not become a serious problem for residents again.
- Continued our support the restoration of Burnside Park, Maddax Woods and the McLean House.
- Practiced meeting norms that emphasize listening, and encourage collaboration to improve problem solving effectiveness.
- Facilitated discussions and acted on issues of community importance, including:
 - The status of I205 tolling and how to ensure tolling equitability and minimize diversion into city streets.
 - Improvements to Hammerle Park.
 - Cleanup of debris in Maddax Woods.
 - Recommendation to Gramor Development on preferred new businesses in Central Village that would not compete with existing businesses.
 - Recommended improvements to the proposed Street Tree Survey that would more broadly represent the community.
 - Facilitated a discussion with TVF&R about its upcoming bond.
 - Requested and reviewed the original purchase documents for Oppenlander Fields and support for a proposed City bond.

2021 Challenges

- Analyzing the data from our postcard survey to inform priorities for the neighborhood association that reflect the diversity of our neighborhood.
- Created continuity records that codify BNA procedures. This will make it easier for new officers to take over positions and familiarize themselves with banking procedures, city and TVF&R contacts, how to facilitate meetings, keeping records and working with Google Gmail.
- Refining and strengthening “Zoom” meeting norms and process to make all neighbors feel welcome and valued.
- Growing involvement among neighbors to help achieve neighborhood priorities and using online meetings to increase participation.
- Using neighborhood resources in a way that brings the community together.

2022 Goals (Draft)

- Continue to increase the membership of the neighborhood association.
- Upgrade and refine the BNA website with photographs.
- Continue to support and expand community events such as the Ice Cream Social, the Lighting of Maddax Woods, volunteer efforts to improve trails, and the restoration of Maddax Woods, Burnside Park, and the Pocket Park.

- Encourage collaboration among owners/developers, adjacent property owners and the City's Planning Department consistent with the Bolton Neighborhood Plan.
- Lead in finding solutions to the issues of importance to residents and businesses of Bolton and the City, i.e., I-205 Tolling, Hwy 43 improvements, etc.
- Participate in the planning of the Waterfront Development.
- Continue to support the McLean House as a vital part of our neighborhood.
- Update and print a new edition of the Bolton Neighborhood Walking Tour Booklet and link it with an app.
- Collaborate with the West Linn Garden Club to create a memorial for James Weaver in Maddax Woods.
- Continue to explore uses for the Bolton Fire Station.

Accounting of Neighborhood Association Grant Funds

- Office Supplies and Printing – 145.30
- Dairy Hill, Ice Cream Social - \$600.00
- BNA Banner Sign – 75.00
- ZOOM monthly subscription (8 months) – 179.88
- Website Name (boltonna97068.org) – 12.00
- McLean House Security System - \$500.
- Large Format BNA Map - 25
- Park Restoration Maintenance and Supplies – \$50.00
- Total Expenses----- \$1,587.43

Likely Areas of BNA Planned Spending for 2021 Office Supplies and Printing.

- Park Restoration Maintenance and Supplies.
- Support for Maddax Woods, Mclean House, West Linn Food Bank.
- Supplies and refreshments for volunteers and NA meetings.
- Publication of Bolton Neighborhood Walking Tour Booklet and App.
- A memorial for James Weaver in Maddax Woods.
- Neighborhood Signs and Website enhancements.
- ZOOM fees.

December 13, 2021
 Robert McCarthy, President
 Erich Kunrath, Vice-President
 Janet McCarthy, Secretary



2021 Advisory Group & Neighborhood Association Annual Reports

Committee for Citizen Involvement

Group Leadership

Shannen Knight – Chair

Vicki Olson – Vice-Chair

Meeting Times, Dates & Location

Fourth Tuesday of the month at 5:30pm. The CCI met six (6) times and all meetings were held virtually.

2021 Accomplishments

- Provided input for the HB2001 Public Engagement Plan and materials.
- Recommended a goal, purpose, and list of working group members to Council for addressing three code amendment projects (HB2001 Implementation, Clear & Objective Standards Audit, and CDC Chapter 96 Amendments).
- Researched and discussed how CCI's work in other local cities.
- CCI member attended HB 2001/HB2003 work group.

2021 Challenges

- Cancellation of meetings first quarter of the year because of staffing shortages.
- CCI being effective as there are uncertainties on its roles and responsibilities, which are not clear from the bylaws.
- If the CCI role is limited to land use planning related engagement, it limits what the CCI works on. Members argue that the group needs to have more involvement in building community within the city and not just legal matters, policy, etc.
- Vacancies within the group are taking longer to appoint as the pool of candidates is limited. CCI suggests that Council consider reinstating the West Linn Leadership Academy to educate and recruit community members for citizen advisory groups.
- Transparency issues - public having trouble accessing live meetings and information regarding agendas. CCI needs to make sure the citizens of West Linn have access to agendas and meeting materials. Oversight of public involvement.
- Hybrid meetings requested. Recordings of meetings should be accessible from the City website agenda page.

2022 Council Goalsetting

- The CCI requests clear direction from Council on role/responsibility of CCI, i.e., focused on land use planning related engagement and compliance with Statewide Planning Goal 1, or on a broader scope dealing with other policy making issues and general community concerns. Update the bylaws accordingly.
- Review of the West Linn Land Use Planning Process, CCI Report, July 17, 2018. No action has been taken on this report yet. Requesting direction from Council on this report.

Any additional feedback to share with the City Council?

- Other cities, including Oregon City, Tualatin, Forest Grove, and Portland, have their CCI groups tackle all community concerns, and even hold town halls to gather more community input that they then take back to council. This could also mean a more diverse set of community members on CCI if it is not just limited to land use. If CCI's role was to expand to handle all community concerns and really engage more with the community directly, this may make it easier to find residents to serve on this committee.
- The meetings can use technical terms which new members are not familiar with. Members are joining the committee not realizing that it does not deal with all types of public involvement, but rather geared to land use planning.
- Members are having a difficult time trying to find items on the website. More work needs to be done with transparency. Social media needs to improve to get more information to the public.



2021 Advisory Group & Neighborhood Association Annual Reports

Economic Development Committee

Group Leadership

Chair Shannon Ilas

Vice Chair Shannen Knight

Council Liaison Todd Jones

Staff Liaison Chris Myers

Meeting Times, Dates & Location –

EDC meets the 2nd Thursday of each month, 6pm – 7:30pm

Note: From January through September, the EDC met on the 4th Thursday of the month, 6:30pm – 8:00pm.

In 2021, the EDC met 7 times.

- March meeting was cancelled due to low staffing levels.
- May was not an official meeting (lack of quorum). Members present did discuss the Economic Development Coordinator position
- June was not an official meeting (lack of quorum). Members present did discuss the hiring of an Economic Development Coordinator.
- July meeting cancelled (lack of quorum).
- August meeting cancelled (lack of quorum).

2021 Accomplishments

- Help inform City Council about Cares Act Funding distribution to local businesses
- Review code language for food cart pods
- Helped create the hiring criteria for the Business Support Specialist position

2021 Challenges

- Lack of direction/goals from Council
- Lack of consistent quorum for EDC meetings
- Turnover in EDC membership creates lack of consistency
- Not meeting in-person
- Not utilized as an “advisory” committee by Council

2022 Council Goalsetting

- Encourage diversity of businesses and business owners in West Linn
- How to bring businesses to West Linn
 - Research methods on how to do so
 - Contact local jurisdictions for ideas
- Continue DEI discussion regarding Economic Development in West Linn
- Update the Economic Opportunities Analysis from 2016
- Rezoning Highway 43. Although already on the Council Docket the EDC would like this to remain a priority project. Funds may be needed for transportation analysis. Further direction may be needed by Council.

Any additional feedback to share with the City Council?

- The LPGA Tournament was a missed opportunity. Explore how West Linn businesses can capitalize on the tournament for the next two years.
- Stafford Triangle.
 - What is the current status?
 - What position has West Linn taken as a jurisdiction?
 - How does this impact the West Linn economy?
 - Why isn't Stafford being discussed?
- Explore opportunities to enhance the future economic potential of the Arch Bridge area as the Willamette Falls Legacy Project moves forward.
 - Complete the Waterfront Project
 - Continue to engage with ODOT regarding the pedestrian/bike bridge at Arch Bridge
- Utilize our partner jurisdictions and the work they have done around economic development.
 - Are there ideas we can use?
 - What type of investments were made?
 - Were there public/private partnerships?



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Hidden Springs Neighborhood Association

Advisory Group/Neighborhood Association
Hidden Springs Neighborhood Association

Group Leadership

CJ Koll – President

PJ Christopher – Vice President / Treasurer

Eileen Wende - Secretary

Meeting Times, Dates & Location –

02/23/2021 – 7:00 PM - Zoom

03/16/2021 – 7:00 PM – Zoom

4/20/2021 – 7:00 PM – Zoom

5/18/2021 - 7:00 PM – Zoom

6/15/2021 – 7:00 PM – Zoom

7/20/2021 – 6:30 PM – Alice Binski Park

9/28/2021 – 7:00 PM - Zoom

2021 Accomplishments

Invited members of City Council to attend meetings (3 of 5 attended) to discuss current city issues and projects. We introduced the Firewise concept and back yard habitats to the neighborhoods residents. We had three on going SOLVE events to clean up greenspaces within out community. We partnered with Rosemont-Summit NA to hire a youth conservation corps to assist with the ice damage. We also commissioned new NA signs to promote our meetings. The Park Benches that we had purchased in 2020 were installed in the three neighborhood parks this year. Shortly after the February 2021 ice storm a small group of 7 individuals helped neighbors to pickup debris. Flags purchased in February 2020 for the Pimlico/Santa Anita crossing were installed.

2021 Challenges

COVID-19 presented a problem with meeting as a large group and recruiting members to be involved in the association. The February 2021 Ice Storm caused damage to many of our greenspaces requiring us as an association to begin to recruit neighbor members to clean shared spaces.

2022 Council Goalsetting

We would like improved communication around HB2001 and HB2003 regarding implementation and how it may change our neighborhoods. Continuing to improve the city's outreach to all community members to ensure that committees are representative of the diversity in our city.

Any additional feedback to share with the City Council?

We would like to continue to partner with the Parks Department, and SOLVE to continue to clear out and restore the greenspaces within Hidden Springs Neighborhood Association.

Accounting of Neighborhood Association Grant Funds

\$200.00 – For New Meeting Signs

\$1116.55 – Partnership with Rosemont Summit NA with Northwest Youth Corps



2021 Advisory Group & Neighborhood Association Annual Reports

Historic Review Board

Group Leadership

Danny Schreiber, Chair Scott Erwin, Vice Chair

Meeting Times, Dates & Location –

Third Tuesday of every month at 6pm. In 2021 the HRB held 8 regular meetings and a walking tour of the Willamette Falls Drive Commercial Design District.

2021 Accomplishments

- Worked steadily on updates to Chapters 02, 25, and 58 of the Community Development Code, for consideration by the Planning Commission and Council in 2022.
- Provided support for the successful nomination of Historic West Linn City Hall to the National Register of Historic Places.
- One quasi-judicial hearing for a Class II Design Review was held by the HRB.
- Provided input and direction on the successful application for a Certified Local Government (CLG) Grant from the State Historic Preservation Office (SHPO). The grant will be used by the HRB and city staff to develop a virtual Historic Willamette walking tour in 2022.

2021 Challenges

- Attendance by all members was a challenge in 2021, resulting in one meeting cancelled due to a lack of a quorum and one member being removed for unexcused absences.
- Membership turnover compounded by the virtual meeting format likely made it harder to meet work goals than it was in the past. In person seems to bring everyone together as a tighter and more functional team, which helps to establish the importance of the board.
- A small number of quasi-judicial hearings and higher percentage of workshops may have diminished interest in the activities of the board.

2022 Council Goalsetting

- The HRB requests direction from Council to explore preservation of the remaining “bungalows” within the Willamette Falls Drive Commercial Design District, and develop options for their preservation within the Community Development Code.
- Establishment of a process where the HRB is able to ensure the goals of CDC 25 (Historic District) and 58 (Willamette Falls Drive Commercial Design District) are met during city initiated streetscape improvements to increase aesthetic consistency and create a coherent streetscape.
- Prioritize the appointment of property owners and occupants within the Willamette Historic District to the HRB.
- Prioritize enforcement and education of CDC requirements within the community.

Any additional feedback to share with the City Council? Not at this time.



2021 Advisory Group & Neighborhood Association Annual Reports

Library Advisory Board

Group Leadership

Chair, Janet Dalgaard, Vice- Chair, Tom Miller. Members: Martha Swanson, Rebecca Cassidy, Emily Hogan, Jan Boyd & Matt Brown.

Meeting Times, Dates & Location –

The Library Advisory Board meets the third Wednesday of each month at 5:00pm in the Community Room at the West Linn Library. Due to COVID, virtual meetings were conducted in 2021 via Zoom at the same date & time. The Library Advisory met a total of 5 times.

2021 Accomplishments

- Updated & approved the Library’s Collection Management Policy
- Update & approved the Library’s Behavioral Policy

2021 Challenges

- Members prefer to meet in person at the library, however due to COVID virtual meetings were implemented via Zoom with a YouTube link posted on the agendas on the city website.

2022 Council Goalsetting

None provided

Any additional feedback to share with the City Council?

None provided



2021 Advisory Group & Neighborhood Association Annual Reports

Marylhurst Neighborhood Association

Group Leadership

President Karie Oakes, Vice President Tom Neff, Treasurer Sydney Potowski

Meeting Times, Dates & Location –

Our meetings are on the last Tuesday of the month at 7:00 pm via Video conference. We had five meetings in 2021.

2021 Accomplishments

- MNA advised City Council to annex 2.3 acres at 19676 Kapteyns, designated as parkland in the West Linn Parks Master Plan, as needed for phase two of the Marylhurst Heights Park Plan. This project was initiated in August of 2020 to prevent development of an emergency communications tower on this ODOT owned property as allowed outright by Clackamas County codes. Council approved annexation and directed staff to explore acquiring the property as the next step. <https://westlinnoregon.gov/planning/19676-kapteyns-st-annexation-23-acres>
- Overgrown vegetation in the right of way of Marylhurst Drive was voluntarily removed by adjacent property owners pursuant to city code.
- On MNA recommendation, the Parks Department installed two signs at Marylhurst Heights Park requiring dogs to be leashed per City Ordinance as one measure to address the longtime problem of dogs off leash.
- MNA designed a postcard to all members with the support of the City for printing and mailing. Information about meetings, activities and how to be involved were included.
- MNA held an ice cream social at the park in September after a hiatus in 2020 due to COVID restrictions. Attendance was as usual.
- MNA maintained the large area around our neighborhood sign on Marylhurst DR. Many thanks to our few members who volunteered to cut down invasive vegetation like weeds and blackberries.

2021 Challenges

- **The first two challenges involved communication systems of and between departments**
- MNA and City Council were not informed about the interest of C800 Radio Group to build the emergency communication tower until the proposed plan was pending approval by Clackamas County, even though the City was represented on C800 by a member of our police department and the public works department was consulted as C800 explored site locations in West Linn. Consequently, MNA was deprived of the opportunity to be involved early on in the planning process pursuant to Statewide Planning Goal 1 and the City was unnecessarily put in the position to expedite annexation to preserve the quality of Marylhurst neighborhood and plans for future park development.

- MNA tried working with code enforcement for two years to address concern that overgrown vegetation in the right of way and over the fog line of Marylhurst Drive made it unsafe for pedestrians, bikes and cars. It wasn't until MNA involved the City Manager and after the Police Department instituted a new code enforcement system that the problem was effectively addressed. MNA efforts were exhausted and frustrated.
- Engaging membership to increase participation and meeting attendance. Participation increased during the annexation process, as is typical for land-use matters.
- Technology operations of video conferencing.
- Cost of video conferencing is 24% of city grant, cutting into our planned savings for future projects.
- Maintaining the area around our neighborhood sign located in the undeveloped View DR street right of way on Marylhurst DR.

2022 Council Goalsetting

Not considered.

Any additional feedback to share with the City Council?

- Followup with MNA on the status of acquiring the ODOT property for phase two of Marylhurst Heights Park Plan.
- Appropriate capital project funding for Marylhurst DR improvements to provide safe bike and pedestrian use and better stormwater management. Consider it in the context of emergency preparedness as an essential emergency route connecting to Hwy 43. See attached email string "Marylhurst ditch" copied to City Council 12/05/2019 for some historical background.

Accounting of Neighborhood Association Grant Funds

Beginning Balance		7894.01
Deposit	COWL grant	740.00
Expenditures		
• Zoom	14.99/mo	179.88
• social		30.94
• sign board supplies		27.73
Ending Balance		8395.46

- Saving for future projects
- Estimated landscaping around neighborhood sign \$3300
- Signage for two neighborhood creeks
- Community room at park per MNA Neighborhood Plan



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Parker Crest Neighborhood Association

[[No Report Received to Date]]



2021 Advisory Group & Neighborhood Association Annual Reports

Parks and Recreation Advisory Board

Group Leadership

Vicki Handy, Chair

Jane Forbes, John Linman, Todd Olson, Chris Owens. Members resigned: Sarah Silvernail 11/10/21 and Eleanor Wynn 9/27/21

Meeting Times, Dates & Location

2nd Thursday of the Month, 5:30 pm; Board met 9 times. (Cancelled June, July and August due to inability to meet in a park)

2021 Accomplishments

- City Pandemic Response:
 - Return of community events and camps.
 - Overall proactive and responsive management to address pandemic constraints.
- PRAB Effectiveness:
 - Excellent participation and leadership from Council Liaison— Jules Walters
 - Outstanding behavior and participation from Board and citizens.
 - Improved meeting schedule and facilitation – let’s have a set agenda and issue.
 - Maintained the Master Plan as a lens and criteria for decision making.
 - Collaborative relationship with City Council.
- Storm Damage Management:
 - We are proud of what our city did.
 - Impact of City outreach to help residents with storm clean-up.
 - The parks storm clean up with volunteers and staff.
- Resolved issues:
 - Pickle ball for West Linn.
 - White Oak Savannah

2021 Challenges

- Continued pandemic impact.
- Could not meet in the parks for meetings.
- Loss of a member.
- Limited staffing.
- Lack of a City Project Management Office.
- Lack of contractor availability and supply chain issues.
- Completion of the Go Bond Project.
- Land use process is arduous impacting McLean House, Maddox Woods, and Robinwood Station.
- Willamette Park Improvements is slowed by contracting.
- Willamette Trail section delays to obtain land use permission with PGE, private owner, and Willamette Paper.

2022 Council Goalsetting

- Continue collaboration and engagement between Council, Staff, and Advisory Boards.
- Please plan for collaborating on the priority needs identified in the Master Plan: water sports, indoor recreation, and activities for pre-teen – young adult.
- Consider the cost of on-going maintenance and management with any capital investment.
- Prioritize the Willamette Park waterfront project.
- Consider alternative comprehensive communication and community engagement mechanisms.
- Monitor the impacts to Fields Bridge Park from improvements to Willamette Falls Drive and the new school construction.

Any additional feedback to share with the City Council?

- City Council is doing a good job.
- We appreciate the support and engagement of City Council regarding Parks and Rec.
- Thank you for implementing and modeling an effective code of conduct for citizen engagement.



2021 Advisory Group & Neighborhood Association Annual Reports

Planning Commission

Group Leadership

Gary Walvatne – Chair

Charlie Matthews – Vice-Chair

Meeting Times, Dates & Location –

First and Third Wednesdays of the month. Work sessions begin at 6:00pm and public hearings begin at 6:30pm. Meetings were held virtually until October, when the hybrid meeting format began. The Planning Commission met 16 times and once in joint work session with City Council.

2021 Accomplishments

- Training Sessions (Jan. 20, Feb. 3, Mar. 3, Apr. 21)
- HB2001/2003 Briefings (Feb. 17, Mar. 3, May 19, Aug. 18, Oct. 20)
- Accessory Dwelling Unit Work Session (Mar. 3)
- CUP-20-01 Public Hearing (Mar. 17)
- PLN-21-01 Willamette Falls Drive Concept Plan Work Sessions (Apr. 21, May 5)
- PLN-21-01 Public Hearing (June 16) – Willamette Falls Drive Concept Plan
- VAR-21-04 Public Hearing (June 16) – Class 2 Variance to construct a swimming pool at 2182 Tannler Dr.
- MISC-21-06 Public Hearing (June 16) – Temporary Sales Office for West Linn Meadows Subdivision
- CUP-21-02 Public Hearing (July 7, Aug. 4, Aug. 18) – Conditional Use Permit for new middle school at 849/945 Dollar Street
- CUP-21-01 Public Hearing (Oct. 6) – Alteration of Conditional Use and Addition to Rose Linn Skilled Nursing Facility
- CDC-21-01 Work Sessions (Oct. 20, Nov. 3, Nov. 17) – CDC Chapter 27 Code Amendments (FEMA Floodplain Regulations)
- PC Membership on CDC Chapter 98 Working Group Discussions (Nov. 3, Nov. 17)
- Annual Report Discussions (Nov. 17, Dec. 15)

2021 Challenges

- Public engagement in virtual meetings
- Loss of City Attorney Tim Ramis
- Making progress on Planning Docket priorities

2022 Council Goalsetting

- How to move towards meeting future housing needs identified in the HB2003 Housing Capacity Analysis and making progress on identifying zoning amendments and housing policies to comply with HB2003 requirements.
- Adoption of HB2001 code amendments to meet state statute requirements.

- Successful adoption of Clear and Objective code amendments for housing to comply with State statutes.
- Continued progress on docket projects, including Council consideration of the CCI Land Use Process Report dated June 2018.
- Improvements to the Community Development Code for ease of implementation.
- Consider broader noticing requirements for development review applications involving public projects such as schools or athletic facilities.

Any additional feedback to share with the City Council?

- Planning Commission needs direct access to City Attorney's office.
- Consider restoring Assistant City Attorney position to provide better access for staff and advisory groups.
- Long-term solution to funding and completing public facility improvements as opposed to piecemeal improvements as part of private development projects as there is limited buildable land left in the community.

2021 Advisory Group & Neighborhood Association Annual Reports

Public Safety Advisory Board

Group Leadership

- Chair: Thomas Freedland
- Vice-Chair: Vacant
- Secretary: Kris Duncan

Meeting Times, Dates & Location

- The Public Safety Advisory Board (PSAB) conducted meetings on the fourth Wednesday of the month from 6 – 7:00 pm in the John Satter Community Room at the West Linn Police Department. Additional options were provided for remote participation to conduct hybrid meetings.
- The board has considered holding fewer monthly meetings leading in to the summer months, due to decreased participation.
- 2021 Meeting Schedule: PSAB members decided not to meet in June, reconvened in July, skipped August due to standing CAG meeting practices, and has failed to achieve a quorum in subsequent September, October, and November meetings. Our March 2021 meeting was specifically opened to the public for discussion regarding the impact of the February 2021 ice and snowstorm.

2021 Accomplishments

- Post-storm debrief in March
 - PSAB conducted community discussion and collected community feedback in the following areas
 - Develop COVID-19 protocols for disaster response, shelter operations, etc.
 - Volunteer coordination for preparedness efforts, shared knowledge of local neighborhood resources
 - Communication challenges from the city, accessibility during power outages, knowing what resources are available and where located
 - Efforts were made to re-group with the community to follow-up on this discussion, but the timing didn't align due to summer vacation schedules and the member absences from routine meetings

2021 Challenges

- Continuation of COVID-19 pandemic and inability to meet in-person strained members
- Lack of direction and purpose internally and from Council in order to identify the needs of Council and the community
- Members recruited and joining the board with different expectations of the purpose, goals, and intention of the PSAB
- Materials presenting the purpose of the PSAB do not align with the current work and focus of the board

- Members and leaders of PSAB need consistent Council participation, input, and feedback to align with Council priorities
- Members have lost interest and engagement, leading to a lack of quorum for consecutive meetings creating inability for board to conduct business
- Due to COVID-19, the Street Survival program has not restarted classes in the Portland area, leading to inactivity on teen driver safety program

2022 Council Goalsetting

- It's difficult for CAGs to identify goals, without knowing the priorities and expectations of Council
- Specifically, what does Council want the PSAB to advise on?

Any additional feedback to share with the City Council?

- Recommend conducting an exit-interview with members as they leave the CAGs in a standard method to collect feedback to improve the CAG process



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Robinwood Neighborhood Association

Group Leadership

AJ Handegard, President

Jon Burnett, Vice President

Kevin Bryck, Secretary/Treasurer

Jim O'Toole Ambassador

Meeting Times, Dates & Location

7pm second Tuesday every month at Robinwood Station. Actual: Less

2021 Accomplishments

- Kept meetings
- Addressed road improvement concerns
- Addressed changes to Neighborhood Plan

2021 Challenges

- COVID
- Ice Storm

2022 Council Goalsetting

- Continue with meetings

Any additional feedback to share with the City Council?

None

Accounting of Neighborhood Association Grant Funds

6/19 \$12.99 Website domain renewal



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2021 Advisory Group & Neighborhood Association Annual Reports

Rosemont Summit Neighborhood Association

[[No Report Received to Date]]



2021 Advisory Group & Neighborhood Association Annual Report

Advisory Group/Neighborhood Association

Savanna Oaks Neighborhood Association

Group Leadership

Please indicate your group chair and vice chair, or president and officers.

President – Ed Schwarz

Vice President – Vacant

Secretary – Roberta Schwarz

Treasurer – Patrick McGuire

Meeting Times, Dates & Location –

Please indicate the recurring dates, times and locations of your meetings. Also include the total number of times your group met in 2021.

SONA meets bi-monthly on the first Tuesday in January, March, May, July, September, and November at 7:00 p.m. All 2021 meetings have been held virtually using Zoom.

When held, in-person meetings are usually held in the Community Room of the TVF&R Fire Station on Willamette Falls Drive in West Linn. There were no in-person meeting sin 2021 due to the pandemic.

SONA met six times (all virtually) in 2021.

2021 Accomplishments

Please describe your group's notable accomplishments during 2021.

- SONA recently received our **Firewise certification renewal for 2022**. Some insurance companies (e.g. USAA) give a discount for living in a Firewise certified neighborhood. Firewise is administered by the National Fire Protection Association (www.nfpa.org).

SONA completed three big projects in 2021:

- The first was the **mowing of the tall grasses and invasive species in the 5-6 acres of meadows in the White Oak Savanna**. SONA partnered with the City of West Linn Parks and Recreation Department on this project. Each entity contributed \$640.00 towards the cost of hiring the company which did the mowing.
- The second project was the filling of the “red box” numerous times with **wood fuel removed from the White Oak Savanna Park**. This wood came from the tree branches which fell during the February 2021 ice storm and the numerous October windstorm.
- The third project was fundraising from association members and other West Linn residents of over \$5,800.00 towards hiring the **Northwest Youth Corps** to clear a **fire break below the**

houses at the top of the White Oak Savanna Park, perform clearance on both sides of the trails in the White Oak Savanna Park, and clear paths to all the benches in the park.

In addition, we completed the following:

- In October we organized a **group planting of dozens of donated Sword Ferns and 500 Camassia quamash bulbs by 150 Willamette Primary School 4th and 5th graders and their teachers in the White Oak Savanna**. The bulbs were purchased locally and donated by a SONA member family.
- Also In October, we helped to coordinate **planting of 62 Oregon White Oak trees** in the White Oak Savanna. The trees and labor were donated by **Bartlett Tree Experts**.
- In November we helped coordinate the **planting of 10 Oregon White Oak Trees** in the White Oak Savanna. The trees were grown from acorns and **donated by a local resident**. The planting was performed by a class from **West Linn High School** as a field trip for the students.
- Multiple times per month throughout the year we performed trash pickup and other work at the White Oak Savanna.

2021 Challenges

Please describe challenges your group faced in 2021.

- **Fire break mowing of the White Oak Savanna Park**. After the devastation caused by the February ice storm, funds for mowing the fire break at the top of the park were unavailable from the City. In the end, we used SONA funds to pay for half of the mowing in the lower part of the park and solicited over \$5,800 in donations from neighbors and other concerned citizens to pay for the fire break, trail, and bench mowing.
- **Unfulfilled Promise** Despite the city's promise to the Oregon State Parks Department to invest at least \$15,000 per year in maintenance of the White Oak Savanna as part of the awarding of a grant to help purchase the park, this target has not been met one time since the savanna became a park. This is very frustrating to us as it means we must continually solicit funds from neighbors to pay for simple park maintenance.

2022 Council Goalsetting

What issues do you think the Council should be thinking about as they go into their annual goalsetting? Do you have recommendations about how the issues could be resolved? Council will take this advice into consideration as they prepare for goalsetting.

- **City Infrastructure** Many of our streets are in bad shape and need repair. We know that the City has a TSP which guides as to which streets are to be repaired and when but perhaps a special effort could be made over the next couple of years to address some of the worst streets.
- **Electric Vehicle Charging Stations** The City should expand the number of electric vehicle charging stations and locate them where it wants people to go (e.g. Old Town Main Street).
- **Oppenlander Fields** Our members have expressed their frustration at the school district for wanting West Linn to purchase Oppenlander Fields when it was the West Linn taxpayers who already paid to purchase it in the first place. If the City does decide to purchase Oppenlander Fields, the price paid should reflect its value as a park, not as potential residential housing.

Any additional feedback to share with the City Council?

Please include any additional information you would like the City Council to be aware of as they review your group's report.

- None.

Accounting of Neighborhood Association Grant Funds

Applicable only to Neighborhood Associations receiving grant funding. In accordance with the NA Grant Policy approved by Council, please provide a detailed accounting of grant spending in 2021 and information on planned spending for 2022 and into the future. Feel free to email separate attachments, if needed, to webmaster@westlinnoregon.gov

Spending in 2021:

- \$152.88 on a Zoom membership for virtual meetings.
- \$640.00 for 1/2 the cost of mowing the lower 6 acres of the White Oak Savanna Park.

Future Spending:

- **Ice Cream Social** We are planning a summer 2022 ice cream social for our members.
- **White Oak Savanna** As the Nature Play Area in the White Oak Savanna is built, we plan on spending some of our grant funds to assist with any items not in the original budget for the project which we feel will enhance the final result.



2021 Advisory Group & Neighborhood Association Annual Reports

Skyline Ridge Neighborhood Association

Group Leadership

Lydia Renner / Keisha Omlid – Co- Presidents
Aaron Omlid – Vice President

Bryan Gilbert – Treasurer
Summer Vaziralli – Secretary

Meeting Times, Dates & Location –

- July 2021, Zoom Meeting online
- September 15, 2021, Zoom meeting online
- December 8, 2021, Zoom meeting online
- In 2021/22 will be held Quarterly on Second Wednesday at 6:30pm (September, December, March, June)

2021 Accomplishments

- Started first quarterly newsletter in Oct/Nov
- Resolved Issues at Skyline Ridge Park by returning Pick ball to tennis courts
- Held Annual 4th of July Picnic
- Firewise Certification
- Pool opening for 2021 with COVID restrictions
- New Neighbor Welcome Gifts Starting in September 2021 to start community engagement early

2021 Challenges

- Emergency preparedness planning
- Raise awareness around community CC&Rs
- Working with the Pool to gather more community feedback prior to opening / changes
- Park destruction from storm

2022 Council Goalsetting

- How to support communities for fire preparedness like cleaning out neglected green spaces.

Any additional feedback to share with the City Council?

None

Accounting of Neighborhood Association Grant Funds

Current Bank Balance: \$1,969.29. Most of our NA spending goes toward the 4th of July party. Will evaluate spending more on zoom account and Firewise opportunities in addition going forward.



2021 Advisory Group & Neighborhood Association Annual Reports

Sunset Neighborhood Association

Group Leadership

President = Legion Anders; Vice Pres = Barbara Dobroth; Secretary = Doug Vokes; Trea = Doreen Vokes

Meeting Times, Dates & Location –

Quarterly meetings = January, April, June, September – 7pm Sunset Primary School library - due to Covid we are unable to meet at the school. We met one (1) time in 2021 at Sunset Park shelter in June

2021 Accomplishments

- Trying to finalize our Sunset Park re-design

2021 Challenges

- Covid

2022 Council Goalsetting

- To complete Sunset Park – we thought the swings would be returned since we were led to believe that they would be part of the final re-design. And a few other minor details

Any additional feedback to share with the City Council?

None

Accounting of Neighborhood Association Grant Funds

None



2021 Advisory Group & Neighborhood Association Annual Reports

Sustainability Advisory Board

Group Leadership

- Co-Chair: Terence (Terry) Shumaker
- Co-Chair: Kim Bria

Meeting Times, Dates & Location –

- Sustainability Advisory Board (SAB) meets monthly, every third Thursday from 6 - 7:30 pm
- Throughout 2021, the group has conducted all of its meetings remotely
- Total number of times met during 2021: Eight.
- Meetings in January, February, June, and July were cancelled.

2021 Accomplishments

- Enrolled the city in the Columbia-Willamette Clean Cities Coalition
- Led the city's enrollment in the Clackamas County Leaders in Sustainability program
 - Police building certified Gold, November 2021
 - Library certified Silver, November 2021
 - City-Hall pending Silver certification as of December 2021
 - Adult Community Center pending Silver certification as of December 2021
- Completed series of three educational webinars, with a minimum of 10 participants, per event
- Completed update of the SAB content on the city website
- Provided SAB 2021 Goals and Tasks document for City Council adoption
- Presented Community Development Code Improvement Proposal to city council on December 13, 2021 under Agenda Bill 2021-12-13-04. The bill was passed with the recommendation to direct staff to evaluate potential changes to the CDC, Building Permit process, or Municipal Code.

2021 Challenges

- Staff capacity to support and advance sustainability work to accomplish the city's climate action goals. Continue advocating for council to hire city personnel focused on meeting the city's adopted climate action goals.
- Maintaining full committee participation and continuity of efforts with all seven members throughout pandemic and member turnover.
- Accurate and timely communication of SAB meeting discussion presented to council that inform council of SAB priorities. Prefer more direct communication and representation to Council throughout the year to increase accountability and direct input from Council.

2022 Council Goal Setting

- **Objective:** The City will reduce emissions through all means possible, supporting collaboration with residential and commercial partnerships that incentivize transitions and adoption of more sustainable practices.
 - **Goal 1:** By March 2022, city staff will identify which Community Development Codes the SAB will review to meet Council's 2021 goals in alignment with the following subject areas. See attached Community Development Code Improvements Proposal for additional information.
 - Community Electrification
 - Resilient Landscaping
 - Tree Canopy Preservation
 - **Goal 2:** By March 2022, city staff and volunteer SAB members will complete the city facilities energy audit.
 - **Goal 3:** By October 2022, SAB will identify recommendations to the council which integrate staff reviews of Goal 1 and Goal 2.
 - **Goal 4:** The city will continue to replace fleet vehicles, maintenance equipment and power tools with available zero-emissions products.

Any additional feedback to share with the City Council?

- The SAB requests that Council add criteria to the CAG application for new members that addresses their qualifications, commitment, and/or experience in sustainability
- The SAB requests that at least one member be a part of the selection process for new members.



2021 Advisory Group & Neighborhood Association Annual Reports

Transportation Advisory Board

Group Leadership

Group Leadership

Greg DiLoreto, P.E., - Chair

Rich Faith – Vice Chair

Meeting Times, Dates & Location

January 27th, February 24th, March 24th, June 24th, July 22nd, September 23rd, and December 9th.

All meetings started at 6:00 and with the exception of September 23rd were held virtually.

September 23rd was a hybrid meeting, both in person and virtual.

2021 Accomplishments

- Recommended to City Council the approval of the Willamette Falls Drive Concept Plan.
- Recommended to City Council continued attention to pavement management with the overall goal of an 80-pavement management condition rating on West Linn streets.
- Recommended to City Council approval of micro-mobility and the trial program with Bird EV scooters.
- Work continues on the implementation of the GO bonds transportation projects.
- Continually monitored ODOT's planned I-205 Improvement Projects, particularly those requiring coordination with the City's Willamette Falls Drive Concept Plan.

2021 Challenges

- The time it takes for ODOT to complete work on the highway 43 project improvements with the City GO bonds.
- The lack of ODOT interest in highway 43.
- The fact that West Linn, by the nature of the economic demographics of its citizens, is unable to obtain an equitable access to federal funds in the region.
- The overwhelming amount of work to be done, given the size of the city staff.
- The lack of multi-modal options.

2022 Council Goalsetting

- Continue working with neighboring cities and Clackamas County with respect to tolling on I-205, advocating for resolution on issues that affect West Linn.
- Addressing transportation impacts as a result of the implementation of HB 2001.
- Study of West Linn sidewalk code requirement and a determination as to the appropriateness of that requirement in building infill.
- Advocate that ODOT provide pavement maintenance to Highway 43 through West Linn.
- Continue working towards a multi-modal transportation system, including micro-mobility and the infrastructure to support electric vehicles



2021 Advisory Group & Neighborhood Association Annual Reports

Utility Advisory Board

Group Leadership

Jon Miller – Chair

Jocelyn Pease – Vice Chair

Meeting Times, Dates & Location –

Bi-monthly, 2nd Tuesday of month, 6pm, City Hall (though all 2021 meetings attended virtually)

2021 Accomplishments

- Overview of I-205 Waterline Project as presented by City Staff, ODOT (October Mtg.), & City Council (Joint City Council/UAB Meeting, Dec. 6, 2021)
- 5-year City financial update, CFO, Lauren Breithaupt and current funding levels for water fund
- Discussion of funding options w/City Finance Dept spreadsheets & CFO Breithaupt
- Discussion of financial mechanisms available for funding Waterline Project
- Appraisal of then discussion of Capital Project updates (e.g. Hwy 43 waterline improvement)
- Staff update of Water Master Plan consultant selection process scheduled for early 2022

2021 Challenges

- Funding for and advocacy role of UAB and I-205 Waterline Project
- Logistical efficiency of Virtual UAB meetings
- 5% water rate increase analysis and UAB recommendation incomplete due to cancellation of November meeting by staff.

2022 Council Goalsetting

- What are Council propositions for building more robust water fund?
- When will voters be asked to vote on bond ballot measure funding I-205 Waterline Project?
- What challenges does the I-205 Waterline Project present in context of updated Water Master Plan?
- What is status of plans to fund water main replacement project?
- Have applications for Federal Infrastructure Funding (ARA) for the I-205 Waterline Project been made?

Any additional feedback to share with the City Council?

None



2021 Advisory Group & Neighborhood Association Annual Reports

Willamette Neighborhood Association

Group Leadership

Kathie Halicki, President

Julia Simpson, Vice President

Elizabeth Rocchia, Secretary

Vicki Hood, Treasurer

Meeting Times, Dates & Location

1/13/2021 no meeting

2/10 zoom

3/10 zoom

4/14 zoom

5/12 zoom

6/9 zoom

7/14 Willamette Park

8/11 zoom

8/25 zoom Special Meeting

9/8 zoom

10/13 zoom

11/10 zoom

12/8 no meeting

2021 Accomplishments

- Appealed Planning Commission ruling on building of Athey Creek Middle School on Dollar St.
- Held a special meeting to take vote on appeal of PC decision
- Met with City Manager
- Had representative at every NAP meeting
- Alerted members (and others) of the closing of the Post Office. Walked Main St. leaving fliers to inform businesses.
- Participated in NAP sponsored Candidate Forum
- Attended multiple Land Use meetings
- Contributed to City Council Goals
- Alerted public about the LPGA Golf tournament/ traffic through Willamette Falls Dr.
- Participated in Police Chief input and forum
- Held WNA Emergency prep forum
- Held elections for officers (July).
- Participated and reminded members to participate on all surveys
- Held a HB 2001 forum
- Contributed to WL Food Pantry

2021 Challenges

- Ice Storm – clean up, no electricity for 2 weeks, no cell internet nor cable nor landlines for 2 weeks, no communication nor heat. Fallen trees, blocked roads (thank you to staff for a huge tree clean up).
- Heat wave –
- Fountain – City Staff placing a fountain on Willamette Falls Dr. without notice to us. We had no input. The cost of said fountain is out of place due to shortage of funds in our city’s coffers. The \$60,000. Could be better spent. The fountain is over the top, both in size and in “sparkling water”.
- Needing 2 volunteers to join the WNA Board.
- Traffic
- Building of Athey Creek Middle School
- Some of the Webex meetings have issues/glitches. Not very reliable, difficult to navigate.

2022 Council Goalsetting

- We would like the city to make decisions by sticking to the Goals they have already set, instead of picking and choosing Goals that are convenient and profitable at certain times.

Any additional feedback to share with the City Council?

- Again, please keep in mind that many of us are employed and have other things on our plates. Please give us a longer time frame to get things (such as this) to you (the 3 weeks are difficult for some, especially during the holidays). Unfortunately there must have been a communication breakdown, our NAP council liaison only attended 1 meeting (the last one). The ODOT tolling is a huge issue, on the minds of WNA along with the safety and traffic along Willamette Falls Dr. and River Heights neighborhood. (How are emergency vehicles going to get in during morning and afternoon hours?)
- Why would staff not inform PC that bollards on Branden Place are not in the Master Plan nor the TSP? Why was TVFR not asked to weigh in on the Dollar St. project (traffic and safety), since Master Plan is not being adhered to?

Accounting of Neighborhood Association Grant Funds

Willamette NA Treasurer’s Report December 2021

- Expenses and donations Jan to Dec 2021
- March 2 Check # 1018 office supplies, notebooks, ink, paper, etc 163.92
- June 17 Check # 1019 donation to The food Pantry 500.00
- September 8 Check # 1020 fee for Zoom use for one year 149.90
- October 28 Bank Transfer: donation to Main Street for Halloween 200.00
- November 18 Check # 1021 Donation to The Food Pantry 500.00
- TOTAL.....1,513.82

Submitted by: Elizabeth Rocchia, WNA Treasurer

Please note: The WNA has been hoping to install two more gateway signs for Willamette neighborhood for several years. With that in mind, we save aside \$500 a year.