



22500 Salamo Road
West Linn, Oregon 97068
<http://westlinnoregon.gov>

WEST LINN CITY COUNCIL MEETING NOTES March 4, 2024

[Call to Order \[1:00 pm/5 min\]](#)

Council Present:

Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Carol Bryck, and Councilor Leo Groner.

Staff Present:

City Manager John Williams, City Recorder Kathy Mollusky, City Attorney Bill Monahan, Parks & Recreation Director Megan Big John, Associate Planner John Floyd, and Associate Planner Chris Myers.

[Approval of Agenda \[1:05 pm/5 min\]](#)

Council President Mary Baumgardner moved to approve the agenda for the March 4, 2024, West Linn City Council Meeting. Councilor Leo Groner seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 4 - 0

Public Comments [1:10 pm/10 min]

There were none.

Clackamas Community College Bond Presentation [1:20 pm/15 min]

Presentation

Handout

Tim Cook, President, Clackamas Community College (CCC), noted the informational packet he had distributed to Council regarding the upcoming bond CCC was considering for the November 2024 election and included a two-pager on the projects and a pamphlet regarding an economic study on the ROI for both CCC and the community, as well as the student center that was proposed. He presented Planting Seeds for Student Success, highlighting CCC's history, operations, and student demographics. Details regarding the bond proposal and the projects it would fund were also described.

Mr. Cook responded to Councilor questions and comments as follows:

- The overall number of CCC staff was just over 900, about half of which were full-time employees; many staff members were adjunct or associate faculty.
- A major cyberattack in February had taken the college offline for over a week and staff are still digging out of the problem. Money was needed to take physical servers into the cloud, to continue to fix Virtual Desktop Infrastructure (VDI) damaged in the attack, to ensure safety of systems, and for improvements recommended by Homeland Security and the FBI. Funds were also needed for HyFlex, a new way of teaching which enabled in-class or online learning.
- CCC's Science, Technology, Engineering, and Mathematics (STEM) Center and science faculty were very engaged with the community. The STEM Center had grown and taken over part of one building. They also had partnerships with local universities and the community and were a very innovative group.
- CCC tried to do everything possible to make the campus welcoming to the community whether community members were there to take a class or not. Last year, the college's youngest graduate was 16 and the oldest was 71 years old. Last year, in cooperation with the YMCA, CCC started offering free drop-in daycare in addition to the regular daycare for students with children.
- The CCC appreciated the Council's partnership, and someone would likely return to Council in the fall to update on the renewal bond effort.

Mayor and Council Reports [1:35 pm/30 min]

Appoint Interim City Councilor

Mayor Bialostosky stated four applications were received and reviewed by Council for the position of Interim City Councilor.

Councilor Groner nominated Anthony Bracco for the position, noting he had been very active as a member of the public and as a member of the Robinwood Neighborhood Association.

Council President Baumgardner stated she had carefully reviewed the applications and had met with and discussed various City matters with most of the applicants. She appreciated that they applied because being on Council was difficult and could be time-consuming. She nominated Kevin Bonnington, noting he had shown initiative to participate and was on the Transportation Advisory Board (TAB) in the past and was now on the Planning Commission. Mr. Bonnington had good local experience and deep roots in the community and would do an excellent job.

Councilor Bryck stated she also supported Mr. Bonnington. She particularly appreciated his application, his enthusiasm and excitement for the work he had already done with the City on the TAB and on the Planning Commission.

Mayor Bialostosky echoed the statements made by the Councilors and expressed appreciation for all who applied, as serving on Council was not easy and was sometimes a thankless job. He also supported Mr. Bonnington's application and was struck by his statement of interest which discussed his values and what he would bring to the table. He believed the other applicants would also make fine Councilors and supported their running for any future City Council vacancies.

Council President Mary Baumgardner moved to approve Appoint Kevin Bonnington to the Interim City Councilor position. Councilor Carol Bryck seconded the motion.

Ayes: Mayor Rory Bialostosky, Council President Mary Baumgardner, Councilor Carol Bryck, and Councilor Leo Groner.

Nays: None.

The motion carried 4 - 0

Charter Review Discussion

Process for Council stipend review

Mayor Bialostosky noted Council had discussed some matters during its goal-setting session that require a vote related to the City Charter, which City Attorney Monahan would describe. Additionally, Council was asked to provide direction where needed to ensure time was available to allow for any ballot measure processes.

- Regarding City Council stipends, he noted the City Charter stated compensation could not exceed a certain amount. There had been discussions about increasing access to Council for citizens and to consider what level of compensation would be sufficient for

participating on Council. He believed it would be best for any stipend to be discussed through a committee so Council would not be setting its own stipend.

City Attorney Monahan noted the Councilors as public officials were prohibited from benefitting from their position by actions they took, and any discussion about a stipend would present a potential conflict of interest. Using a committee that would not benefit in any way by its recommendation on a stipend would be the best action, and any decision to modify the Charter would need to be approved by the voters. The measure could be initiated by Council initially or after the review by a committee. The amount of the stipend could be determined by the voters. Alternatively, the Charter could be modified by removing the stated amount of the stipend and using a different process. He stated a potential conflict of interest would need to be declared before any discussion of a stipend change, and any change would go into effect beyond the Councilors' current terms. He clarified that a conflict of interest would not need to be declared now as the Council was only tasking an advisory committee.

Councilor Bryck liked the idea of using the Budget Committee to make the recommendation due to its knowledge of the broader financial condition of the City.

Mayor Bialostosky and Council President Baumgardner agreed.

City Attorney Monahan answered clarifying questions from Council as follows:

- An individual who was considering running for Council but was undecided should also declare a potential conflict of interest. As Council did not have term limits, they would always need to declare a potential conflict of interest before any discussion of a stipend. If during the time Council would be making the decision to put the issue to the voters, any Councilor who could potentially be running for office again in the future would need to declare a potential conflict of interest.
- Indexing a stipend change to the cost of living was already in the Charter, Section 11 said the maximum amount that was stated, which was from 2008, was adjusted annually by inflation based upon the Consumer Price Index (CPI). Currently, a statement regarding the CPI in the Charter no longer applied. Including an index was acceptable.
- A declaration of a conflict of interest by the Councilors should take place every time the referral of an item for discussion could change the stipend for the Council.

Mayor Bialostosky confirmed Council's agreement that the Budget Committee be tasked with the following:

- Review over the next few months other City Council stipend data and recent trends and changes compiled by the cities of Bend, Wilsonville, and others.
- Review the work responsibilities and community expectations for Council service.
- Make a recommendation on appropriate stipend levels or increases for the Mayor and City Councilors in consultation with the Finance Department.

City Manager Williams noted the Budget Committee would need to be informed of the short timeline. The ballot measure would have to be ready by August to be voted on in November ballot.

Clarify beginning and ending terms

Mayor Bialostosky noted clarifying the beginning and end terms for Council was another Charter matter discussed at Council's goal-setting session. He proposed exploring a Charter amendment to clarify that Councilor terms begin on January 1st at 12:00 am and end on December 31st at 11:59 pm to eliminate confusion at the first Council meeting of the year about who was in or out of office, the oath of office, and when that transition took place.

The Councilors agreed clarity in the Charter is appropriate and important.

City Attorney Monahan explained that when taking the matter to the voters, Council could propose changes to the Charter in a surgical matter, as being discussed now, or more comprehensively. He noted some confusion under Qualifications in Section 12(c) that discussed that someone could be an elected official, employed in a City position that was substantially volunteer in nature, adding he was not sure what that position might be. The language also put an obligation on the Municipal Court to determine if the position was substantially voluntary in nature. He suggested Council review the Charter and note other sections it might want to review for potential changes. The Charter had been revised several times, but not since 2017. He cautioned that multiple changes could result in inconsistencies.

Mayor Bialostosky stated he would work with the City Manager and City Attorney to schedule a Council work session to gather input on potential changes to the Charter from Council and members of the public and determine if a potential ballot measure was warranted.

City Manager Williams confirmed he would need any changes approved by mid-August for the ballot measure process.

City Attorney search process

Mayor Bialostosky sought input from the Council on whether to reopen the City Attorney search process. He noted the contract with Strategic Government Resources (SGR), the recruiting firm, included two searches, so an additional search would not incur additional costs to the City.

Council President Baumgardner supported reopening the search process but recalled being advised to wait a certain amount of time after the prior search to refresh the pool of applicants and asked if that timeline had passed.

City Manager Williams believed enough time had passed, noting spring and especially summer were common seasons for people to relocate.

Council consented to reopen the City Attorney search process.

City Manager Williams stated he would report back about the proposed search timeline at Council's next meeting on March 11th.

Reports from Community Advisory Groups

Council President Baumgardner reported she attended the Committee for Community Involvement (CCI), the Transportation Advisory Board (TAB), and the South Fork Water Board (SFWB) meetings. The TAB meeting had extensive discussion about the sidewalk plans and the need to reevaluate and reprioritize sidewalks due to a lot of public comment the TAB had heard in the last several months about the desperate need for sidewalks. Board members have pointed out for years that a prioritization process already exists and, although it wanted to be responsive to specific requests, it also had to honor the existing process. She had no specific information to report from the other meetings.

There were no other reports.

Women's History Month Proclamations [2:05 pm/5 min]

Proclamation

Council President Baumgardner read the Proclamation, declaring March 2024 as Women's History Month in the City of West Linn.

The special meeting of the City Council was adjourned to convene the work session.

Notes approved 4-8-24.

Waterfront Project and Vision 43 Update [2:10 pm/40 min]

Waterfront & Vision 43 Information

Waterfront Presentation

Vision 43 Presentation

Recreation Center Feasibility Study - Phase 2 Schedule [2:50 pm/15 min]

Rec Center Feasibility Study Information

Presentation

City Manager Report [3:05 pm/5 min]

Adjourn [3:10 pm]



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CITY COUNCIL AGENDA

Monday, March 4, 2024

1:00 p.m. – Special Meeting & Work Session – Council Chambers & Virtual*

- | | |
|-----------------------|------------------|
| 1. Call to Order | [1:00 pm/5 min] |
| 2. Approval of Agenda | [1:05 pm/5 min] |
| 3. Public Comments | [1:10 pm/10 min] |

The purpose of Public Comment is to allow the community to present information or raise an issue regarding items that do not include a public hearing. All remarks should be addressed to the Council as a body. This is a time for Council to listen, they will not typically engage in discussion on topics not on the agenda. Time limit for each participant is three minutes, unless the Mayor decides to allocate more or less time. Designated representatives of Neighborhood Associations and Community Advisory Groups are granted five minutes.

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|---|------------------|
| 4. Clackamas Community College Bond Presentation | [1:20 pm/15 min] |
| 5. Mayor and Council Reports | [1:35 pm/30 min] |
| a. Appoint Interim City Councilor | |
| b. Charter Review Discussion | |
| i. Process for Council stipend review | |
| ii. Clarify beginning and ending terms | |
| c. City Attorney search process | |
| d. Reports from Community Advisory Groups | |
| 6. Women's History Month Proclamations | [2:05 pm/5 min] |
| 7. Waterfront Project and Vision 43 Update | [2:10 pm/40 min] |
| 8. Recreation Center Feasibility Study – Phase 2 Schedule | [2:50 pm/15 min] |
| 9. City Manager Report | [3:05 pm/5 min] |
| 10. Adjourn | [3:10 pm] |

PROCLAMATION

West Linn, Oregon

WHEREAS, women of every race, class, and ethnic background have made historic contributions to the growth and strength of our Nation in countless recorded and unrecorded ways; and

WHEREAS, women have played and continue to play critical economic, cultural, and social roles in every sphere of the life of our Nation by constituting a significant portion of the labor force working inside and outside of the home; and

WHEREAS, women have played a unique role throughout the history of our Nation by providing the majority of the volunteer labor force of the Nation; and

WHEREAS, women were particularly important in the establishment of early charitable, philanthropic, and cultural institutions in our Nation; and

WHEREAS, women of every race, class, and ethnic background served as early leaders in the forefront of every major progressive social change movement; and

WHEREAS, women have served our country courageously in the military; and

WHEREAS, women have been leaders, not only in securing their own rights of suffrage and equal opportunity, but also in the abolitionist movement, the emancipation movement, the industrial labor movement, the civil rights movement, and other movements, especially the peace movement, which create a more fair and just society for all; and

WHEREAS, despite these contributions, the role of women in history has been consistently overlooked and undervalued in the literature, teaching, and study of history;

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF WEST LINN, that March 2024 is designated as

WOMEN'S HISTORY MONTH

and we urge all citizens to celebrate with appropriate programs, ceremonies, and activities that honor the history, accomplishments, and contributions of women.

DATED THIS 4TH DAY OF MARCH, 2024

RORY BIALOSTOSKY, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER

Work Session Agenda Bill

Date: March 4, 2024

To: Rory Bialostosky, Mayor
Members, West Linn City Council

Through: John Williams, City Manager JW

From: Darren Wyss, Planning Manager DSW

Subject: Vision43 and West Linn Waterfront Planning Project Updates

Purpose:

Provide an update to City Council on both the Vision43 and Waterfront planning projects, including general timelines for completion, engagement opportunities, and interactive websites.

Question(s) for Council:

Would Council like to receive additional information about the projects or recommend any additional venues for engaging the community?

Background & Discussion:

The Council has prioritized both the Vision43 and West Linn Waterfront projects on the Planning Docket and provided funding to consultant services to move the projects to completion. Senior Planner John Floyd will provide an update on the Waterfront project and Associate Planner Chris Myers will provide an update on the Vision43 project.

The West Linn Waterfront project intends to create a vision plan for the Willamette River area from the I-205 bridge to the Willamette Neighborhood. The project will create the framework to implement the vision through land use strategies (zoning, development code, design standards) and a financing plan. Community engagement is a vital component to the project. Attached is the Waterfront Community Engagement Plan that was reviewed by the Committee for Citizen Involvement (CCI). The consultant team has also [created an interactive website to glean additional feedback](#).

The Vision43 project will also rely heavily on community engagement and covers the area along the Highway 43 corridor from the I-205 bridge to the city limits with Lake Oswego. Attached is the Vision43 Engagement Plan that was reviewed by the CCI. The [project also has a unique website](#) that allows the community to provide feedback via a few different mechanisms. The goals of the project are to create a new community vision for the corridor and to identify safe pedestrian/bicycle connections from the adjoining neighborhood to the corridor. Zoning and development code analysis and potential amendments will be used to implement the community vision.

Council Options:

Receive project updates and request additional information.

Staff Recommendation:

Receive project updates and request additional information.

Attachments:

1. Vision43 Community Engagement Plan
2. West Linn Waterfront Engagement Plan



Neighborhood Engagement Plan

INTRODUCTION

The Neighborhood Engagement Plan (NEP) outlines the approach to achieve a thorough and effective community engagement process for the City of West Linn's Highway 43 Corridor Vision (Vision43) project. The NEP identifies engagement goals, measures for success, tools, techniques, resources, partners, and anticipated timing for project events. The NEP will also identify the demographics in the corridor that may require focused outreach strategies and provide direction on the type and location of meetings, potential partnering opportunities with existing community-based organizations and community leaders, events, and social media outreach.

APPROACH AND GOALS

The NEP is an evolving document and will be updated during the planning process, as needed to adjust to changing conditions and needs as the project progresses. The Project Team will use this document to measure the effectiveness of outreach efforts to ensure all key audiences within the Corridor are represented. These metrics will be periodically evaluated to respond to gaps in representation and assist the Project Team with focused engagement strategies, with a particular focus on reaching those who may not typically participate in traditional public engagement.

Our approach includes the following goals:

- **Identify barriers to participation.** Cultivate an understanding of existing or potential barriers to participation of all community members within the Corridor.
- **Leverage local networks, community events, and existing engagement efforts.** Build on the variety and depth of existing community involvement initiatives within West Linn to engage the public effectively and efficiently in the development of the Corridor Vision. Participate in major community events, conduct engagement activities at familiar and comfortable community gathering spaces particularly within the corridor, and tap into existing community-based networks and groups to connect with a wider range of community members.
- **Ensure voices are heard from all demographics and interest groups in the Corridor.** Reach the range of community members that are representative of the broader community interests and demographics in the Corridor, including the business community, younger residents, and those who may not typically participate in community engagement efforts.
- **Ensure an accessible planning process.** The community involvement process will be accessible, understandable, and welcoming to all who wish to participate.
- **Collaborate and inform decision-making.** Collect useful and relevant public input that reflects local knowledge and values and informs decision-making related to the Corridor Vision.
- **Ensure accountability.** Provide summaries, updates, and useful information to report back to the community and decision makers about how their input was used to shape the Corridor Vision and make adjustments as needed.

MEASURING SUCCESS

The Project Team will rely on the following metrics of success to help evaluate the NEP and its strategies to ensure objectives outlined below are being accomplished. The Project Team will monitor outreach metrics throughout the process and adjust as needed to ensure we are reaching a range of community members throughout the Corridor.

Accessibility

Metrics may include use of accessibility features for online meetings such as closed captioning; availability of translation/interpretation; use of a broad array of methods that allow different audiences to participate in stakeholder engagement activities, including historically underrepresented groups; and scheduling engagement activities at various times for ease of participation, using both digital and non-digital methods.

Extent or Reach

Metrics may include recruitment data for interviews, neighborhood meetings, focus groups; registration and attendance records for meetings and events to confirm participation of stakeholder audiences; number of survey responses via all methods and languages; and digital media outreach analytics.

Diversity and Equity

Metrics may include recruitment data for interviews, neighborhood meetings, focus groups and advisory committees; collecting demographic data to assess success in reaching percentages of population, as well as the issues on which their perspective differs from the broader public; and input from organizations engaging with diverse populations or promoting equitable solutions and policies.

Follow-through and Feedback Loops Completed with Stakeholders

Metrics may include engagement summaries shared with advisory groups, stakeholders and/or the general public as appropriate; and stakeholder and public feedback on summaries and deliverables received and incorporated as appropriate.

KEY AUDIENCES

The following key audiences are critical to the Highway 43 Vision. Community engagement efforts should be intentional about gathering feedback from these audiences.

- Community Advisory Group established for this project
- City Boards and Commissions
- Neighborhood Associations with a presence in the Corridor (Robinwood and Bolton Neighborhood Associations)
- Youth and youth-focused organizations (e.g., Youth Advisory Council, youth sporting events, High School Civics class)
- Older adults (e.g., Adult Community Center, retirement communities)
- Business community – (E.g., West Linn Chamber of Commerce)
- Equity-focused groups (e.g., High School DEI groups)
- Communities with limited English proficiency
- Accessibility advocacy organizations and individuals experiencing limited mobility and disabilities
- Community-based organizations (e.g., The West Linn Alliance, Faith-based groups – several churches along the corridor)

- Regional partners (e.g., TriMet, ODOT, Metro, Clackamas County)

The Project Team will continue to add collaborators and key audiences as needed to the contact list to ensure strong representation from across the City.

ENGAGEMENT METHODS, ACTIVITIES, AND TOOLS

Project Website

City staff will create a dedicated project web page using the City's website and the City's Engagement HQ platform. The project website will be used as an outreach tool to connect online with audiences throughout each phase of the update process. The website will provide a broad spectrum of information on the planning process, including a document library, a schedule of events, and plan updates. When documents are available to the public, the Project Team will provide the documents in PDF format and make them available on the website. The website will be used as a public portal to access and complete online surveys, digital mapping exercises, or other digital engagement activities. In general, MIG staff will provide content for the website, with input and support from City staff who will be responsible for also posting information to the website. The website will also include a project email address for community members to submit general comments or questions.

Interviews/Neighborhood Discussions

The Project Team will facilitate up to 10 individual meetings, focus groups, or round table interviews to identify key issues and opportunities that should be addressed for Vision43. This may include listening sessions with the Bolton and Robinwood Neighborhood Associations, as well as targeted outreach to other key community groups or stakeholders. Meetings or focus groups also may be organized with the Youth Advisory Council. The Project Team will facilitate the meetings and provide a summary of input following the conclusion of all meetings, interviews, and focus groups. These meetings are expected to take place throughout the course of the project.

Pop-up Outreach Toolkit

Traditional meetings and workshops often attract an active group of residents who regularly attend similar planning events. To attract a larger audience beyond the usual participants, the project team will develop an outreach toolkit to assist community partners and City staff with communicating project updates and soliciting feedback at key locations within and near the Corridor, including key businesses, gathering places (e.g., Robinwood Park, Robinwood Station Community Center, churches, major grocery stores, etc.), or major community events. The City will share an events calendar to coordinate pop-up activities with major community events. The pop-up outreach toolkit will include substantive components needed for the City to conduct pop-up events and other outreach activities. Toolkits will include the following items:

- A guide that identifies the purpose and the desired outcomes of the activity
- A postcard that provides a basic introduction to the project and information about how to learn more about Vision43
- Pop-up event display boards and instructions
- Agenda templates and sign-in sheets
- Instructions for providing feedback through the City's website

- A “Frequently Asked Questions” factsheet
- Comment forms or brief questionnaires to solicit feedback and/or direct people to participate in online survey activities

The **pop-up** materials will be visual, colorful, and allow for brief interactions so a person can participate on their own terms. The pop-ups will include information about the planning process, visualizations and, if available, related graphics/imagery completed to date, and an interactive exhibit that solicits feedback from community members. When possible, the pop-up will include a method to collect demographic information to understand how representative participation is.

To reduce engagement fatigue while promoting the project and engage the community, activities, informational materials, and pop-up events will be held in areas with high foot traffic and community events that draw in the public. The City will share information for the target locations for pop-up engagement with the project team.

Target Activities and Locations

- Tabling events at:
 - Movies in the park
 - Concerts in the park
 - Farmer’s Market
 - Large high school sporting events
- Intercept surveys at local grocery stores
- Presentations at the Adult Community Center (ACC) during the weekly lunch
- “Living room” sessions which consist of a community member hosting city staff and up to ten friends to discuss the project
- “Coffee and cookies” at the library, which will include serving coffee and cookies in the atrium of the library and discussing the project and handing out materials to community members

Virtual Community Kickoff

MIG will use an online survey to engage residents in a discussion of potential mixed use development opportunities and pedestrian and bicycle improvements for key locations in the corridor. MIG will work with the City to determine the most appropriate survey tool to use to conduct the virtual survey. City staff will use a variety of methods to encourage participation in the survey, including announcements via the City Website, social media channels, interested parties email lists, and other measures.

Project Working Group and Technical Advisory Group

The planning process will be guided by a Project Working Group (PWG) and Technical Advisory Group (TAG), who will meet throughout the work period to shape project goals, identify needs, and develop recommendations. The PWG and TAG will be made up of community members representing an array of backgrounds, viewpoints, and interests. To make sure the project is capturing feedback from other interest groups across the city, the PWG will include liaisons from the following City Advisory Boards:

- Youth Advisory Council
- Economic Development Committee
- Planning Commission
- Parks and Recreation Board

- Public Safety Advisory Board
- Sustainability Advisory Board
- Transportation Advisory Board
- Utility Advisory Board
- Diversity, Equity, and Inclusion (DEI) Advisory Group
- Additional community members selected through an application process and who represent a range of interests and perspectives

The TAG will comprise of representatives from the following:

- City of West Linn Public Works
- City of West Linn Parks and Recreation
- City of West Linn Economic Development
- TriMet
- ODOT
- Clackamas County Transportation
- Metro Transportation Division

The process will include five PWG and five TAG meetings over the course of the project. Meetings will coincide with major deliverables and City Council meetings. Meetings are expected to take place in-person, with hybrid and/or virtual options available if needed. Liaisons to other City Committees/Boards will also be asked to keep their respective boards apprised of current progress, and outreach opportunities, any issues relevant to that group that may arise.

Outreach Advertising, Notification, and Promotion

A variety of methods will be used to publicize and promote opportunities for the different audiences to provide input and feedback that informs the Corridor Vision project.

To advertise outreach activities, MIG will provide the following:

- *Event announcement and press release text:* MIG will provide a brief text overview of the planning process and short description of options to participate in outreach activities.
- *Meeting flyers or posters:* MIG will provide flyers or posters to advertise larger-scale community events. In addition to information about the meeting objectives, date, time, location, and format, the flyers will include a QR code and link to the project website with additional information about outreach activities.
- *Bitly links and QR codes:* MIG will provide a shortened link and QR code for the webpage that the City can use in other advertising materials, as needed and desired.

The City should consider advertising activities through the following:

- The Vision43 project website
- City website homepage
- City newsletters and other local journals (print, online, and Facebook)
- The Youth Advisory Council
- City social media feeds (Facebook, Twitter, NextDoor)

- Utility bills
- City email lists
- Other group email lists
 - Sports associations
 - HOA/neighborhood groups
 - Senior associations
 - Service clubs
 - Civic groups
 - Neighborhood Associations and Neighborhood Chairs Committee
- Radio and TV news
- School Facebook pages and newsletters
- Library pages and newsletters
- Churches, social service providers, cultural service providers, and other trusted liaisons to underrepresented groups
- Signs/posters/flyers with QR at businesses, parks, or other community assets within the Corridor.

Corridor Concepts Workshop and Online Survey

MIG will work with the City and community partners to host and facilitate a workshop to provide input and evaluate the preliminary connectivity improvements and code concepts. The City will be responsible for selecting and reserving the event space to hold the in-person workshop. Concurrently, MIG will launch an online, map-based survey where users can provide input on the design concepts and potential development code concepts and implementation measures. MIG will use the Maptionnaire survey tool to gather feedback on the concepts.



 Activity Timeframe
  Planning Commission or City Council Meeting
  PWG/TAG Meeting
  Concept Workshop
  Major Community Event

[illegible]



MEMORANDUM

January 2, 2024

To: John Floyd and Darren Wyss

Organization: City of West Linn

From: Adrian Witte, Toole Design

Project: West Linn Waterfront Plan

Re: **Public Involvement Plan – Updated in January 2024**

This Public Involvement Plan (PIP) outlines the approach for engaging the community and stakeholders in the West Linn Waterfront Plan. It details the responsibilities of the consultant team and City staff.

This plan aims to conduct true involvement rather than solely outreach. *Outreach* is defined as informing people and organizations about what is happening as a part of this planning effort. *Involvement* is defined as being open to hearing what people think, hearing their hopes and fears, integrating what we hear, and being open to that taking us in different directions, or resulting in us needing to be clear about what is and is not possible.

Public Involvement Goals

The main goal of our public involvement is to follow on from the engagement conducted before the pandemic and take out to the public a community vision for the waterfront that was developed from their feedback. The intent is to develop broad consensus that will carry proposed redevelopment and transportation changes through adoption and into implementation. Specific goals for the engagement process include:

1. **Identifying and gathering feedback** from current project area stakeholders and potential future users, including hard-to-reach constituents.
2. **Validating that the City honors and remembers the 30+ years of input** gathered in prior waterfront planning efforts.
3. **Supporting long-term government-to-government collaboration** with the Tribes who have interests in the history and future of Willamette Falls and the West Linn section of the Willamette River.
4. **Confirming and refining the pre-pandemic vision**, guiding principles, and community preferences.
5. **Creating space to build compromise and consensus** based on common interests and goals around revitalizing the waterfront and creating safe multimodal access for community members. This strategy

defines consensus as reached when more project constituents support than oppose recommendations, and when most of those who do not prefer the recommended solution agree that the decision was made for valid and understandable reasons.

6. **Building momentum and support** to adopt and implement the land use and transportation changes recommended in the plan.

Project Scope Parameters

It is important to identify what topics and solutions lie within the project scope, and which aspects of the project are not open to change based on public input. Fixed aspects of the project include:

- **Project Boundaries:** the project includes the three districts shown on Figure 1.
- **Guiding Principles:** public conversation from 2017-2019 yielded four guiding principles: River Access, Celebrating Heritage, Reinvestment Opportunity, and Transportation Improvements. While elements of these principles may be refined and updated through the current process, these are foundational to our work and serve as key themes in our messaging. This project will utilize the feedback, interests, and concerns shared from prior engagement as our starting point.
- **Other scope parameters:** new connections to or across I-205 are beyond the scope of the project. The West Linn Willamette Falls Drive 2021 Conceptual Design Plan has identified the transportation solution for the intersection with OR-43.

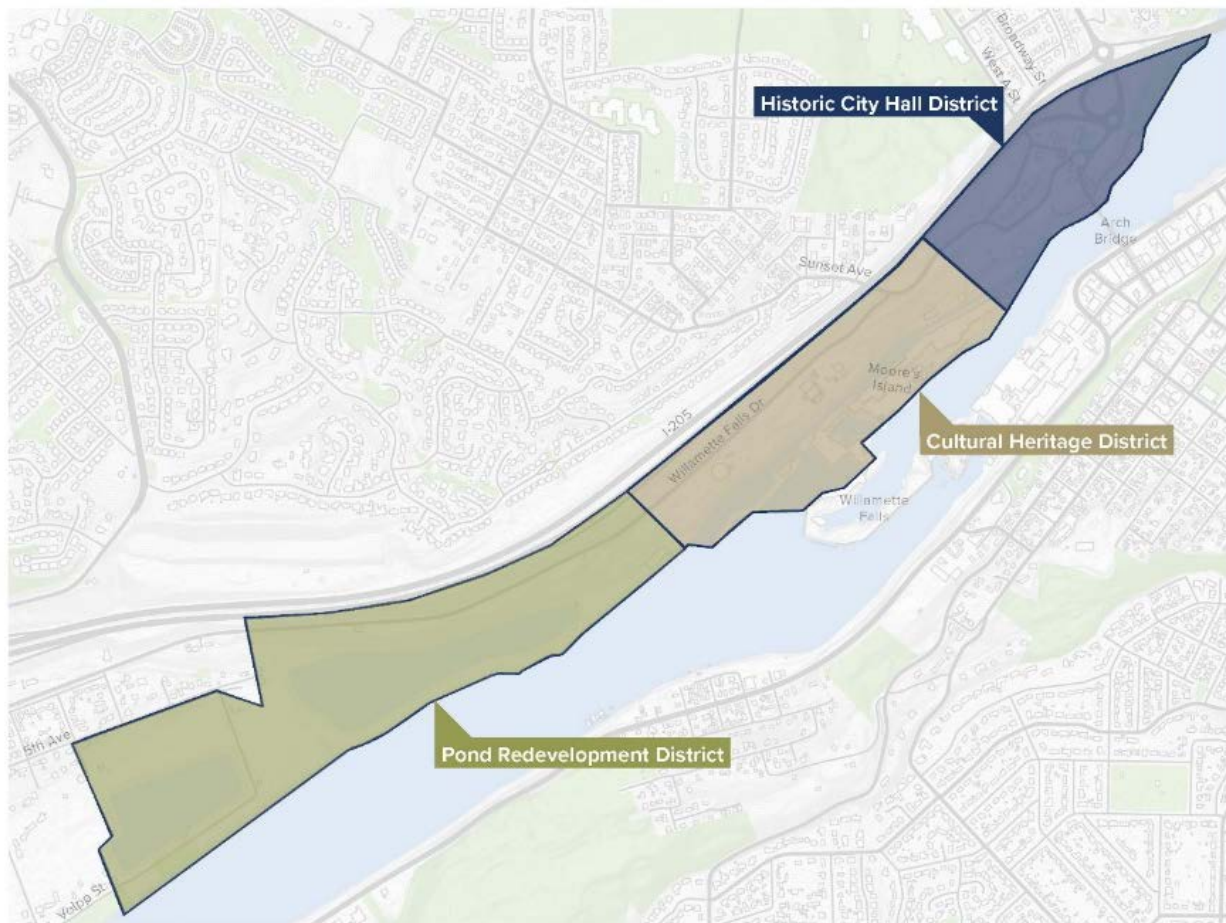


Figure 1: West Linn Waterfront District Map and Project Boundaries.¹

Key Audiences

As stated in the goals section, the public involvement process seeks to involve waterfront stakeholders and potential users, including constituents who are harder-to-reach. The table below lists primary and additional constituencies that make up the key audiences targeted by this involvement plan. Input from all key audiences will be sought and considered throughout the process, but methods of engagement will focus on involving primary constituencies. *Key stakeholders* are indicated with an asterisk – they may benefit from one-on-one interviews or meetings periodically during the project to build trust and reach agreements.

¹ The area labeled Industrial Heritage District on this figure is now referred to as the Cultural Heritage District. All future project materials will incorporate this change.

Primary Stakeholders and Constituencies	Additional Stakeholders and Constituencies
<ul style="list-style-type: none"> • Major project area property owners* including PGE, Belgravia, and Schultz Development Group. • Project area residents including both owners and renters. • Project area business owners including the West Linn Paper Company. • Youth in the City of West Linn, particularly West Linn High School students. • Willamette Falls Trust* • Willamette Falls and Landings Heritage Area Coalition* • The Confederated Tribes of the Grand Ronde* • The Confederated Tribes of the Siletz Indians* • The Confederated Tribes of the Umatilla Indian Reservation* • The Confederated Tribes of Warm Springs* • The Confederated Tribes and Bands of the Yakama Nation* • People who live, work, play, and own businesses in the City of West Linn, including marginalized people who experience unequal access to the Willamette River. 	<ul style="list-style-type: none"> • The Bolton, Sunset, and Willamette Neighborhood Associations. • The West Linn Historical Society. • Organizations advocating for stewardship of the Willamette River, such as the Willamette Riverkeepers and the Human Access Project. • Residents of the greater Portland metro and mid-Willamette regions who may be interested in project area river access. • City developers and property owners without a current stake in the project area. • The Nez Perce Tribe, who holds treaty rights but is not currently a partner in the Willamette Falls Trust or the Willamette Falls Coalition efforts.

Timeline and Activities

Below is a high-level timeline for involvement phases. Each phase includes breadth and desired outcomes of involvement, as well as methods for gathering information and potential questions to ask.



PHASE 1: SEPTEMBER 2023 – MARCH 2024

Intent:

- Conduct broad community engagement.
- Present Draft Vision Plan developed from prior engagement.
- Gather initial preferences for land use, urban form, river access, and multimodal transportation, building on the feedback gathered through previous visioning.
- Establish communication with key stakeholders.

Questions for stakeholders and the public:

- How would you like to be able to access the river?
- What public and private land uses would you like the waterfront to support?
- What urban form would support new investment while celebrating the area's heritage?
- What transportation connections or improvements would support safe access to a revitalized waterfront?

Focus of elected official and leadership engagement:

- Introduce and promote the project.
- Summarize past planning and public input.
- Solicit input on the Draft Vision Plan.
- Determine which aspects of the project most interest or concern them.

Meetings and Events

Place-Based Tabling

In-person outreach events will include tabling activities at existing community events (e.g., the farmer's market), as well as informal in-person engagement where staff can be present and discuss the project with the public (such as tabling at local grocery stores, food pantries, coffee shops, major transit stops, dog-walking pathway,

school sports events, and other gathering places). Note that these could also be coordinated with outreach for the Highway 43 project.

Project Working Group (PWG) and Technical Advisory Committee (TAC)

A Project Working Group (PWG) has been developed to include key stakeholders in the area. This group was engaged in the development of the Draft Vision Plan including two (2) meetings to review and comment on the plan.

A Technical Advisory Committee (TAC) will also be developed to represent staff from the City of West Linn and other relevant agencies including ODOT, Oregon City, TriMet, and others. One meeting of the TAC is anticipated during this phase to review the Draft Vision Plan. These groups will also be encouraged to promote outreach events through their contacts lists.

Stakeholder Interviews

Interviews were conducted with key stakeholders to go into more depth about certain topics, e.g., meetings with major property owners to understand future development plans, etc. This included meetings with Belgravia, PGE, Willamette Falls Trust, and the development group of the Confederated Tribes of the Grand Ronde.

Tribal Coordination

City staff will contact Tribes with connections to the project area to brief them on the project. Tribal representatives are included as stakeholders on the Project Working Group (see description above). A stakeholder interview was conducted with Willamette Falls Trust (that represents four of the Tribes) and with the development group of the Confederated Tribes of the Grand Ronde and further coordination will be sought with Tribal representatives.

Vancouver Waterfront Site Visit

The project team will conduct a site visit of the Vancouver Waterfront with members of Council, the Planning Commission, and other key stakeholders to discuss lessons learned from one of the most successful local waterfront redevelopment projects.

Civic Presentations

City staff will conduct briefings and present at existing community group meetings as needed to introduce the project, gather feedback from those groups, and to promote the community outreach process. This may include presentations to the following groups: the Bolton, Sunset, and Willamette Neighborhood Associations, Youth Advisory Council, Willamette Riverkeepers, West Linn Historical Society, Human Access Project.

Decision-Maker Briefings

Staff will conduct briefings for the Planning Commission and Council to update them on the public engagement process.

Materials and Tools

Project Website

The project website will provide information about the project, its timeline, and how the public can get involved. The site will advertise outreach events, include a link to the online survey, provide a running FAQ section, and provide links to project materials (e.g., the first update will include a summary of prior planning and engagement and a link to the Draft Vision Plan). The website will be updated for each phase of public involvement (see below) and as other materials are approved for public release.

Online Survey

The online survey will introduce the project and ask questions to confirm the outcomes of prior outreach and community visioning. It will allow people to provide input on their preferences for land use, urban form, river access, and multimodal transportation, and other aspects of the Draft Vision Plan using example images. It will incorporate a map of the project area with callouts to explain what is currently known about opportunities, constraints, and existing features and what programming people would like to see in each area. The online survey will be distributed in a variety of ways, including linked via the project website, linked via a QR code on the project flyer and public information boards, and distributed via email distribution lists, social media, and other channels. The online survey is intended to be consistent with the meeting-in-a-box materials (described below), to provide comparable opportunities for online and in-person involvement.

PDF-Based Comment Page

A comment page will be developed and linked via the project website that allows community members to review key pages of the Vision Plan and add comments about the opportunities and challenges for that location.

Project Flyer

A project flyer will be developed for pinning on community notice boards or handing out to community members that might not have time to engage with staff at public events. The flyer will include a brief description of the project, a link to the project website, and a QR code to link to the online survey.

Meeting-in-a-Box

Materials will be developed that can be used by consultant or city staff to conduct public meetings, information sessions, and briefings. “Meeting-in-a-box” materials will include a slide deck and speakers notes for virtual and in-person presentations, and project boards for interactive conversations at in-person tabling events. These materials will be designed consistent with the online survey, to provide comparable opportunities for online and in-person involvement.

Press Release

A press release will be developed to kick-off Phase 1 of the public engagement process that can be distributed via the City’s website, to media outlets, and on social media.

PHASE 2: APRIL 2024 – AUGUST 2024

Intent:

- In-depth involvement with working groups and key stakeholders.
- Analyze zoning options for meeting the community vision.
- Share code and transportation recommendations for feedback.
- Maintain transparency with the broader public.

Questions for stakeholders and the public:

- Which land use option will best achieve the community vision?
- Which transportation and code changes are necessary, feasible, and beneficial?
- How should we finance implementation efforts?
- What barriers to success can we anticipate and overcome?

Focus of elected official and leadership engagement:

- Vet options and recommendations for major opportunities or fatal flaws.
- Inform them of the needs and preferences of different constituents.
- Build willingness to take action.

Meetings and Events

Virtual Open House

A virtual open house will be advertised and conducted to present the results of community input and how this was used to develop the Final Vision Plan. The format will be a presentation plus time for facilitated Q&A. The virtual open house will be recorded and posted to the project website.

Project Working Group (PWG) and Technical Advisory Committee (TAC)

Two (2) meetings of the PWG are anticipated during this phase. One meeting will review the results of community input and seek feedback on the Final Vision Plan. The other meeting will review proposed land use plans and changes to the Comprehensive Plan, zoning, and Community Development Code. One (1) meeting of the TAC is anticipated to review proposed land use plans and changes to the Comprehensive Plan, zoning, and Community Development Code.

Civic Presentations

City staff will conduct follow-up presentations with stakeholder organizations and community groups as needed to update them on project progress, the results of community input, and to present changes to the Final Vision Plan.

Planning Commission Meeting

The project team will present the Final Vision Plan and Draft Land Use Plan at a meeting of the Planning Commission.

City Council Briefing

The project team will brief City Council on the results of public outreach, present the Final Vision Plan, and gather feedback on the Draft Land Use Plan.

Tribal Coordination

Tribal representatives are included as stakeholders on the Project Working Group and will be part of work sessions and asked to provide feedback on project deliverables.

Materials and Tools

Project Website

The project website will be updated to reflect this phase of public engagement. This will include updating website text, adding to the running FAQ section, providing a summary of feedback heard during Phase 1, posting the recording of the virtual open house, and uploading the Final Vision Plan. For this phase of engagement, the project team will be looking for comment on the draft Land Use Plans and will provide a generic email address or survey template for the public to submit comments on these documents.

Recording of Virtual Open House

The project team will record the virtual open house and post it to the project website.

Press Release

A press release will be developed to update people on Phase 2 of the public engagement process that can be distributed via the City's website, to media outlets, and on social media.

Presentation Materials

The project team will provide maps and graphics and prepare a slide deck for use in delivering civic presentations and decision-maker briefings.

PHASE 3: SEPTEMBER 2024 – DECEMBER 2024

Intent:

- Build momentum for implementation.
- Allow for public comment prior to adoption.

Questions for stakeholders and the public:

- Does this plan align with the community vision?
- What next steps do you hope the city will take?

Focus of elected official and leadership engagement:

- Finalize plan for adoption.
- Confirm commitment to implementing the plan.

Meetings and Events

Virtual Presentation

A virtual presentation will be recorded to present the draft Master Plan and how it responds to public feedback. The virtual open house will be recorded and posted to the project website.

Project Working Group (PWG) and Technical Advisory Committee (TAC)

A meeting will be conducted with each of these groups to review the Draft Redevelopment Action Plan and recommended amendments to the TSP. Comments will also be sought from these groups on the Draft Master Plan report.

Civic Presentations

City staff will conduct follow-up presentations with community groups as needed to update them on project progress and to gather feedback on the Draft Master Plan.

Tribal Coordination

Tribal representatives are included as stakeholders on the Project Working Group and will be part of work sessions and asked to provide feedback on project deliverables.

Historic Review Board (HRB) Meeting

The project team will brief the HRB on the project and present the Draft Land Use and Redevelopment Action Plans for feedback.

Planning Commission Meeting

The project team will present the Draft Redevelopment Action Plan and recommended amendments to the Comprehensive Plan and Zoning Map at a meeting of the Planning Commission.

City Council Meetings

The project team will present at up to three (3) City Council meetings to brief Council on recommended updates to the Comprehensive Plan, Zoning Map, and Community Development Code, the Redevelopment Action Plan, recommended amendments to the TSP, and to present the Draft and Final Master Plan for Council adoption.

Outreach Materials and Tools

Project Website

The project website will be updated to reflect this phase of the project. This will include updating website text, adding to the running FAQ section, and uploading any relevant documents summarizing work to date. For this phase of engagement, the project team will be looking for comment on the Draft Master Plan. A generic email address or survey template will be provided for the public to submit comments on these documents.

Recording of Virtual Open House

The project team will record the virtual open house and post it to the project website.

Press Release

A press release will be developed to update people on Phase 3 of the public engagement process that can be distributed via the City's website, to media outlets, and on social media.

Presentation Materials

The project team will provide maps and graphics and prepare a slide deck for use in delivering civic presentations and decision-maker briefings.

Work Session Agenda Bill

Date: 2/26/2024

To: Rory Bialostosky, Mayor
Members, West Linn City Council

Through: John Williams, City Manager JW

From: Megan Big John, Parks & Recreation Director

Subject: Community Recreation Center Feasibility Study Phase 2 Schedule

Purpose:

To update the Council on the community engagement schedule for Phase 2 of the Community Recreation Center Feasibility Study.

Question(s) for Council:

How do the Council members want to engage in Phase 2 process?

Background & Discussion:

Through coordination with MIG, Inc., the lead consultant for the project, the schedule below has been created to provide multiple opportunities to gather community input on the question at hand, "Does the Community of West Linn support the funding needed to build a Community Recreational Center?" The schedule listed shows the meetings set with the consultant teams' attendance. Staff will also be attending additional community meetings to update the public on engagement opportunities and the process.

- **Public Open House Events – 6:00 PM location TDB In Person and Virtual**
 - Open House 1: Program, Site, Initial Concept Design Options – April 4th
 - Open House 2: Refined Design & Cost Estimate – May 23rd
- **Steering Committee Meetings – 6:00 PM location TBD in person**
 - Workshop 1: Program & Site Analysis – March 7th
 - Workshop 2: Initial Design Options – March 21st
 - Workshop 3: Preferred Design Option – April 25th
 - Workshop 4: Cost Estimate & Final Design – May 16th
- **PRAB and then City Council Formal Presentations**
 - Presentation 1 – PRAB April 11st & Council April 15th
 - Presentation 2 – PRAB May 30th & Council June 10th
- **Polling (Statistically Valid)- date to be determined.**
- **Additional community meetings being scheduled.**

Council Options:

Attend outreach opportunities including Public Open Houses, Steering Committee Workshops and/or other community meetings to help promote the process.

Staff Recommendation:

Staff suggest that the Council considers attending some of the community engagement opportunities.

Attachments:

None.