



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

WEST LINN CITY COUNCIL MEETING MINUTES January 13, 2026

[Pre-Meeting](#)

[Call to Order and Pledge of Allegiance \[6:00 pm/5 min\]](#)

Council Present:

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

Staff Present:

City Manager John Williams, City Attorney Kaylie Klein, Finance Director Lauren Breithaupt, Parks & Recreation Director Megan Big John, Administrative Assistant Teresa Howard, Library Director Doug Erickson, Community Relations Coordinator Danielle Choi, and Honors Attorney Kristen James.

Mayor Bialostosky noted that Councilor Bryck will be attending virtually.

[Approval of Agenda \[6:05 pm/5 min\]](#)

Council President Mary Baumgardner moved to approve the agenda for the January 13, 2026, West Linn City Council Meeting. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[Public Comment \[6:10 pm/10 min\]](#)

Cary & Teri Cummings provided public comment virtually.

[Mayor and Council Reports \[6:20 pm/15 min\]](#)

[Election of Council President](#)

Councilor Carol Bryck moved to approve Appoint Mary Baumgardner as Council President. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[Community Advisory Group Appointments](#)

Mayor Bialostosky placed before the following appointments to the Community Advisory Groups:

Library Advisory Board: Clinton Springer

Sustainability Advisory Board: Samantha Thoreson and Amy Schauer

Councilor Leo Groner moved to approve the Community Advisory Group Appointments. Councilor President Mary Baumgarden seconded the motion.

Mayor Bialostosky noted that there are vacancies on Budget Committee, Audit Committee, Committee for Community Involvement, Transportation Advisory Board and Utility Advisory Board, with no applications at this time. Mayor Bialostosky would like the openings advertised in Council newsletter and on social media. He also requested that the letters sent to applicants who were not appointed be notified of the vacancies.

Councilor Leo Groner moved to approve the Mayor's appointments. Council President Mary Baumgardner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

Council Liaison Appointments

Mayor Bialostosky opened the discussion on Council Liaison appointments, noting that, from the pre-meeting discussion, most councilors wish to retain their current assignments with a few changes. There was no further discussion.

Mayor Bialostosky placed before Council reappointing everyone to their current liaison appointments with the following changes:

Library Advisory Board to Council President Baumgardner

Transportation Advisory Board to Councilor Leo Groner

Arts & Culture Commission to Councilor Carol Bryck

Council President Mary Baumgardner moved to approve the Mayor's Council Liaison Appointments. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

Reports from Community Advisory Groups

Mayor Bialostosky reported on the great meeting with the Youth Advisory Board in December, during which they continued discussion on transportation and pedestrian safety projects previously shared with the Council. He shared with the board that they may have a future opportunity to provide input on one of the projects in a potential city bond measure.

Councilor Groner reported that he met with the Arts & Culture Advisory Board meeting on January 7th. The holiday market went well at the Adult Community Center, noting that the parade was somewhat disappointing. He noted a coordinated art project along Highway 43 involving the cities of West Linn, Lake Oswego, and Oregon City. Councilor Groner further reported that there is a need for a mural policy, as there is interest in creating murals but no current policy for either public or private property. He also added that he recently did jury duty which enjoyed, Mayor Bialostosky thanked him for his service.

Councilor Bonnington reported that the Economic Development Committee completed their SWAT analysis which led into a discussion about new and potential revenue sources for the city. Thursday there was a Park & Recreation Advisory Board Meeting, most of the discussion was regarding the Utility Fee that will be discussed later in the current meeting.

Councilor Bryck, noted openings on the Utility Advisory Board and reported that the last meeting was cancelled due to a lack of quorum, emphasizing the need to generate interest in joining the committee so future meetings can be held. Mayor Bialostosky asked if they had gone below the quorum threshold, Councilor Bryck responded that had everyone been in attendance they would have had a quorum, one person was absent.

Council President Baumgardner reported that she and Councilor Bryck attended the Clackamas County Business Alliance 2026 Legislative Summit, where they learned about what is coming up in the legislative session and met with legislators and other local elected officials. She noted that she has continued participating in various regional meetings, including the management and operations meeting with the Willamette Falls and Landings Heritage Area Coalition and a legislative committee meeting. Council President Baumgardner added that she will attend the Metro 50-Year Visioning Summit on Thursday, where invitees will share their vision for the metro area, and will report back to Council.

Mayor Bialostosky noted that Councilor Groner requested the Healthcare for All proclamation which Councilor Groner then read.

[Proclamations \[6:35 pm/10 min\]](#)

[Healthcare for All](#)

[Proclamation](#)

Councilor Groner read the Healthcare for All Proclamation.

[Martin Luther King, Jr. Day](#)

[Proclamation](#)

Council President Mary Baumgardner read the proclamation declaring January 19, 2026 as Martin Luther King Jr. Day.

[Audit Committee Presentation \[6:45 pm/10 min\]](#)

City Manager Williams introduced Finance Director Lauren Breithaupt and Tonya Moffit from Merina & Co., thanking them and the Finance Department for their work on the audit.

Director Breithaupt began by stating that they were very pleased to have another successful audit this year and introduced Tonya Moffit to present the June 30, 2025, audited financial statement, which is an annual comprehensive financial report.

Ms. Moffit stated that the audit received a clean, unmodified opinion, the highest level of financial statement report that is given. The city received the Government Finance Officers Association (GFOA) Award for Excellence for the June 30, 2024, audit and expects the city will receive it for the June 30, 2025, audit as well.

The Oregon Minimum Standards Report, a compliance report required by the Oregon Legislature which has specific items for municipal auditors to review, was also completed. This was also a great audit with no findings. Ms. Moffit noted that this is Merina & Co's last audit with the City of West Linn and has appreciated working with City staff and Council over the past several years.

Council President Baumgardner thanked Ms. Moffit, noting it was reassuring that the City's finances are being carefully monitored. Mayor Bialostosky also expressed appreciation and noted that Ms. Moffit will be missed. Director Breithaupt added that Merina & Co. is concluding its government audit work and that the City will transition to a new auditor, Aldrich CPAs.

Councilor Bryck stated that they were expecting a clean audit and are looking forward to working with the new auditors next year.

[Consent Agenda \[6:50 pm/5 min\]](#)

[Agenda Bill 2026-01-13-01: Meeting Minutes for December 9, 2025 Council Meeting Draft Minutes Information](#)

Council President Mary Baumgardner moved to approve the Consent Agenda for the January 13, 2026, West Linn City Council Meeting which includes the December 9, 2025, meeting minutes. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[Business Meeting \[6:55 pm/90 min\]](#)

[Agenda Bill 2026-01-13-02: ORDINANCE 1769, RELATING TO THE PROCESS FOR VACATION OF A RIGHT-OF-WAY, EASEMENT, AND REAL PROPERTY](#)

City Attorney Kaylie Klein introduced Honors Attorney, Kristen James who has worked with staff on Ordinance 1769. Attorney James reviewed the memo included in the packet. She noted that neither the current West Linn Municipal Code nor the Community Development Code (CDC) specifies a procedural process for vacating a public right of way, easement, or other public property. She explained that the lack of a defined process creates uncertainty as to whether such vacations are considered land use decisions, appealable to the Land Use Board of Appeals (LUBA), or policy decisions which are appealable to the circuit court - an important distinction.

Attorney James further explained that Ordinance 1763, adopted in October 2025, repealed language in the CDC that classified street vacations as land use decisions but didn't add any clarifying language to either the CDC or West Linn Municipal Code. Currently it is arguable that vacations are policy decisions appealable to circuit court and not land use decisions appealable to LUBA. The city legal department and planning department recommend clarifying that vacations are policy decisions, consistent with the best practices of neighboring cities. The proposed ordinance would require the City to follow the process established in ORS Chapter 271, which sets forth the procedural process for both petitioner-initiated and city-initiated vacations, and directs the governing body to approve or deny vacations based on public interest.

Councilor Bryck stated that she appreciated the clarification moving forward. Mayor Bialostosky asked why the City would prefer appeals to be heard in circuit court rather than by the Land Use Board of Appeals (LUBA). Attorney James replied that LUBA is a forum frequently used for appeals and that it is best practice to clearly designate the appeal venue. She noted that West Linn's neighboring cities designate circuit court as their appeal venue, and the proposed ordinance will align with that practice. She added that circuit court process includes a public hearing requirement, provides for public comment, notice requirements for petitioner-initiated vacations, and provides opportunities for public input.

[ORD 1769 Information](#)

Council President Mary Baumgardner moved to approve First Reading for Ordinance 1769, relating to the process for vacation of a right-of-way, easement, and real property, and set the matter for Second Reading. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

Council President Mary Baumgardner moved to approve Second Reading for Ordinance 1769, relating to the process for vacation of a right-of-way, easement, and real property, and adopt the ordinance. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

Agenda Bill 2026-01-13-03: RESOLUTION 2026-01, REVISING FEES AND CHARGES AS SHOWN IN ATTACHMENT A AND UPDATING THE MASTER FEES AND CHARGES DOCUMENT OF THE CITY OF WEST LINN RELATED TO THE PARKS MAINTENANCE FEE

RES 2026-01 Master Fees Information

Mayor Bialostosky introduced City Manager John Williams to present the staff report for Resolution 2026-01 regarding Parks Utility Service Fee. City Manager Williams stated that the item was a continuation of the Council's December discussion on funding for the Operations Center. He noted that in December, council approved a \$45 million Full Faith and Credit Obligation to be repaid from city funds, primary through City utility rates, which includes sewer, stormwater, streets, and water funds. Approximately 17-18% of the project is attributed to the Parks Department, funded through the General Fund and largely supported by the Parks Utility Service Fee.

City Manager Williams explained that, in December, the Council directed staff to return with options for increasing the Parks Utility Service fee to cover the General fund portion of the project. He added that the General Fund faces long-term stability challenges, which Council is addressing to ensure the continuation of City services. Increasing the Parks Utility Service Fee to cover the Parks Department's share of the Operations Center project would be a significant step towards long-term stability.

City Manager Williams stated that the issue is complex and that staff have worked throughout the fall to evaluate the City's financial needs, long-term strategy, and community engagement efforts. He introduced Finance Director Lauren Breithaupt, Library Director Doug Erickson, Community Relations Director Danielle Choi, and Parks Director Megan Big John, who have been involved in planning and communication related to the project.

City Manager Williams explained that the resolution before Council proposes two phased increases to the Parks Utility Service Fee: one to fund the Parks Department's share of the Operations Center Project and one to align the fee with the full cost of parks maintenance services.

Finance Director Breithaupt outlined the two components of the proposed Parks Utility Service Fee increase. She stated that the first increase of \$5.00 a month would take effect January 1, with impacts reflected on the February bills, and the second increase of \$5.20 would take effect July 1st, reflected on the August bills.

Director Breithaupt explained that the first increase is intended to align the parks revenue with the park's maintenance expenses. She noted that the fee currently covers only 83% of maintenance costs and the proposed increase would close that gap.

Director Breithaupt stated the second increase would fund the Parks Departments portion of the Operations Center debt service. She explained that the Full Faith and Credit Obligation

approved in December is tentatively scheduled for issuance in March, with first payment in December 2026, followed by principal and interest payments in June. She reported the total annual debt services is estimated at approximately \$3.2 million, of which the Parks Department portion is \$561,000 annually. She added that other portions of the Full Faith and Credit would be covered by existing rates, with potential future fee discussions.

Library Director Doug Erickson provided an overview of the communications plan he has been developing with Community Relations Coordinator Danielle Choi. He explained that the plan is intended to convey the timing, costs, and economic context of the proposed resolution, with the goal of ensuring clear and transparent information for the public while supporting the Council with a long-term communications strategy.

Coordinator Choi explained that for complex issues such as the municipal budget, they recommend a two-tiered communications approach consisting of a high-level overview supported by more detailed information through channels such as the OWL Newsletter, long-form content, and press releases. She stated this approach allows community members to engage at varying levels of detail. She added that the communications effort has been called "Funding Our Future" initiative, with a centralized hub connecting related projects. Overall, this communications strategy would emphasize transparency, accuracy, reliability, and timely information. Staff are prepared to support Council in ongoing community discussions.

Director Erickson stated that staff researched historical and societal trends to contextualize the Parks and Utility Service Fee increase. Using 2008 as an example, he noted that the Consumer Price Index has risen 54.1%, the Employee Cost Index has increased over 57%, and construction costs have risen 97% since that year. He added that West Linn's Parks Department maintains 2-3 times more acreage per FTE than the national average, which is approximately 20 acres per person, adding that this does not include infrastructure. He noted that these data points can be used in the communications strategy to explain rising costs and the need to maintain services to keep pace with rising costs.

City Manager stated that staff is seeking Council direction on next steps, including how Council would like to proceed and how staff can best provide support. He added that discussion of the City's financial strategic plan will continue this winter at the Council retreat, including identifying challenges, values, potential options, and time frame for discussing with the community.

Mayor Bialostosky noted that he wanted to make sure Council was prepared to consider the resolution and that all Councilors had an opportunity to share their thoughts. He proposed scheduling a future work session for further discussion with a vote at a business meeting the week after.

Councilor Bonnington stated that this is a significant and impactful issue and thanked staff for their work. He emphasized the importance of transparency and clearly outlining the strategy prior to considering a fee increase, noting that increased public understanding can lead to

greater public support and help address the budget shortfall collectively.

Mayor Bialostosky asked Councilor Bonnington if he needed further information from staff regarding the Parks Maintenance Fee. Councilor Bonnington said he feels well prepared and has information he needs, he feels the public at large could benefit from more information.

Councilor Groner stated that it is important to demonstrate responsible stewardship of public funds. He asked for clarification regarding Parks Department staffing levels, noting that he did not believe staffing had increased and may have declined. Parks Director Megan Big John responded to the question that in 2016 there was a shift in budget a reduction in leadership and that money used to bring in 2 field staff members. City Manager Williams added that the parks maintenance fee was raised in 2021 to hire 2 additional maintenance workers.

Councilor Bryck stated aligning the Parks Utility Fee with the actual maintenance costs is important and would reduce the burden on the General Fund. She suggested it would be helpful to see charts showing what the fee covers compared to the actual maintenance costs. Councilor Bryck added that there is some urgency to have everything aligned for the Full Faith and Credit obligation, while recognizing the importance of community outreach.

Mayor Bialostosky stated that he recognizes community members are experiencing rising costs and economic pressures and would like to keep costs as low as possible. He noted that Council has a duty to ensure the City's finances remain stable. He added they will go at the speed that Council is able. He requested a few draft communication strategy plans prior to vote, as well as different phasing approaches of increases. Mayor Bialostosky would also like to look at the legislative history from Parks Maintenance Fee discussion from 2007, there was a council discussion at that time that they would like the fee to cover the full cost of maintenance. Regarding operations center, he would like to dive a little deeper into the financials as to what the impact of the \$5 would be and free up in the Parks fund and why it is needed again, prior to the vote.

Council President Baumgardner expressed concern about the project timeframe, noting that it initially appeared there was more time than may actually be available. She emphasized concerns about affordability and the impacts on rent-burdened residents and stated that Council should clearly communicate how assistance programs are accessed and how affordability considerations are incorporated.

She added that it is Council's responsibility to ensure the City's needs are being met and that, if fees have not kept pace with costs, they need to be addressed. Drawing on her experience serving on South Fork Water Board, she referenced the long-term maintenance costs associated with the aging water main from the Clackamas River. She noted that the community will expect clear information and answers, while acknowledging the need to bring funding in line with costs. Council President Baumgardner stated she is prepared to vote when the Council is comfortable voting, if not tonight it should be sooner rather than later.

Councilor Groner requested a comparison of the proposed fee structure with those of neighboring cities. Councilor Bonnington stated that when the fee was initially discussed, he had assumed it was already covering maintenance costs and suggested an analysis of the additional funding needed to address deferred maintenance. Mayor Bialostosky added that other cities are having the same conversations about rates and keeping up with costs along with rising construction costs.

Council President Baumgardner asked about the recommended timeframe. City Manager Williams responded that staff have most of the information requested by Council, with the primary remaining item being the cost and scope of deferred maintenance. He stated that staff could return with information as early as the following week, or alternatively at the first work session in February, and acknowledged Council's differing timeline preferences.

Mayor Bialostosky stated his preference for a work session either the following week or the first week of February to allow staff adequate preparation time and agenda placement. He confirmed with the City Manager that the discussion would continue and noted his intent to schedule a tentative vote in February once consensus is reached.

[Agenda Bill 2026-01-13-04: Pioneer Center Intergovernmental Agreement \(IGA\) for Adult Community Services](#)

[Pioneer Center IGA Information](#)

City Manager John Williams stated that staff were present to provide information on the Pioneer Center and the Intergovernmental Agreement (IGA) with Oregon City, which was on the agenda for Council approval. He introduced Parks and Recreation Director Megan Big John, along with Cecily Rose from the Pioneer Center in Oregon City, to provide information and a presentation.

Director Big John stated that West Linn has maintained an IGA with Oregon City since 2008 for services provided at the Pioneer Center. She explained that the services support older adults and residents with disabilities and that the partnership allows for efficient, high-quality service delivery while avoiding duplication of staff and resources. She also noted that the IGA is currently approved annually and has been discussed for renewal as a five-year agreement with annual fee adjustments.

Cecily Rose, Social Services and Community Center Manager for the Pioneer Center, provided an overview of the Center, its history, and services for seniors and individuals with disabilities. Since 1979, West Linn and Oregon City have partnered to serve both communities, which included Loaves and Fishes.

Manager Rose stated that the Pioneer Center provides services to seniors and individuals with disabilities, in partnership with Clackamas County Social Services, and emphasized the program's importance for vulnerable community members. She reported that the Center provided over 6,000 Meals on Wheels to West Linn residents last year, in addition to social and

recreation services, five days a week compared to the West Linn Adult Community Center's one-day-per-week meal program.

Manager Rose provided a brief overview of how the Pioneer Center is funded, including support from organizations, state and local programs, private donors, grants, and fundraising events. She noted that under the original 2008 agreement, West Linn contributed \$38,000 annually, and under the current 2025 agreement, the contribution is \$41,000, reflecting a modest increase due in part to careful stewardship and collective efforts. Director Big John added that West Linn has one FTE managing the Adult Community Center, and without the partnership, the city could not provide these services. Manager Rose also noted that over 200 volunteers, many from West Linn, support the Center, and she expressed appreciation to the Council, Director Big John, and Adult Community Center staff for their collaboration.

Mayor Bialostosky thanked Manager Rose and Director Big John for the presentation and noted his positive experience volunteering. He suggested it could be a team-building opportunity for other Council members, which Manager Rose welcomed, mentioning Community Champions Week in March as one possibility. Mayor Bialostosky expressed gratitude for the partnership. Council President Baumgardner also thanked them for the services provided and noted community appreciation, expressing interest in volunteering.

Council President Mary Baumgardner moved to approve the Intergovernmental Agreement with the City of Oregon City for services provided by the Pioneer Adult Community Center, including the revised budget and renewal options. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[Agenda Bill 2026-01-13-05: Heritage Tree Nomination – McLean Park](#)

[Heritage Tree Nomination Information](#)

City Manager John Williams introduced Parks and Recreation Director Megan Big John, who presented a nomination for a Heritage Tree in McLean Park. Director Big John provided background on the Heritage Tree Program, governed by Municipal Code Section 8.710, noting that nominations can be submitted by any individual with the property owner's consent. She outlined the evaluation process, which includes an arborist assessment, review by the Parks and Recreation Advisory Board (PRAB), and final approval by City Council.

The nominated tree, a Giant Sequoia, estimated to be 80 years old and over 100 feet tall, scored 450 on the evaluation criteria. PRAB unanimously recommended designation on November 13, 2025. The tree has historical significance, believed planted in 1940 by Dr.

McLean's son. Director Big John requested Council consideration for designation, with a celebration planned during Arbor Month in April.

Council President Mary Baumgardner moved to approve the nomination of the Giant Sequoia at the McLean Park as a Heritage Tree in recognition of its historical, environmental, and community significance. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[City Manager Report \[8:25 pm/5 min\]](#)

Mayor Bialostosky asked about including the Parks and Recreation Advisory Board in discussions on the Parks Maintenance Fee. City Manager Williams responded that the Board could be notified and invited to participate and could include discussions regarding the Oppenlander property and land on Parker Road.

City Manager Williams reviewed upcoming Council meetings, the next work session would include discussion of West Linn's Marijuana Prohibition and the requested information on the Parks Maintenance Fee. He added that a work session is scheduled for February 3, and that the first work sessions in February and March will be moved from 1:00 p.m. to 6:00 p.m., as confirmed by Council.

He further noted that staff are working to schedule the Council's annual priority-setting meeting, including discussion of the City's financial strategic plan, with proposed dates of February 13 or February 27.

City Manager Williams added that the February 3rd work session will include a discussion with the Utility Advisory Board on water rates as well as the annual report from the Police Review and Recommend Committee. He stated that the February 10th business meeting will include a presentation from SMART regarding proposed service along I-205. He also reported plans to meet with Neighborhood Associations, the School Resource Officer at the Library and noted the artwork of artist Marlana Stoddard-Hayes on display in Council Chambers.

[Adjourn \[8:35 pm\]](#)

Minutes approved 2-10-26



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

CITY COUNCIL AGENDA

Tuesday, January 13, 2026

5:30 p.m. – Pre-Meeting – Bolton Room & Virtual*

6:00 p.m. – Business Meeting – Council Chambers & Virtual*

1. Call to Order and Pledge of Allegiance [6:00 pm/5 min]
2. Approval of Agenda [6:05 pm/5 min]
3. Public Comment [6:10 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.

4. Mayor and Council Reports [6:20 pm/15 min]
 - a. Election of Council President
 - b. Community Advisory Group Appointments
 - c. Council Liaison Appointments
 - d. Reports from Community Advisory Groups
5. Proclamations [6:35 pm/10 min]
 - a. Healthcare for All
 - b. Martin Luther King, Jr. Day
6. Audit Committee Presentation [6:45 pm/10 min]
7. Consent Agenda [6:50 pm/5 min]

The Consent Agenda allows Council to consider routine items that do not require a discussion. An item may only be discussed if it is removed from the Consent Agenda. Council makes one motion covering all items included on the Consent Agenda.

- a. Agenda Bill 2026-01-13-01: Meeting Minutes for December 9, 2025 Council Meeting

8. Business Meeting

[6:55 pm/90 min]

Persons wishing to speak on agenda items shall complete the form provided in the foyer and hand them to staff prior to the item being called for discussion. A separate slip must be turned in for each item. The 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.

- a. Agenda Bill 2026-01-13-02: ORDINANCE 1769, RELATING TO THE PROCESS FOR VACATION OF A RIGHT-OF-WAY, EASEMENT, AND REAL PROPERTY
- b. Agenda Bill 2026-01-13-03: RESOLUTION 2026-01, REVISING FEES AND CHARGES AS SHOWN IN ATTACHMENT A AND UPDATING THE MASTER FEES AND CHARGES DOCUMENT OF THE CITY OF WEST LINN RELATED TO THE PARKS MAINTENANCE FEE
- c. Agenda Bill 2026-01-13-04: Pioneer Center Intergovernmental Agreement (IGA) for Adult Community Services
- d. Agenda Bill 2026-01-13-05: Heritage Tree Nomination – McLean Park

9. City Manager Report

[8:25 pm/5 min]

10. Adjourn

[8:35 pm]

**City Council meetings will be conducted in a hybrid format with some Councilors, staff, presenters, and members of the public attending virtually and others attending in person. The public can watch all meetings online via <https://westlinnoregon.gov/meetings> or on Cable Channel 30.*

Submit written comments by email to City Council at citycouncil@westlinnoregon.gov. We ask that written comments be provided before noon on the day of the meeting to allow City Council members time to review your comments.

If you cannot attend the meeting in person and would like to speak live at a public meeting by videoconferencing software or by phone, please complete the form located at: <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> by 4:00 pm the day of the meeting to be input into our system. Instructions on how to access the virtual meeting will then be provided to you by email prior to the meeting. If you miss the deadline and would like to speak at the meeting, please fill out the form and staff will send you a link as time allows.

The City abides by Public Meetings law. If you believe a violation has occurred, please [click here](#) to inform the staff of your concern.

To request an interpreter or other communication aid, please contact Kathy Mollusky at 503-742-6013 or kmollusky@westlinnoregon.gov.

When needed, the Council will meet in Executive Session pursuant to ORS 192.660(2).

PROCLAMATION

West Linn, Oregon

WHEREAS, the City of West Linn recognizes that health is a fundamental human right and a prerequisite for a thriving, productive, and stable community, and that the well-being of our residents is the highest civic priority; and

WHEREAS, access to comprehensive, affordable, and quality health care is essential to sustaining the quality of life, economic vitality, and overall public health of all families, workers, and businesses within the City of West Linn; and

WHEREAS, the current complexities and rising costs of the health care system place undue financial strain on West Linn families, small businesses, and individuals, often resulting in medical debt, delayed necessary care, and diminished economic security for our residents; and

WHEREAS, Health Care for All Oregon (HCAO) is a statewide coalition advocating for a universal, publicly funded, equitable, and sustainable health care system designed to cover every Oregon resident; and

WHEREAS, the objectives of HCAO align with the City's commitment to social equity, fiscal responsibility, and local empowerment, by reducing individual financial burdens and supporting the creation of a healthier, more resilient workforce; and

WHEREAS, the City Council of West Linn desires to formally endorse and recognize the significant efforts of organizations like HCAO in striving to achieve health care reform that benefits all citizens of the State of Oregon, including those residing within our municipal boundaries.

NOW, THEREFORE, the City encourages its residents and elected officials to engage in informed discussion regarding policies that strengthen access to comprehensive health care coverage throughout our state.

DATED THIS __TH DAY OF ____, 2026

RORY BIALOSTOSKY, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER

PROCLAMATION

West Linn, Oregon

WHEREAS, Martin Luther King, Jr. was a visionary leader whose commitment to equality, justice, and peace left an indelible mark on the history of our nation; and

WHEREAS, Dr. King's steadfast dedication to the civil rights movement, his tireless efforts in challenging systemic racism and segregation, and his powerful speeches continue to inspire generations to carry forward his message of unity; and

WHEREAS, the City of West Linn recognizes the importance of commemorating and celebrating the life and contributions of Martin Luther King, Jr., and the significance of his legacy in promoting equality and social justice; and

WHEREAS, Martin Luther King, Jr. Day is a national observance and an opportunity for communities across our country to reflect on the ongoing work that remains in the pursuit of racial equality; and

WHEREAS, the City of West Linn is committed to fostering an inclusive community that embraces diversity, and to promoting understanding, respect, and equality among all residents.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF WEST LINN, that January 19, 2026 is Martin Luther King Day and we encourage all community members to join together in honoring the life and accomplishments of Dr. Martin Luther King, Jr., and to participate in activities that promote unity, equality, and social justice.

DATED THIS 13TH DAY OF JANUARY, 2026

RORY BIALOSTOSKY, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER



Agenda Bill 2026-01-13-01

Date: December 31, 2025

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

From: Kathy Mollusky, City Recorder *KM*

Through: John Williams, City Manager *JRW*

Subject: Draft Meeting Minutes

Purpose: Approval of City Council Meeting Minutes.

Question(s) for Council:

Does Council wish to approve the attached City Council Meeting Minutes?

Public Hearing Required: None required.

Background & Discussion:

The attached City Council Meeting Minutes are ready for Council approval.

Budget Impact: N/A

Sustainability Impact:

Council continues to present its meeting minutes online, reducing paper waste.

Council Options:

1. Approve the Council Meeting Minutes.
2. Revise and approve the Council Meeting Minutes.

Staff Recommendation:

Approve Council Meeting Minutes.

Potential Motions:

Approving the Consent Agenda will approve these minutes.

Attachments:

1. December 9, 2025, Council Meeting Minutes



CITY OF
West Linn

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

WEST LINN CITY COUNCIL MEETING MINUTES December 9, 2025

[Pre-Meeting](#)

[Call to Order and Pledge of Allegiance \[6:00 pm/5 min\]](#)

Council Present:

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

Staff Present:

City Manager John Williams, City Attorney Kaylie Klein, City Recorder Kathy Mollusky, Community Development Director Steve Koper, Associate Planner Aaron Gudelj, Finance Director Lauren Breithaupt, and Principal Planner Darren Wyss.

[Approval of Agenda \[6:05 pm/5 min\]](#)

Council President Mary Baumgardner moved to approve the agenda for the December 9, 2025, West Linn City Council Meeting with the one change of moving items 4b and c, the CAG appointments, to the end of meeting. Councilor Carol Bryck seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[Public Comment \[6:10 pm/10 min\]](#)

There were none.

[Mayor and Council Reports \[6:20 pm/15 min\]](#)

[Reports from Community Advisory Groups](#)

Mayor Bialostosky and City Manager Williams attended the Clackamas County Chair's Monthly Mayor's meeting where they discussed the houseless measure and the storm response.

Councilor Bryck attended the Planning Commission meeting where they received an update on the Vision43 plan.

Council President Baumgardner and the Mayor attended the Willamette Falls Lock Authority meeting and also an event held with partner cities and other stakeholders regarding the locks relaunch event informing the partners about our money ask of the legislature and the status of the locks.

Councilor Bonnington attended the Economic Development Committee meeting where they continued to work on the swat analysis. He attended the tree lighting on Friday and thanked the Parks Department.

Councilor Groner enjoyed the tree lighting and chorus.

[Consent Agenda \[6:50 pm/5 min\]](#)

[Agenda Bill 2025-12-09-01: Meeting Minutes for November 18, 2025 Council Meeting](#)

[Draft Minutes Information](#)

[Agenda Bill 2025-12-09-02: Amendment to City Attorney Contract](#)

[Attorney Contract Information](#)

Council President Mary Baumgardner moved to approve the Consent Agenda for the December 9, 2025, West Linn City Council Meeting which includes the November 18, 2025, meeting minutes and the amendment to the City Attorney contract. Councilor Carol Bryck seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[Business Meeting \[6:55 pm/90 min\]](#)

[Agenda Bill 2025-12-09-03: Public Hearing: ORDINANCE 1766, ADOPTING TEXT AMENDMENTS TO WEST LINN COMPREHENSIVE PLAN CHAPTER 2: LAND USE PLANNING, ADOPTING THE BOLTON AND WILLAMETTE TOWN CENTER BOUNDARIES AS REQUIRED BY OREGON ADMINISTRATIVE RULES CHAPTER 660 DIVISION 12 AND TITLE 6 OF THE METRO URBAN GROWTH MANAGEMENT FUNCTIONAL PLAN](#)

[ORD 1766 Information](#)

Mayor Bialostosky called to order the legislative public hearing on PLN-25-03, a proposal to adopt text amendments to West Linn Comprehensive Plan Chapter 2. The proposed amendments will adopt the Bolton and Willamette Town Center Boundaries as required by Oregon Administrative Rules Chapter 660 Division 12 and Metro Urban Growth Management Functional Plan Title 6. He explained how the hearing would proceed.

City Attorney Klein explained the Council's decision must be based on consideration of: 1) the statewide planning goals and administrative rules adopted under ORS Chapter 197, 2) applicable federal or state statutes or rules, 3) applicable plans and rules adopted by Metro, and 4) on the City's comprehensive plan and development code. The Council may consider any relevant testimony that received. Any party with standing may appeal the decision of the City Council to the State Land Use Board of Appeals according to the rules adopted by that Board. Persons with standing include those who submit written comments or present oral arguments.

None of the members of the Council declared a potential or actual conflict of interest.

Principle Planner Wyss gave the staff report.

[Presentation](#)

There were no public comments. Mayor Bialostosky closed the public hearing.

Council President Mary Baumgardner moved to approve First Reading for Ordinance 1766, adopting text amendments to West Linn Comprehensive Plan Chapter 2: land use planning, adopting the Bolton and Willamette town center boundaries as required by Oregon Administrative Rules Chapter 660 Division 12 and Title 6 of the Metro Urban Growth Management Functional Plan, and set the matter for Second Reading. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

Council President Mary Baumgardner moved to approve Second Reading for Ordinance 1766, adopting text amendments to West Linn Comprehensive Plan Chapter 2: land use planning, adopting the Bolton and Willamette town center boundaries as required by Oregon Administrative Rules Chapter 660 Division 12 and Title 6 of the Metro Urban Growth Management Functional Plan, and adopt the ordinance. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[Agenda Bill 2025-12-09-04: Public Hearings: Proposed Annexation of 1.3 Acres at Tax Lot 21E25CC00300](#)

Mayor Bialostosky explained that the City has received a petition for the annexation of property at Tax Lot Number 21E25CC00300 to the City. The petition also includes annexation to the Tri-City Service District and the withdrawal from the Clackamas County Enhanced Law Enforcement District. The petition has been found to be sufficient and per Oregon Revised Statute (ORS) 221.111.

Council President Mary Baumgardner moved to Accept the petition and hold a public hearing on the annexation of property at Tax Lot Number 21E25CC00300 to the City. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[ORDINANCE 1767, ESTABLISHING THE ZONING DESIGNATION AS RESIDENTIAL, R-7 UPON ANNEXATION OF TAXLOT 00300, CLACKAMAS COUNTY ASSESSOR MAP 21E25CC](#)

Mayor Bialostosky called to order a public hearing regarding application number ANX-25-01 for the annexation of property at Tax Lot Number 21E25CC00300 to the City. Annexations are a two-step process. Step one is the quasi-judicial land use decision. Quasi-judicial rulings must be grounded in the relevant code, and if the application meets the code, the Council must approve it. Step two is the legislative decision. He explained how the hearing would proceed.

City Attorney Klein explained annexations go through a two-step process. Both steps can be done at the same hearing date. Step one is a land use decision. The Council determines whether the proposed annexation is consistent with the intent of the West Linn Comprehensive Plan and CDC Chapter 81. The Council will designate a zone for the property in step one. Step two review for annexation proposals is a legislative or policy decision that applies the standards of WLMC 2.930. During step two, the policy decision, the Council, in its discretion, may: 1) decide to set a public hearing for the annexation request; 2) delay a public hearing on the requested annexation; or, 3) pass a resolution placing the annexation request on a ballot for an advisory vote. At the conclusion of step two, the Council may approve an annexation request if it finds that the annexation is in the best interest of the City based on the report prepared by the Planning Director; testimony and evidence presented at the public hearing; and any other information, evidence, or analysis the City or the Council deems relevant to the application. The applicant has the burden of proving that the application is consistent with the approval criteria of ORS 222.111, West Linn Municipal Code 2.930, Community Development Code (CDC) Chapter 81 and Metro Code section 3.09. As the City Council is sitting quasi-judicially, any testimony, argument or evidence that speakers give the Council must be directed at these criteria. Prior to the conclusion of the first public hearing on an application, the applicant, or anyone who takes part in the hearing, may request a continuance or ask that the record be left open to present additional information. If there is such a request, the Council will either continue the public hearing to a date certain, or leave the record open for at least seven days for additional written evidence, argument or testimony. Failure to raise an issue accompanied by statements or evidence sufficient to allow the Council and the parties an opportunity to respond to the issue precludes appeal to the Land Use Board of Appeals based on that issue.

No Council members declared a potential or actual conflict of interest or bias.

No Council members of the City Council wish to report any site visits or ex parte contacts.

No members of the audience wish to challenge the jurisdiction of the City Council to hear this matter.

No members of the audience wish to challenge the impartiality or ex parte disclosures of any member of the Council.

Associate Planner Gudelj gave the staff report.

[Presentation](#)

Councilor Bryck confirmed the grey color on the map are parcels that are not in the City limits, are not annexed, and that access to this property will come from Roxbury Drive.

Council President Baumgardner confirmed it meets the requirements for emergency service

access and asked how many potential homes could be on this site.

Associate Planner Gudelj stated the applicant is required to get a Tualatin Valley Fire & Rescue permit as part of the application and it is included in the staff report. The highest density for this property is about 36 units; however, the Applicant has not said this is the intention for this property. The Traffic Impact Study talks about impacts of potential development on this property. This is not a requirement; the Applicant did it to show the impacts this development could have. The maximum development could be 30 to 40 units if they were town homes; Less than 10 for single family homes.

Applicant Presentation

Rob Mathews, future owner of the property, and Jeff Bennet-Dawson, Applicant and Engineer, thanked city staff for processing the application well and expeditiously. They do have some tentative layouts of the site, the maximum amount of townhome units is 20 to 22 and the maximum number of single-family homes is 6.

Mayor Bialostosky confirmed the traffic study contemplated both studies.

Councilor Groner confirmed they want to annex into the city to develop the property and build single-family homes.

Council President Baumgardner asked if any concerns have been communicated from the neighbors and how much communication they have had with the neighbors.

Mr. Mathews stated they performed the property line adjustment prior to the application to annex because they wanted to do a land swap with one of the neighbors. Besides that individual, they have not had any contact with anyone else.

There were no public comments. Mayor Bialostosky closed the public hearing.

Council President Mary Baumgardner moved to approve First Reading for Ordinance 1767, establishing the zoning designation as Residential, R-7 upon annexation of TAXLOT 00300, Clackamas County Assessor Map 21E25CC, and set the matter for Second Reading. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

Council President Mary Baumgardner moved to approve Second Reading for Ordinance 1767, establishing the zoning designation as Residential, R-7 upon annexation of TAXLOT 00300,

Clackamas County Assessor Map 21E25CC, and adopt the ordinance. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[ORDINANCE 1768, APPROVING THE ANNEXATION OF REAL PROPERTY LOCATED IN TAXLOT 00300, CLACKAMAS COUNTY ASSESSOR MAP 21E25CC; REMOVING THE PROPERTY FROM SPECIAL DISTRICTS](#)

Council President Mary Baumgardner moved to approve First Reading for Ordinance 1768, approving the annexation of real property located in TAXLOT 00300, Clackamas County Assessor Map 21E25CC; removing the property from special districts, and set the matter for Second Reading. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

Council President Mary Baumgardner moved to approve Second Reading for Ordinance 1768, approving the annexation of real property located in TAXLOT 00300, Clackamas County Assessor Map 21E25CC; removing the property from special districts, and adopt the ordinance. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[ORD 1767 & 1768 Information](#)

[Agenda Bill 2025-12-09-05: RESOLUTION 2025-18, AUTHORIZING THE EXECUTION AND DELIVERY OF A FINANCING AGREEMENT, ESCROW AGREEMENT, AND RELATED SALE DOCUMENTS; PLEDGING THE CITY'S FULL FAITH AND CREDIT TO THE FINANCING PAYMENTS DUE UNDER THE FINANCING AGREEMENT; AUTHORIZING THE EXECUTION AND DELIVERY OF THE CITY OF WEST LINN, OREGON FULL FAITH AND CREDIT OBLIGATIONS, IN ONE OR MORE SERIES, IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED \\$45,000,000 FOR PURPOSES](#)

OF FINANCING THE DEVELOPMENT, CONSTRUCTION AND EQUIPPING OF A CENTRALIZED OPERATIONS CENTER; DESIGNATING AUTHORIZED REPRESENTATIVES AND DELEGATING AUTHORITY; DECLARING AN INTENT TO REIMBURSE; AND RELATED MATTERS.

RES 2025-18 Information

City Manager Williams stated Council has been working on the development of the new operations facility all year long to replace the outdated facility on Norfolk Road. Council has worked on design elements, cost elements, financing elements, funding elements. Council directed staff to bring before them a Full Faith and Credit Obligation (FFCO) to finance the construction of the project. This is separate from General Obligation bonds that must be approved by taxpayers because they generate new money that must be paid by taxpayers. These are covered by existing funding streams. They will be funded through existing utility rates on all streets, storm, water, and parks. Council also directed staff to return in January with a potential \$5 increase to supplement the general fund component which is the parks fund.

Finance Director Breithaupt explained the FFCO is an issuance of debt, in this case \$45 million. It will be paid back from the general resources of the City - water or utility rates and general funds. This does not create an additional tax, it is paid for by revenue the City already receives or by increasing fees. The resolution was written by bond counsel. Once the resolution is approved, staff will go forward with our financial advisors to draft the operating statement. Then we will go through a credit review process where they will rate our municipal bonds based on our credit status. Then it will go out to the competitive market and bid on by investors. We will then select the best bid with the lowest interest cost. The City will issue the debt and will pay over the next 25 years to pay back the debt with interest. The payback is detailed in the agenda bill: \$962,000 to streets fund; \$561,000 to each of the sewer, storm, water and parks general funds. It is a significant payback each year. The City plans to issue in March. There is a reimbursement clause in here, as soon as this is approved tonight, any expenditures that happen to the project, we will be able to reimburse ourselves with debt we incurred up to 60 or 90 days previously, like design costs.

Mayor Bialostosky has been thinking a lot about this project, it is a huge financial decision. If we don't raise fees, we would have to postpone some projects and things would not be good.

Finance Director Breithaupt explained when Council approved the budget, it was balanced and everything looks decent. For the five-year forecast, the general fund does not look good. This FFCO was included in the budget at a little lower cost for parks. Some of the other funds can't as easily raise fees. The Public Works dept has gone through the schedules for capital maintenance. They can afford the debt service of this; however, it decreases their ability to do repairs, maintenance, and other capital projects.

Mayor Bialostosky doesn't want to put off critical projects. A general fund deficit means cutting

and we do not have any nonessential staff, we are already lean. Our property taxes were frozen low in the 90s at \$2.12 per thousand. We cannot change that rate so fees are one of the only ways we can pay for projects. We have to raise fees, even if it is a modest amount, we cannot just come up with \$45 million.

Councilor Groner understands the park department fee is supposed to match the parks expenses and that has not been done for several years.

Finance Director Breithaupt stated the municipal code doesn't say something direct to that effect. The Council minutes from 2007 state their intention that eventually, they would catch up to 100%. They started with one amount and over years, they hoped to cover the fees. The fees aren't covering approximately \$500,000 a year.

Mayor Bialostosky stated costs have gone up and there has been inflation. We can only raise 3% every year and the rates go up 5% that doesn't keep up with the cost of construction, labor, personnel, etc.

Councilor Bryck stated at the prior biennium, the budget committee was talking about this project and money was being maintained in reserves to help fund it when we got this close. The City just annexed some property into city which will increase tax base after development.

Finance Director Breithaupt agreed and stated the City has been planning for this for years, that is why we do 5- and 20-year forecasts. Some funds might look flush because the City is saving for things like this.

Council President Baumgardner acknowledged and appreciated all the planning and work that is being done and the transparency so the public can see it and understand the process.

City Manager Williams stated this is a huge project for us. It has taken years to get to this point and venture into a project this large. That's why we have been at the Norfolk property for 90 years. There has been work done to make sure the design and costs are good, the owner representative for the design-build was a fantastic decision. The City has done everything possible to ensure the community that we are making good decisions and making wise use of the funds they are providing to us for this purpose. It is frustrating to have less money for the infrastructure projects in the utility funds. At some point you have to make the decision to have a facility that works for the crews that do all of this work in a more convenient location. He appreciates the journey Council is taking with us. This is a defining moment in making this project happen.

Council President Mary Baumgardner moved to adopt Resolution 2025-18 authorizing the execution and delivery of a financing agreement, escrow agreement, and related sale documents; pledging the city's full faith and credit to the financing payments due under the financing agreement; authorizing the execution and delivery of the city of West Linn, Oregon

full faith and credit obligations, in one or more series, in an aggregate principal amount not to exceed \$45,000,000 for purposes of financing the development, construction and equipping of a centralized operations center; designating authorized representatives and delegating authority; declaring an intent to reimburse; and related matters. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

[Agenda Bill 2025-12-09-06: Oppenlander Park Opportunity Update](#)
[Oppenlander Information](#)

Staff reviewed prior Council direction to explore acquisition of a portion of the Oppenlander/Rosemont Road property for park purposes and summarized community survey results, development context, and potential park configurations. Two primary options were discussed: a smaller neighborhood park (approximately 1.2 acres) at the front of the site along Rosemont Road, and a larger park (approximately 3 acres) at the rear of the property.

Council discussed the lack of identified funding for park acquisition or development and noted that any purchase or improvements would require voter approval through a future bond measure. Staff clarified that a May election would require immediate action and finalized ballot materials by mid-February, while a November election would allow additional time for due diligence, cost estimates, and public communication.

ICON Development confirmed that no immediate decision on park acquisition is required to proceed with its land use application and that a baseline application assuming no park would preserve flexibility for future Council decisions.

Councilors expressed broad support for the smaller front-of-site park option, citing preservation of mature trees, lower long-term maintenance costs, and reduced neighborhood impacts compared to a larger, active recreation park. Concerns were raised regarding traffic, parking, and operating costs associated with ballfields. Several Councilors indicated that, if pursued, a park bond should be considered alongside other potential city priorities and projects.

Consensus emerged that pursuing a May ballot measure would be premature and that a November election would be more appropriate if Council elects to move forward.

Mayor Rory Bialostosky moved to Direct staff to work with Icon to develop cost estimates and a timeframe for the approximately 1.5 acre park in the front of the Oppenlander property and

prepare options for a ballot measure as soon as November 2026. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

Appoint Community Advisory Group Members

Mayor Bialostosky placed before Council appointing to the:

Arts & Culture Commission: Sheridan Corrie and Lauren Beeney

Committee for Community Involvement: Lance Weinard, Anders Young, and Susanne Greengard

Economic Development Committee: Russel Williams, Lance Weinard, and Sherie Wahlgren

Library Advisory Board: Rachael Hyde

Planning Commission: Kathryn Schulte-Hillen and Elizabeth Dietz

Police Review & Recommend: Jack Snook, Steve Kramer, Michael Harper, and Tim Dooley (alternate)

Sustainability Advisory Board: Mike Carlson

Council President Mary Baumgardner moved to approve the Mayor's appointments. Councilor Leo Groner seconded the motion.

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

Nays: None.

The motion carried 5 - 0

Appoint Council Liaisons

Mayor Bialostosky stated if Council wants to switch or take on new roles, to send him an email. He will bring up this discussion at the January meeting to finalize liaison roles.

City Manager Report [8:25 pm/5 min]

City Manager Williams informed Council they held 60 meetings this year and went over the next couple of meetings scheduled in January. He spoke about the crazy weather and how crews were chasing floods all over town, unblocking inlets, and people in neighborhoods were raking out storm drains so staff were available to take care of emergencies. There was a tree down on Willamette Falls Dr that took out power lines. PGE had to fix them before the City could work there. The holiday parade is Saturday evening.

Adjourn [8:35 pm]

Draft Minutes.

DRAFT

Agenda Bill 2026-01-13-02

Date Prepared: December 30, 2025
For Meeting Date: January 13, 2026
To: Mayor Rory Bialostosky and West Linn City Council
From: John Williams, City Manager *JRW*
Subject: Adoption of Ordinance 1769

Purpose:

To introduce Ordinance 1769 to amend the West Linn Municipal Code to clarify that vacations follow the process established by state law.

Question(s) for Council:

Does the Council wish to adopt an ordinance clarifying that vacations follow the process established by state law?

Public Hearing Required:

No.

Background & Discussion:

Currently, the West Linn Municipal Code (WLMC) nor the Community Development Code (CDC) specify the procedural process for vacation of a public right-of-way, easement, or real property. The absence of a clearly expressed process can cause confusion as to whether vacations should be treated as land use decisions or policy decisions. The distinction matters because if it is a land use decision, the Council's final decision is appealable to the Land Use Board of Appeals (LUBA). This is pursuant to Oregon Revised Statutes (ORS) 197.825(1) which provides that LUBA has exclusive jurisdiction to review "any land use decision . . . of a local government" subject to certain exceptions.

ORS Chapter 271 governs the statewide process for vacating a public interest in land, including a right-of-way. However, state law does not supersede local law in this area, if local law is established. Importantly, ORS 271.170 provides that the provisions of ORS Chapter 271, are *alternatives* to local charter or code provisions.

ORS Chapter 271 details the process for both petitioner and City-initiated vacations. It establishes notice, hearing, and other procedural requirements, and directs the governing body to approve or deny vacations based on the public interest. Pursuant to ORS 271.130, vacations are appealable to the circuit court of the county where the city is situated and are not land use decisions appealable to LUBA. See Attachment 6.

West Linn Ordinance 1763, adopted by the City Council on October 14, 2025, amended the CDC to repeal language that indicated that street vacations were land use decisions. See Attachment 2. However, because nothing was added for clarity, the WLMC and CDC are now silent on the process for vacations and whether they are land use decisions or policy decisions. Given the silence and the intent behind Ordinance 1763, it is arguable that currently, vacations are policy decisions not appealable to

LUBA. However, after consultation with the Legal Department, we have determined that it is best practice to clarify in the WLMC that vacations follow the detailed process established by state law and are policy decisions appealable to the circuit court.

Many other Portland-metro cities specify in their codes that vacations follow the process in state law, including, but not limited to, Tigard (Tigard Municipal Code Chapter 15.08), Lake Oswego (Lake Oswego Code Article 42.20), and Portland (Portland City Code Chapter 17.84).

Budget Impact:

None.

Sustainability Impact:

None.

Council Options:

1. Enact attached Ordinance 1769, which specifies that vacations follow the process in state law and are policy decisions.
2. Decline to enact Ordinance 1769 and leave the process and appeal rights ambiguous.

Staff Recommendation:

Enact attached Ordinance 1769, which provides that vacations follow the process established by state law.

Potential Motion:

I move to enact the attached Ordinance 1769 establishing that vacations in the City of West Linn follow the process established by state law.

Attachments:

1. Ordinance 1769
2. Excerpt from Ordinance 1763
3. ORS Chapter 271

ORDINANCE 1769

AN ORDINANCE RELATING TO THE PROCESS FOR VACATION OF A RIGHT-OF-WAY, EASEMENT, AND REAL PROPERTY

WHEREAS, Chapter II, Section 4, of the West Linn City Charter provides:

Powers of the City. The City shall have all powers which the Constitution, statutes and common law of the United States and of this State now or hereafter expressly or implied grant or allow the City, as fully as though this Charter specifically enumerated each of those powers;

WHEREAS, state law establishes a process for vacations in Oregon Revised Statutes (ORS) 271.080, et seq.; and

WHEREAS, the City seeks to clarify in its municipal code that the process to vacate a right-of-way, easement, and real property within the City of West Linn, and appeal rights, follow the process established by state law.

NOW, THEREFORE, THE CITY OF WEST LINN ORDAINS AS FOLLOWS:

SECTION 1. New Section. West Linn Municipal Code Section 2.905 Process for Vacation of a Right-of-Way, Easement, and Real Property is added to read as follows:

1. This section applies to the vacation, whether by petition of any person or by the City's own motion, of all or part of any right-of-way, including all or part of any street, avenue, boulevard, alley, plat, public square or other public place, all or part of any easement, and all or part of any real property.
2. Whenever deemed in the public interest, the City may vacate a right-of-way, including all or part of any street, avenue, boulevard, alley, plat, public square or other public place, all or part of any easement, and all or part of any real property as provided by ORS 271.080, et seq. Vacations are policy decisions appealable to a court of competent jurisdiction.

SECTION 2. Severability. The sections, subsections, paragraphs and clauses of this ordinance are severable. The invalidity of one section, subsection, paragraph, or clause shall not affect the validity of the remaining sections, subsections, paragraphs and clauses.

SECTION 3. Savings. Notwithstanding this amendment/repeal, the City ordinances in existence at the time any criminal or civil enforcement actions were commenced, shall remain valid and in full force and effect for purposes of all cases filed or commenced during the times said ordinance(s) or portions of the ordinance were operative. This section simply clarifies the existing situation that nothing in this Ordinance affects the validity of

prosecutions commenced and continued under the laws in effect at the time the matters were originally filed.

SECTION 4. Codification. Provisions of this Ordinance shall be incorporated in the City Code and the word “ordinance” may be changed to “code”, “article”, “section”, “chapter” or another word, and the sections of this Ordinance may be renumbered, or re-lettered, provided however that any Whereas clauses and boilerplate provisions need not be codified and the City Recorder or the designee is authorized to correct any cross-references and any typographical errors.

SECTION 5. Effective Date. This ordinance shall take effect on the 30th day after its passage.

The foregoing ordinance was first read by title only in accordance with Chapter VIII, Section 33(c) of the City Charter on the _____ day of _____, 2026, and duly PASSED and ADOPTED this _____ day of _____, 2026.

RORY BIALOSTOSKY, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

KAYLIE KLEIN, CITY ATTORNEY

CDC Chapter 99: Procedures for Decision Making: Quasi-Judicial

...

99.080 Notice

Notice shall be given in the following ways:

...

E. Table of notices. The following notice summary identifies the appropriate type of notice for the various land use applications of CDC 99.060:

Land Use Action	Type of Notice
...	
Street Vacations	(per State statute requirements)
...	

ORS Chapter 271

O.R.S. § 271.080

- (1) Whenever any person interested in any real property in an incorporated city in this state desires to vacate all or part of any street, avenue, boulevard, alley, plat, public square or other public place, such person may file a petition therefor setting forth a description of the ground proposed to be vacated, the purpose for which the ground is proposed to be used and the reason for such vacation.

- (2) There shall be appended to such petition, as a part thereof and as a basis for granting the same, the consent of the owners of all abutting property and of not less than two-thirds in area of the real property affected thereby. The real property affected thereby shall be deemed to be the land lying on either side of the street or portion thereof proposed to be vacated and extending laterally to the next street that serves as a parallel street, but in any case not to exceed 200 feet, and the land for a like lateral distance on either side of the street for 400 feet along its course beyond each terminus of the part proposed to be vacated. Where a street is proposed to be vacated to its termini, the land embraced in an extension of the street for a distance of 400 feet beyond each terminus shall also be counted. In the vacation of any plat or part thereof the consent of the owner or owners of two-thirds in area of the property embraced within such plat or part thereof proposed to be vacated shall be sufficient, except where such vacation embraces street area, when, as to such street area the above requirements shall also apply. The consent of the owners of the required amount of property shall be in writing.

O.R.S. § 271.090

The petition shall be presented to the city recorder or other recording officer of the city. If found by the recorder to be sufficient, the recorder shall file it and inform at least one of the petitioners when the petition will come before the city governing body. A failure to give such information shall not be in any respect a lack of jurisdiction for the governing body to proceed on the petition.

O.R.S. § 271.100

The city governing body may deny the petition after notice to the petitioners of such proposed action, but if there appears to be no reason why the petition should not be allowed in whole or in part, the governing body shall fix a time for a formal hearing upon the petition.

O.R.S. § 271.110

- (1) The city recorder or other recording officer of the city shall give notice of the petition and hearing by publishing a notice in the city official newspaper once each week for two consecutive weeks prior to

the hearing. If no newspaper is published in such city, written notice of the petition and hearing shall be posted in three of the most public places in the city. The notices shall describe the ground covered by the petition, give the date it was filed, the name of at least one of the petitioners and the date when the petition, and any objection or remonstrance, which may be made in writing and filed with the recording officer of the city prior to the time of hearing, will be heard and considered.

- (2) Within five days after the first day of publication of the notice, the city recording officer shall cause to be posted at or near each end of the proposed vacation a copy of the notice, which shall be headed, "Notice of Street Vacation," "Notice of Plat Vacation" or "Notice of Plat and Street Vacation," as the case may be. The notice shall be posted in at least two conspicuous places in the proposed vacation area. The posting and first day of publication of such notice shall be at least 14 days before the hearing.
- (3) The city recording officer shall, before publishing such notice, obtain from the petitioners a sum sufficient to cover the cost of publication, posting and other anticipated expenses. The city recording officer shall hold the sum so obtained until the actual cost has been ascertained, when the amount of the cost shall be paid into the city treasury and any surplus refunded to the depositor.

O.R.S. § 271.120

At the time fixed by the governing body for hearing the petition and any objections filed thereto or at any postponement or continuance of such matter, the governing body shall hear the petition and objections and shall determine whether the consent of the owners of the requisite area has been obtained, whether notice has been duly given and whether the public interest will be prejudiced by the vacation of such plat or street or parts thereof. If such matters are determined in favor of the petition the governing body shall by ordinance make such determination a matter of record and vacate such plat or street; otherwise it shall deny the petition. The governing body may, upon hearing, grant the petition in part and deny it in part, and make such reservations, or either, as appear to be for the public interest.

O.R.S. § 271.130

- (1) The city governing body may initiate vacation proceedings authorized by [ORS 271.080](#) and make such vacation without a petition or consent of property owners. Notice shall be given as provided by [ORS 271.110](#), but such vacation shall not be made before the date set for hearing, nor if the owners of a majority of the area affected, computed on the basis provided in [ORS 271.080](#), object in writing thereto, nor shall any street area be vacated without the consent of the owners of the abutting property if the vacation will substantially affect the market value of such property, unless the city governing body provides for paying damages. Provision for paying such damages may be made by a local assessment, or in such other manner as the city charter may provide.
- (2) Two or more streets, alleys, avenues and boulevards, or parts thereof, may be joined in one proceeding, provided they intersect or are adjacent and parallel to each other.
- (3) No ordinance for the vacation of all or part of a plat shall be passed by the governing body until the city

recording officer has filed in the office of the city recording officer or indorsed on the petition for such vacation a certificate showing that all city liens and all taxes have been paid on the lands covered by the plat or portion thereof to be vacated.

- (4) Any property owner affected by the order of vacation or the order awarding damages or benefits in such vacation proceedings may appeal to the circuit court of the county where such city is situated in the manner provided by the city charter. If the charter does not provide for such appeal, the appeal shall be taken within the time and in substantially the manner provided for taking an appeal from justice court in civil cases.

O.R.S. § 271.140

The title to the street or other public area vacated shall attach to the lands bordering on such area in equal portions; except that where the area has been originally dedicated by different persons and the fee title to such area has not been otherwise disposed of, original boundary lines shall be adhered to and the street area which lies on each side of such boundary line shall attach to the abutting property on such side. If a public square is vacated the title thereto shall vest in the city.

O.R.S. § 271.150

A certified copy of the ordinance vacating any street or plat area and any map, plat or other record in regard thereto which may be required or provided for by law, shall be filed for record with the county clerk. The petitioner for such vacation shall bear the recording cost and the cost of preparing and filing the certified copy of the ordinance and map. A certified copy of any such ordinance shall be filed with the county assessor and county surveyor.

O.R.S. § 271.160

No street shall be vacated upon the petition of any person when it is proposed to replat or rededicate all or part of any street in lieu of the original unless such petition is accompanied by a plat showing the proposed manner of replatting or rededicating. If the proposed manner of replatting or rededicating or any modification thereof which may subsequently be made meets with the approval of the city governing body, it shall require a suitable guarantee to be given for the carrying out of such replatting or rededication or may make any vacation conditional or to take effect only upon the consummation of such replatting or rededication.

O.R.S. § 271.170

The provisions of [ORS 271.080](#) to [271.160](#) are alternative to the provisions of the charter of any incorporated city and nothing contained in those statutes shall in anywise affect or impair the charter or other provisions of such cities for the preservation of public access to and from transportation terminals and navigable waters.

O.R.S. § 271.180

To the end that adequate facilities for terminal trackage, structures and the instrumentalities of commerce and transportation may be provided in cities and towns located within or forming a part of any port district organized as a municipal corporation in this state, the governing body of such cities and towns, upon the petition of any such port, or corporation empowered to own or operate a railroad, steamship or other transportation terminal, or railroad company entering or operating within such city or town, or owner of property abutting any such terminal, may:

- (1) Authorize any port commission, dock commission, common carrier, railroad company or terminal company to occupy, by any structure, trackage or machinery facilitating or necessary to travel, transportation or distribution, any street or public property, or parts thereof, within such city or town, upon such reasonable terms and conditions as the city or town may impose.
- (2) Vacate the whole or any part of any street, alley, common or public place, with such restrictions and upon such conditions as the city governing body may deem reasonable and for the public good.
- (3) If any railroad company owns or has an exclusive easement upon a definite strip within or along any public street, alley, common or public place, and if the city governing body determines such action to be to the advantage of the public, vacate the street area between the strip so occupied by the railroad company and one property line opposite thereto, condition that the railroad company dedicates for street purposes such portion of such exclusive strip occupied by it as the city governing body may determine upon, and moves its tracks and facilities therefrom onto the street area so vacated. The right and title of the railroad company in the vacated area shall be of the same character as previously owned by it in the exclusive strip which it is required by the city governing body to surrender and dedicate to street purposes.

O.R.S. § 271.190

No vacation of all or part of a street, alley, common or public place shall take place under [ORS 271.180](#) unless the consent of the persons owning the property immediately adjoining that part of the street or alley to be vacated is obtained thereto in writing and filed with the auditor or clerk of the city or town. No vacation shall be made of any street, alley, public place or part thereof, if within 5,000 feet of the harbor or pierhead line of the port, unless the port commission, or other bodies having jurisdiction over docks and wharves in the port district involved, approves the proposed vacation in writing.

O.R.S. § 271.200

- (1) Before any street, alley, common or public place or any part thereof is vacated, or other right granted by any city governing body under [ORS 271.180](#) to [271.210](#) the applicant must petition the governing body of the city or town involved, setting forth the particular circumstances of the case, giving a definite description of the property sought to be vacated, or of the right, use or occupancy sought to be obtained, and the names of the persons to be particularly affected thereby. The petition shall be filed with the auditor or clerk of the city or town involved 30 days previous to the taking of any action thereon by the city governing body.

- (2) Notice of the pendency of the petition, containing a description of the area sought to be vacated or right, use or occupancy sought to be obtained, shall be published at least once each week for three successive weeks prior to expiration of such 30-day period in a newspaper of general circulation in the county wherein the city or town is located.

O.R.S. § 271.210

Hearing upon the petition shall be had by the city governing body at its next regular meeting following the expiration of 30 days from the filing of the petition. At that time objections to the granting of the whole or any part of the petition shall be duly heard and considered by the governing body, which shall thereupon, or at any later time to which the hearing is postponed or adjourned, pass by a majority vote an ordinance setting forth the property to be vacated, or other rights, occupancy or use to be thereby granted. Upon the expiration of 30 days from the passage of the ordinance and the approval thereof by the mayor of the city or town, the ordinance shall be in full force and effect.

O.R.S. § 271.220

All objections to the petition shall be filed with the clerk or auditor of the city or town within 30 days from the filing of the petition, and if not so filed shall be conclusively presumed to have been waived. The regularity, validity and correctness of the proceedings of the city governing body pursuant to [ORS 271.180 to 271.210](#), shall be conclusive in all things on all parties, and cannot in any manner be contested in any proceeding whatsoever by any person not filing written objections within the time provided in this section.

O.R.S. § 271.230

- (1) If any town or plat of any city or town is vacated by a county court or municipal authority of any city or town, the vacation order or ordinance shall be recorded in the deed records of the county. Whenever a vacation order or ordinance is so recorded, the county surveyor of such county shall, upon a copy of the plat that is certified by the county clerk, trace or shade with permanent ink in such manner as to denote that portion so vacated, and shall make the notation "Vacated" upon such copy of the plat, giving the book and page of the deed record in which the order or ordinance is recorded. Corrections or changes shall not be allowed on the original plat once it is recorded with the county clerk.
- (2) For recording in the county deed records, the county clerk shall collect the same fee as for recording a deed. For the services of the county surveyor for marking the record upon the copy of the plat, the county clerk shall collect a fee as set by ordinance of the county governing body to be paid by the county clerk to the county surveyor.

Agenda Bill 2026-01-13-03

Date Prepared: December 10, 2025
For Meeting Date: January 13, 2026
To: Mayor Rory Bialostosky and West Linn City Council
From: John Williams, City Manager *JRW*
Lauren Breithaupt, Finance Director *LB*
Subject: Parks Utility Service Fee Master Fees and Charges update

Purpose:

To update the City's Master Fees and Charges document for Parks Utility Service Fee (referred to as "Parks Maintenance Fee" or "PMF") changes.

Question(s) for Council:

Shall the Council adopt changes to the Parks Maintenance Fee?

Public Hearing Required:

None Required.

Background & Discussion:

During the December 2 work session, the City Council reviewed funding strategies for the Operations Center project. After evaluating multiple financing options, the Council determined that a \$45 million Full Faith and Credit Obligation (FFCO) provides the most viable path forward. The Council subsequently adopted Resolution 2025-18 authorizing the issuance at its December 9, 2025 meeting.

Based on current estimates, the annual debt service attributable to the Parks portion of the project is approximately \$561,000 and would be paid from the General Fund. Council discussed increasing the Parks Maintenance Fee (PMF) by \$5.20 per month to provide a dedicated revenue source to support the General Fund's share of this obligation. Council requested this item be brought back for formal consideration in January 2026. The entire remaining cost of the Operations Center project will be paid from existing utility rate funds (streets, sewer, stormwater, water), thanks to long-term planning and savings in these funds over time.

At multiple work sessions in the fall of 2025 Council also discussed the critical need of stabilizing the City's General Fund to avoid long-term shortfalls. Council discussed using the PMF to address part of this need. The Municipal Code governing the PMF does not specify what percentage of parks maintenance costs this fee is intended to cover. Staff reviewed Council minutes from the adoption proceeding in 2007 and found mention of tying the fee to 100% of maintenance costs over time. A review of FY 2025 revenues and expenditures shows that approximately \$540,000 in Parks Maintenance annual costs are not currently covered, requiring General Fund tax support to bridge the gap.

With approximately 9,000 utility accounts, a \$5.00 monthly PMF increase would generate roughly \$540,000 annually, aligning the fee structure with the actual cost of fully funding Parks Maintenance operations. A total PMF adjustment of \$10.20 would therefore allow the City to both honor the

intended purpose of the fee and sustainably support long-term funding for the Parks portion of the Operations Center FFCO.

We recognize that any fee increase can create a hardship for some households. To help ensure affordability and protect vulnerable residents, the City offers both Low-Income Assistance and Emergency Assistance Programs for qualifying customers. These programs provide reduced billing or temporary support for families experiencing financial difficulty, and historically, the Emergency Assistance Program has never been fully utilized in any given year. The City remains committed to maintaining access to essential services while balancing the long-term financial sustainability of parks operations.

The City Council indicated interest in phasing the adjustment in two steps:

1. January 1, 2026 – a \$5.00 increase to align PMF revenues with current Parks Maintenance expenditures.
2. July 1, 2026 – an additional \$5.20 increase dedicated to funding the Parks portion of the FFCO debt service.

Parks Maintenance Fees are generally increased by 5% each July 1 to keep up with inflation and rising operational costs. This standard annual 5% adjustment will be incorporated into the July 1, 2026 increase prior to the \$5 increase – as shown on the Master Fees and Charges document.

As we move forward, the City is committed to clear and proactive community outreach to help residents understand the purpose and timing of these adjustments. Staff will provide accessible explanations of how the Parks Maintenance Fee supports ongoing operations and long-term infrastructure needs, including the Parks portion of the Operations Center project. Outreach efforts will include website updates, utility bill messages, and social media posts to ensure community members have the information they need to understand why these changes are necessary and how assistance programs are available for those who may need support. Our goal is to build transparency, trust, and shared understanding as the City works to responsibly fund essential services.

Budget Impact:

Approximately \$1,101,000 annual increase in Parks Maintenance Fee revenue, making a very significant contribution to long-term stabilization of the City's General Fund.

Sustainability Impact:

NA

Council Options:

1. Approve the resolution as proposed updating fees effective January 1, 2026 and July 1, 2026;
2. Approve the resolution, but with certain changes as noted;
3. Do not approve the resolution leaving fees and charges as is.

Staff Recommendation:

Based on prior Council discussion and direction, and critical City budget needs, staff recommends that the City Council approve Resolution 2026-01. Staff will work on continued public communication on this and related financial issues.

Potential Motion:

Move to approve Resolution 2026-01 revising fees and charges as shown in Attachment A updating the Master Fees and Charges document.

Attachments:

1. Resolution 2026-01
2. Attachment A showing fee changes to Master Fees and document in red.

RESOLUTION 2026-01

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST LINN REVISING FEES AND CHARGES AS SHOWN IN ATTACHMENT A AND UPDATING THE MASTER FEES AND CHARGES DOCUMENT OF THE CITY OF WEST LINN RELATED TO THE PARKS MAINTENANCE FEE

WHEREAS, it is the policy of the City of West Linn to require the discernment and recovery of certain City costs from fees and charges levied in providing City services, products and regulations; and

WHEREAS, the City Manager shall periodically cause a review of City fees and charges to recover the percentage of City costs in providing City services, products and regulations and recommend adjustments to the City Council; and

WHEREAS, West Linn advisory boards, commission, and committees periodically provide recommended adjustments to the fees and charges levied in providing City services, products and regulations; and

WHEREAS, the City Manager has caused a review of all City fees and charges, has received guidance, and has determined the cost for such fees and charges.

NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS: The City of West Linn “Master Fees and Charges” document, included as Attachment A to this resolution, is hereby adopted.

This resolution was PASSED and ADOPTED this _____ day of _____, 2026, and takes effect upon passage.

RORY BIALOSTOSKY, MAYOR

ATTEST:

KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

KAYLIE KLEIN, CITY ATTORNEY



Master Fees and Charges Document

Adopted: June 23, 2025

Updated: September 8, 2025

Updated: January 13, 2026

Effective: July 1, 2025

(Unless otherwise noted)

Attachment A

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1. General Information

1.1. Overview

The City of West Linn provides a full range of municipal services to the community, which includes police protection, traffic control and improvement, street maintenance and improvement, water, sewer, and surface water management services, planning and zoning regulation, building inspection and regulation, parks and recreational activities, and community library services. This Master Fees Schedule consolidates all City fees and charges, adopted by City Council resolution, for the various services that the City provides. Typically, it is updated annually and reflects all fee resolutions passed by Council during the year. For easy reference, the current Master Fees Schedule booklet is available online at: <http://westlinnoregon.gov/finance>.

1.2. Fee Variance & Waiver Statement

Based upon an unusual circumstance or event, past practices, demonstrated hardship, or public benefit, the City Manager is authorized to waive or decrease a fee(s) or charge(s) in a particular matter. The request for a waiver or reduction may be in writing. If the City Manager or his designee agrees to said waiver or reduction, he/she may inform the City Council, in writing, of the request and his/her decision, except in minor matters (defined as waivers or reductions valued at \$500 or less). Establishment of a new fee, not yet authorized in this schedule, shall be approved by City Council and included and specified during the next update to this document.

1.3. Statement of Hourly Rates

Unless otherwise specified, the City employee hourly rate shall be calculated as three times the employee's hourly pay rate, to the nearest \$5 increment. This calculation shall be used to recover costs for those services billed on an hourly basis, including but not limited to professional services such as planning, engineering, public works, utility, financial, legal, parks, and police services. The use of a multiplier of three is intended to recover all overhead, training, benefits, and other costs associated with a City employee's time. Any work performed during overtime hours shall be billed the calculated three times hourly rate multiplied by 125 percent. A schedule of hourly billing rates will be maintained. The City Manager or Department Directors are authorized to adjust calculated billings to reflect the impact of unusual circumstances or situations.

2. Utility and City Services Fees

Increased 5.00%

	Effective January 1, 2024		Effective January 1, 2025		Effective January 1, 2026	
	First 700 Cubic Feet	Over 700 Cubic Feet; Per 100 Cubic Feet	First 700 Cubic Feet	Over 700 Cubic Feet; Per 100 Cubic Feet	First 700 Cubic Feet	Over 700 Cubic Feet; Per 100 Cubic Feet
2.1. Water Rates						
5/8"x 3/4" meter	\$ 30.20	\$ 3.48	\$ 31.71	\$ 3.65	\$ 33.30	\$ 3.83
3/4" meter	30.20	3.48	31.71	3.65	33.30	3.83
1" meter	35.85	3.48	37.64	3.65	39.52	3.83
Multi-family rate per dwelling	30.20	3.48	31.71	3.65	33.30	3.83
1-1/4" to 1-1/2" meter	41.01	3.48	43.06	3.65	45.21	3.83
2" meter	52.52	3.48	55.15	3.65	57.91	3.83
3" meter	65.93	3.48	69.23	3.65	72.69	3.83
6" meter	131.92	3.48	138.52	3.65	145.45	3.83

Note: for water users outside of City limits, a factor of 1.5 is applied to applicable utility rates.

2.2. Water Service Shut Off

Fee

Shut off fee for non-payment	\$ 30	Pursuant to Code 4.235 (2)
Shut off fees pursuant to request from customer:		
Shut off fee for a period of less than 15 days	\$ 20	Pursuant to Code 4.185 (2)
Shut off fee for a period of not less than 15 days	\$ -	Pursuant to Code 4.185 (1)

Note: a onetime fee of \$30 will be charged for shut off due to non-payment. Water shall not be returned to service until the customer pays their account balance in full and the \$30 fee. A onetime fee of \$20 will be charged to a water customer that wishes to have their service discontinued for a period of less than 15 days. Water shall not be returned to service until the customer pays their account balance in full and the \$20 fee. No shut off fee will be charged for having service discontinued for a period of not less than 15 days. Please also refer to the section below as "turn on" fees may or may not apply as well.

2.3. Water Service Turn On

Fee

Turn on fee when service is performed after regular working hours	\$ 110
Turn on fee when service is performed during regular working hours:	
Turn on for a period of less than 15 days	\$ 25
Turn on for a period of not less than 15 days	\$ -

Note: a onetime fee of \$100, in addition to shut off fees, will be charged to turn on water service after hours. A onetime fee of \$25 dollars will be charged to turn on water and set up an active billing account for less than 15 days. No fee will be charged for turn on of water service for a period of not less than 15 days.

2.4. Delinquent Services Bill Accounts

Fee

Interest: monthly interest rate on delinquent balances due	2.00%
Ten-day Notice fee (sent out for 3 months past due and over \$200)	\$ 7.50
Door Hanger Shut-off fee (received at least 2 days prior to shut-off)	\$ 15.00
Door Hanger Shut-off fee- repeat occurrence (i.e. each additional door hanger after one is received for the year)	\$ 25.00

Increased 5.00%

2.5. Bulk Water Rates (per 1,000 gallons)	<u>eff. 1/1/24</u>	<u>eff. 1/1/25</u>	<u>eff. 1/1/26</u>
5/8"x 3/4" meter	\$ 5.79	\$ 6.08	\$ 6.38

A special bulk water charge shall be charged to bulk users, such as commercial cleaning services, commercial spraying businesses, contractors and other commercial bulk users of water recognized by the city. Each bulk user shall obtain a permit from the public works department, which shall be free of charge, and the user may be required to pay a refundable cash deposit of one hundred dollars or more before the permit is granted.

2.6. Reduced Utility Bill Rates for Qualifying Low-income Households

Increased 5.00%
Effective

	<u>Effective</u> <u>January 1, 2024</u>		<u>Effective</u> <u>January 1, 2025</u>		<u>Effective</u> <u>January 1, 2026</u>	
	Over 700 Cubic Feet; First 700 Cubic Feet	Per 100 Cubic Feet	Over 700 Cubic Feet; First 700 Cubic Feet	Per 100 Cubic Feet	Over 700 Cubic Feet; First 700 Cubic Feet	Per 100 Cubic Feet
5/8"x 3/4" meter	\$ 15.10	\$ 3.48	\$ 15.86	\$ 3.65	\$ 16.65	\$ 3.83
3/4" meter	15.10	3.48	15.86	3.65	16.65	3.83

Monthly water service charges to the principal residence of low income citizens as defined in this section shall be as follows: for 5/8-inch or 3/4-inch water meter; the first 700 cubic feet of water use shall be charged at one-half the regular consumption rate; water used in excess of the first seven hundred cubic feet of water used shall be charged at the regular consumption rate. There shall be no reduced water service charge for meters in excess of those described above.

Only principal residences occupied by a person(s) having an annual income(s) that does not exceed 185% of the federal poverty low income guidelines (as established for both single and multiple person households, by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced utility bill rates renewable July 1st of every fiscal year.

Increased 5.00%
Effective

2.7. Water Meter Installation Services	<u>Effective</u> <u>January 1, 2024</u>		<u>Effective</u> <u>January 1, 2025</u>		<u>Effective</u> <u>January 1, 2026</u>	
	Dig-In Service	Drop-In Service	Dig-In Service	Drop-In Service	Dig-In Service	Drop-In Service
5/8"x 3/4" meter	\$ 3,681	\$ 494	\$ 3,865	\$ 519	\$ 4,058	\$ 545
3/4" meter	3,772	583	3,961	612	4,159	643
1" meter	3,861	674	4,054	708	4,257	743
1" to 1-1/2" meter	6,465	1,033	6,788	1,085	7,127	1,139
2" meter	6,824	1,706	7,165	1,791	7,523	1,881

All other connection and installation charges for water meters in excess of two-inches shall be determined after the City has performed the work and the actual cost has been determined. Such cost shall include labor, materials and services, equipment and indirect overhead costs. An advance cash deposit shall be required at the time that a building permit is issued for water meters in excess of 2-inches: for each three-inch meter, \$10,000; four-inch meter, \$10,000; six-inch meter, \$15,000; and eight-inch meter \$15,000.

When the amount of the cash deposit exceeds the City's actual cost, the difference shall be refunded. When the City's actual cost exceeds the cash deposit, the difference shall be due immediately; if the difference is not paid within 30 days of the billing date, interest and finance charges shall accrue at the rates stated in Section 2.4. The price structure has been calculated to recover costs associated with dig-in service piping installations up to and including 40 linear feet.

Any service installation requiring piping extensions ranging from 40 linear feet up to 125 linear feet will be charged an additional \$50 per linear foot, in addition to the charge listed above. Service installations requiring piping extensions longer than 125 linear feet shall be negotiated. The West Linn Public Works Department will provide a written estimate detailing the work to be performed, and the applicant shall agree and make a cash deposit prior to the commencement of work. Final billings for this work shall be consistent with this fee schedule.

Service Definitions:

Dig-in Service: Condition where the City or its agent must physically tap into a main water line to extend water service to the property.

Drop-in Service: An existing condition where a developer of a residential subdivision or commercial complex has installed water services to each serviceable and buildable lot in accordance with City specifications.

2.8. Sanitary Sewer Collection Rates	Effective January 1, 2024		Effective January 1, 2025		Effective January 1, 2026	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
					Increased 5.00%	
City of West Linn	\$ 26.49	\$ 26.49 plus \$2.65 per CCF over 10 per month	\$ 27.81	\$ 27.81 plus \$2.78 per CCF over 10 per month	\$ 29.20	\$ 29.20 plus \$2.92 per CCF over 10 per month
Tri-City Service District	Effective July 1, 2023		Effective July 1, 2024		Effective July 1, 2025	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
	\$ 27.90	\$ 27.90	\$ 29.30	\$ 29.30	\$ 30.75	\$ 30.75
		\$ 2.79 per CCF over 10 per month		\$ 2.93 per CCF over 10 per month	est.	\$ 3.08 per CCF over 10 per month

Tri-City Service District is the separate entity that treats City of West Linn sewage and accordingly, the City passes through their charges to West Linn citizens. These pass-through charges are not determined by the City, but rather by the Tri-City Service District and historically have changed every July 1st, as opposed to January 1st when the City's charges have historically changed.

The above sewer rates for Tri-City Service District are actually stated on a per "Equivalent Dwelling Unit (EDU) basis, which should be based on water consumption". So in converting their EDU rates over to CCFs which are used for billing commercial properties in West Linn, if for residential units, every residence is deemed to have 1 EDU and therefore 1 base fee charge applies, then for commercial property, West Linn has historically (since at least 1999) determined that since 1 EDU = 1 residence = which is also about 10 CCFs. Therefore, for commercial billing purposes in West Linn, bill one of Tri-City's base fee which would include 10 CCFs, as a minimum charge for all commercial properties, and then one-tenth of the same base rate per CCF for water consumption used over 10 CCFs per month.

2.9. Surface Water Management Rates	Effective	Effective	Increased 5.00% Effective
	January 1, 2024	January 1, 2025	January 1, 2026
	Equivalent Service Units (ESUs)	Equivalent Service Units (ESUs)	Equivalent Service Units (ESUs)
Monthly charge per ESU	\$ 9.08	\$ 9.53	\$ 10.01
Single family residential	1 ESU	1 ESU	1 ESU
Apartments (per unit)	\$ 9.08	\$ 9.53	\$ 10.01
Duplex	2 ESU	2 ESU	2 ESU
Triplex	3 ESU	3 ESU	3 ESU

Total equivalent service units are based on measured impervious area. The rate for "All Other Improved Premises" shall be computed by dividing the total measured impervious area by 2,914 square feet. The quotient is rounded to the nearest whole number and multiplied by the base equivalent service unit rate.

The City Council determines that the fees imposed upon by this resolution are not taxes subject to the property tax limitations of Article XI, section 11 of the Constitution.

2.10. Street Permit Fee	Permit Fee
Permit per project or contract	\$ 60

Street permit fees are charged on a per project or per contract basis.

2.11. Roadway Maintenance Fee (or commonly referred to as Street Maintenance Fee)	Effective	Effective	Increased 5.00% Effective
	July 1, 2023	July 1, 2024	July 1, 2025
	Charge per Month	Charge per Month	Charge per Month
Residential:			
Single family residence	\$ 16.81 per month	\$ 17.65 per month	\$ 18.53 per month
Multi-family residence	15.93 per month	16.73 per month	17.57 per month
Commercial, Public Properties:			
Home-based businesses	\$ 9.12 per month	\$ 9.58 per month	\$ 10.06 per month
0 to 50 trips	9.12 per month	9.58 per month	10.06 per month
51 to 250 trips	1.02 per trip	1.07 per trip	1.12 per trip
251 to 500 trips	1.23 per trip	1.29 per trip	1.35 per trip
501+ trips	1.41 per trip	1.48 per trip	1.55 per trip
Maximums and Caps:			
Commercial maximum	\$1,165	\$1,200	\$1,236
Commercial yearly increase max	3%	3%	3%
Public institution maximum	\$300	\$300	\$300

A residence is defined by the presence of any size water meter, for the roadway maintenance fee. The system and structure of fees for roadway maintenance can be controlled through the vacancy of a residence and turning off water service to the vacant residence. The City Council determines that the roadway maintenance fees imposed upon residences are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.

A multi-family housing unit is defined as a residential structure with multiple dwelling units in the same building that share one water meter. Because multi-family housing units cannot define vacancy based on the absence of water service, a multi-family rate can apply to eligible multi-family housing units. The multi-family housing rate is discounted based on the city-wide vacancy rate as determined by the City of West Linn Planning Department in effect for a one-year period as of July 1 of each fiscal year.

Per trip calculation for business establishments shall be calculated using trip generation rates for various types of development as provided in the Trip Generation Manual of the Institute of Traffic Engineers. Business establishments shall have the opportunity to review and modify data used in the trip calculation formula.

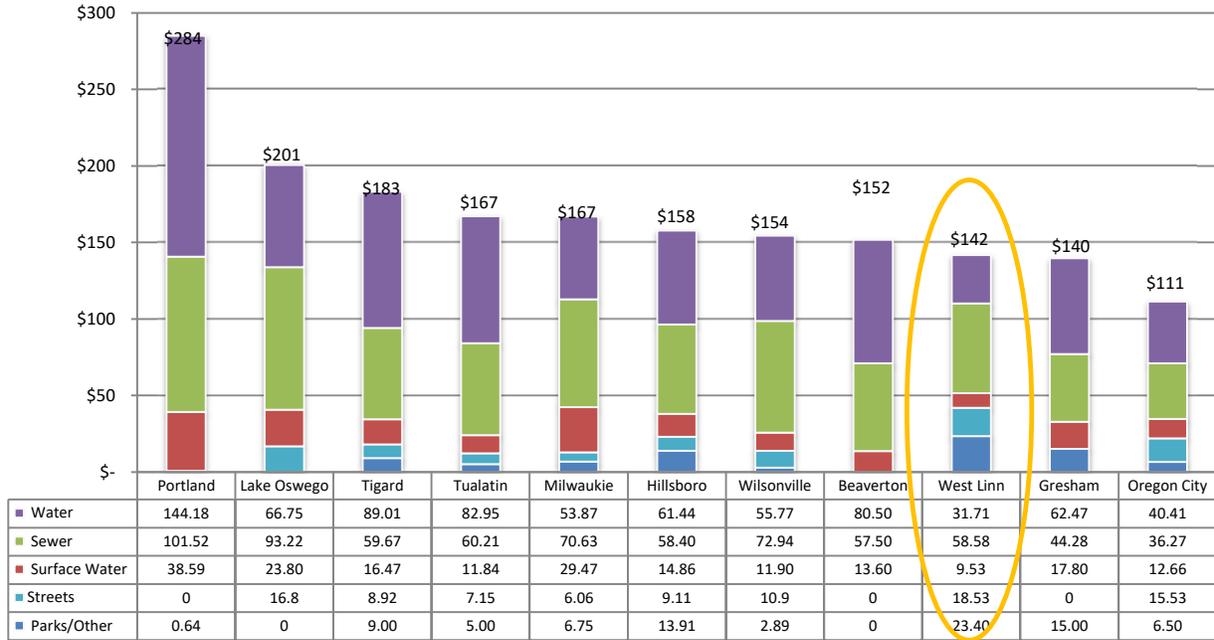
Monthly roadway maintenance fees to the principal residence of low income citizens as defined in this section shall be as follows: low income citizens shall be charged at one-half the regular rate. Any citizen currently receiving the reduced water service charge for low-income citizens shall automatically receive the reduced roadway maintenance fee. Principal residences occupied by a person(s) having an annual income(s) that does not exceed one hundred eighty-five percent (185%) of the most recently published federal poverty low income guidelines (as established by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced roadway maintenance fees.

2.12. Park Maintenance Fee

[refer to Section 6.10 of the Parks Fee and Charges]

2.13. Fees for Utility Services

Comparing Fees on Monthly Utility Bills
(Based on a recent survey of typical single-family homes)



This above graph compares the typical (i.e. median) utility bill for the neighboring cities surrounding West Linn. As some cities bill monthly, some bill every two months, and some bill every three months, these amounts are converted to typical monthly amounts so they are comparable to West Linn. Also, cities increase different rates at different times during the year; therefore, this graph is simply a picture in time reflecting the rates at the time that the survey was conducted. And finally, cities have different typical water consumption amounts per household; so for the sake of this comparison, these rates are computed using an average 10ccfs of water used per month so as to be most comparable.

Typical City Services Bill (residential)	eff. January 1, 2025		eff. July 1, 2025		Increased 5.00%	
	proposed	median	proposed	median	proposed	median
Water Service Fee						
Base (includes up to 7ccf)	5%	1.51 \$ 31.71		\$ 31.71	5%	1.59 \$ 33.30
Sewer Service Fee						
Base fee to West Linn	5%	1.32 27.81		27.81	5%	1.39 29.20
Tri-City portion of sewer fee (est.)		29.30	5%	1.45 30.75	est.	30.75
Avg sewer per house		57.11		58.56		59.95
Surface Water Management Fee	5%	0.43 9.53		9.53	5%	0.48 10.01
Fees for Utility Services		<u>98.35</u>		<u>99.80</u>		<u>103.26</u>
Fees for Other City Services						
Street Maintenance Fee		17.65	5%	0.88 18.53		18.53
Parks Maintenance Fee		22.29	5%	1.11 23.40		23.40
Total City Services		<u>\$ 3.29 \$ 138.29</u>		<u>\$ 3.44 \$ 141.73</u>		<u>\$ 3.45 \$ 145.19</u>
Usage rate per 1ccf over 7ccf	5%	0.17 3.65		3.65	5%	0.18 3.83

3. Administrative Fees

3.1. City Facility Deposits

Deposits for the use of City facilities may be made via check/credit card to be cashed/charged immediately with any potential refund returned later at the applicable time.

If the City facility is left clean with no work required on behalf of City staff or contractor, the total amount of the deposit shall be refunded. If work is required by City staff or contractor, the actual costs as provided in the section above will be ascertained and subtracted from the deposit. If the deposit exceeds the costs, then any monies remaining shall be refunded; should costs exceed the deposit, the event organizer shall be billed for the difference. All refunds will be in compliance with Ordinance No. 1493, Section 7.870 and shall be made in no more than 30 days.

3.2. Special Events (permit)

	Fee
Filing fee	\$ 100

Deposit [see Section 3.1. above for deposit policy]

All special events must file for a special event permit. Barricade rental will be a pass through from the Public Works Department. City personnel costs will be charged based on services required using the methodology described in Section 1.3.

3.3. Overstreet Banner (permit)

	Fee
Filing fee	\$ 50

Note: all applicants must file for an Overstreet Banner permit and only City sponsored events may be advertised on a overstreet banner.

3.4. Business License/Home Occupation

	Business License Fees		Plus Home Occupation Fees	
	Annual fee [inside City]	Annual Fee (outside City)		
1 to 2 employees	\$ 71	\$ 95	Initial annual fee	\$ 154
3 to 5 employees	95	129	Annual renewal fee	\$ 39
6 to 10 employees	118	173		
over 10 employees	135	202		

Note: License fees will be prorated to 50% for licenses beginning after January 1st of the fiscal year.

Persons having a fixed place of business within the City of West Linn and who are subject to being licensed under the provisions of Sections 7.00 to 7.08 shall pay a business license fee.

Note: Non-profit organizations are required to obtain a license, but are exempt from the fees.

For an apartment house as defined in sections 7.000 to 7.080, with ten dwelling units or less, a business license fee of \$87 per year shall be assessed, and an additional amount of \$2.00 per dwelling unit shall be assessed for every dwelling unit in an apartment house in excess of ten (10).

Metro Business License versus City Business License or Both?:

Instead of getting separate business licenses within each Portland-area city that you conduct business in, you can get a single license from Metro to construct, alter and repair structures in 20 cities that have licensing requirements in the metropolitan area. The license covers all construction trades, both commercial and residential, as well as all landscape contractors. The Metro license allows contractors or landscapers to operate in 20 cities surrounding Portland having licensing requirements in the metropolitan area, excluding Portland. Exception: if your principal place of business is inside the City of West Linn, the business is required to apply for a City of West Linn Business License in addition to the Metro License. For Metro applications, contact Metro at 503-797-1710 or visit their website at: <http://www.oregonmetro.gov/index.cfm/go/by.web/id=24216>.

The City Council finds that certain trades, shops, businesses or callings are carried on in the City by persons from regular places of business and by persons from vehicles who have not regular places of business within the City; that persons with regular places of business in the City pay City ad valorem property taxes upon real and personal property which is used in and belongs to their business and that persons who do not have regular places of business in the City escape such ad valorem taxation.

Both receive the benefit of police and fire protection, public utilities and sidewalks, streetlights, health services and other public facilities and services of the City. Therefore, in order that each shall pay as nearly as may be not a discriminatory share, but a share in proportion to benefits received of the burden supporting such facilities and services of the City, such businesses not operating from regular places of business in the City shall pay one and one-half times the license fee previously designated herein for businesses operating from a fixed place of business within the City.

Maximum annual business license fee

Based on the criteria set forth in Section 6(d) of Resolution No. 94-42, no business shall be charged an annual business license fee greater than two hundred dollars (\$200).

Adult Businesses

The application fee for a permit to own, maintain, operate or conduct an adult business (Section 7.115(1) of the West Linn Municipal Code), shall be five hundred dollars (\$500) and non-refundable.

The application fee for a permit to entertain in, or be employed by any adult business (Section 7.115 (2) of the West Linn Municipal Code), shall be fifty dollars (\$50) and non-refundable.

	Application Fee
3.5. Liquor License	
Original application	\$ 100
Change in ownership or management	75
Renewal or temporary application	35

[These fees apply for applications of a liquor license per Section 7.715 of the WL Municipal Code.]

3.6. Dog License

Ordinance 1595 transfers dog licensing and fee collection over to Clackamas County effective 7/14/2010.

3.7. Public Record Requests

Every person has a right to inspect any public record of a public body in this state, except as otherwise provided by ORS 192. Please understand that the documents or records requested may not be immediately available for review and that an appointment to review the documents or records may be necessary. There may be a cost for the research time to retrieve the requested records and costs for duplication of requested documents. If research time is required, the requestor will be notified of the estimated cost prior to retrieving the documents or records. Prepayment for research time and copies may be required. Any documents or records made available for review may not be disassembled. Copies may be made by the requestor directly, through digital means, such as digital photography or a city supplied flash drive. Please note, the City will not create a new document in response to a records request.

1. Public record request must be in writing. Please use the following form to submit your request to the City Recorder via e-mail at cwl_records@westlinnoregon.gov, by fax at 503-650-9041, mail, or bring to 22500 Salamo Rd., West Linn, Oregon, 97068: <https://westlinnoregon.gov/citymanager/public-records-request-online-form>

2. For Police record requests, please contact the Police Department directly at <http://westlinnoregon.gov/police/police-report-request>.

3. The City shall respond to all requests as soon as practical and without unreasonable delay. Generally, responses will be made within five (5) business days.

4. If inspection of documents is preferred over copies, such inspection shall occur during normal business hours. An acceptable inspection time and place will be arranged between the requestor and the staff person. Space is provided for up to two persons to inspect records per request.

5. The City will submit a cost estimate to the requestor to provide the requested documents, including copying charges, research time (if required), and separating exempt from non-exempt materials.

6. If the estimated cost is \$35 or more, the City shall require a deposit for the full amount of the estimate before fulfilling the request. If the actual cost exceeds the estimate, the City will not release the documents until the fee is received in full.

Public Record Request services:

	Fee
Photocopying or PDF creation records service - first page up to 10 pages	Free
Photocopying or PDF creation records service - over 10 pages	See per page photocopying fees below
Records research fee:	Staff hourly wage, plus benefits (first 30 minutes free) \$100/hr. for incurred legal research costs \$20 and \$15 for each additional
City supplied flash drive (per event/meeting, and or documents)	
City Budget, City Audit, or City CIP document	Available on City's Finance Page & Printed Copies available for review at ACC, Library, & City Hall

3.8. Photocopying, Printing, PDF Creation, Scanning and Faxing Fees

	Per page fee
8.5" x 11" (per page charge)	\$ 0.25
8.5" x 14" (per page charge)	0.30
11" x 17" (per page charge)	0.35

3.9. Non-sufficient Funds (NSF) Charge

	Fee
Relating to returned payments for NSF (pursuant to West Linn Code Section 4.015 and 4.235)	\$ 25

3.10. Finance Charges

[refer interest rates and applicable fees under Section 2.4. Delinquent Utility Bill Accounts]

3.11. Municipal Court Fees and Charges

	Fee
Civil Compromise Fee	\$ 200
Bench Probation / Probation Violation Fee	100
Violation Compliance Citation ("Fix-It ticket")	35
Local DUII Conviction Fee	45
File Review Fee	25
Fee for fine payment agreements	20
Suspension Fee	15
Deferral Fees:	
Criminal Deferred Sentence	\$ 200
Seat-Belt Deferral Fee	Range \$75 to \$115
Safe Driving Deferral Fee (Students)	Range \$75 to \$440
Safe Driving Deferral Fee (Adults)	Range \$75 to \$440
Parking Fines	Range \$30 to \$440 (Includes disabled parking)

Fine schedule relating to infractions See separate conviction schedule of fines maintained by the Municipal Court Judge as summarized below pursuant to ORS 153:

Penalty class	Presumptive		Special		Minimum	Maximum		
	Fine	Fine	Zone	Fine				
Class A	\$	440	\$	875	\$	225	\$	2,000
Class B		265		525		135		1,000
Class C		165		325		85		500
Class D		115		225		65		250
Class E		100				100		100

Note: Special Zones include highway work, school, and safety

3.12 Administrative Appeal Fee

Appeal to Hearings Officer pursuant to WLMC 1.400 for all municipal code appeals without a designated appeal fee

Fee
\$ 400

3.13 Sidewalk Café Permit (Annual)

Annual permit for operation of outdoor café service within the City's ROW

\$ 122

4. GIS/Mapping Fees

4.1. Map Printouts	<u>Per Copy</u>
First five laser copies - 8.5" x 11", full color (A Size Letter)	\$ 0.25
Each laser copy thereafter - 8.5" x 11", full color (A Size Letter)	0.25
Up to 11"x17", full color or black and white (B Size Tabloid)	0.35
Over 11"x17", up to 24"x36", full color or black and white (C & D Sizes)	20.00
Over 24"x36" up to 36"x48", full color or black and white (E Size)	25.00
Over 36"x48" up to 50"x60" (two map sheets), full color or b&w (Oversized)	39.00

4.2. City Atlas Available on City website in digital format at no cost

<i>Road Maps:</i>	<u>Per Copy</u>
11x17 black & white OR color	\$ 0.35

4.3. Custom Request Maps

Approved hourly billing rate per Section 1.3. plus map printout fees, limited to staff availability

4.4. Large Format Copies	<u>Black & White</u>	<u>Color</u>
Wide Format Scan and print (36" maximum width)	\$ 20	\$ 34
Plus approved hourly billing rate per section 1.3		

4.5. Digital Data	<u>Per Section</u>	<u>Full City (15 sections)</u>
1999 Ortho-rectified Aerial Photography, Color or Black and White, 1-foot pixels	\$ 64	\$ 643

- Digital data may not be redistributed or resold.
- Other years of photography are not available for public distribution. Contact Metro DRC to purchase.
- Available in ESRI format.
- DXF conversion or non-standard requests: data cost plus staff time
- Some data layers are not available for public distribution due to licensing constraints and must be obtained through Metro's Data Resource Center or Clackamas County.
- All GIS digital data requests must go through the West Linn GIS Coordinator.
- A Release of Information Form must be filled out and signed prior to transfer of data.

4.6. GIS Digital Layers	<u>Per Layer</u>	<u>All City Layers</u>
GIS Digital Data Layers	\$ 34	\$ 322
Approved hourly billing rate per section 1.3 plus layer fees, limited to staff availability		
Includes asbuilt reconciliation for site development.		

5. Library Fees

5.1. Overdue items	<u>Per Day</u>	<u>Maximum</u>
Adult items	\$ 0.10	\$ 1.00
Children's items	0.10	1.00
Children's AV materials	0.10	1.00
Library of Things items	1.00	Cost of item
Physical Cultural Pass	5.00	Cost of pass
5.2. Media Storage	<u>Per Item</u>	
USB	\$ 3.00	
Blank CD/DVD	1.00	
5.3. Community Room	<u>Per Hour</u>	
Deposit	\$ 30.00	
5.4. Lost & Damaged	<u>Per Item</u>	
Item	Retail cost of item	
Miscellaneous missing part	\$ 1.00	
5.5. Photocopying, Printing, Scanning and Faxing Fees		
Black and White copying/printing		\$ 0.10 per page
Color copying/printing		0.25 per page
Faxing		0.25 per page
Scanning		No charge
3D printing	\$3 - \$15 per project, depending upon filament usage. For projects requiring more than 500 grams of materials, there will be an additional supply fee of \$5.	
Glowforge engraving	\$5 to \$10 per project, depending on whether we supply material	

6. Parks, Recreation, and Facility Fees

6.1. Picnic Shelter Rental Fees Per Time Block

Groups of 300+ or renting the Willamette Stage must utilize a Special Event permit.

Shelter	Capacity	Resident	Non-Resident
Marylhurst Heights Park Shelter A	Max 25	\$70	\$145
Marylhurst Heights Park Shelter B	Max 25	\$70	\$145
Sunset Park Shelter A	Max 25	\$70	\$145
Sunset Shelter B	Max 25	\$70	\$145
Willamette Park Gazebo	Max 25	\$70	\$145
Tanner Creek Park Shelter	Max 50	\$85	\$165
Hammerle Park Shelter	Max 50	\$85	\$165
Mary S. Young Park Shelter	Max 50	\$85	\$165
Willamette Park Main Shelter	Max 100	\$110	\$210
Hammerle Park Shelter	Max 100	\$110	\$210
Mary S. Young Park Shelter	Max 100	\$110	\$210

6.2. Special Event Fee

Application Fee \$150 (also located under Section 3.2)

Size of Event	Application Fee	
	Non-Profit	Commercial/ Private
Event Size 1-199	\$155	\$255
Event Size 200-499	205	355
Event Size 500-999	305	505
Event Size 1000 - 1999	505	855
Event Size 2000-4999	855	1,255

Special Event Fee applies when use of infrastructure facilities, right of ways, streets, open space, trails, or group areas necessary for event.

Facility rental fee will be in addition to the Special Event Fee

City personnel costs will be charged based on services required using the methodology described in Section 1.3.

6.3. Athletic Field Rental Permits

	Field Permit Only per hour
Grass Field	\$20
Artificial Turf	40

6.4. Tournament & Camp Fees

Adult & Youth Sports Camp Fees per day

West Linn Resident or Non-Profit	\$30 hour per field
Non-Resident or For Profit	65 hour per field

Adult & Youth Sports Tournament Fees per day

Fee to offset incurred costs for hosting tournaments (utilities, supplies and materials, and staff time)

1 - 5 teams in tournament	\$300
6 - 10 teams in tournament	500
11 - 20 teams in tournament	750
20+ teams in tournament	1,000

6.5. Adult Community Center Rental Fees

	Charges per hour		
	*Non-Profit	Residents	Non-Residents
Facility Rental (All rooms except kitchen)	NA	\$300	\$375
Grand Fir	\$50	100	125
Cedar Room (Dining Room)	45	90	115
Oak Room (back left)	30	60	75
Hemlock Room (front classroom)	20	40	50
Maple Room (back classroom)	20	40	50
Alcohol Fee	\$75 - Flat	\$75 - Flat	\$75 - Flat

* Non-Profit Meetings are 2 hours maximum. Maximum number of attendees must be kept under 100. No amplified music allowed.
 [See also Section 3.1 for facility deposit information.]

6.6. Sunset Fire Hall Community Room Fees

	Charges per hour		
	*Non-Profit & WL Affiliates	Residents	Non-Residents
Up to 49 people	\$30	\$75	\$95
50 to 99 people	\$40	95	120
Alcohol Fee		\$75 - Flat	\$75 - Flat

*West Linn Non-Profit and Affiliates Meetings maximum 2 hours per reservation. Maximum number of attendees is 100. No amplified music allowed.
 [See also Section 3.1 for facility deposit information.]

6.7. Robinwood Station Room Fees

***Robinwood Station is leased to the Friends of Robinwood Station who manages the reservations and fees.**

6.8. Street Trees

New Subdivisions/Existing Subdivisions:

The developer shall pay the cost of street trees at the time public improvements are bonded, prior to final plat approval. The fee shall be based on the number of trees required multiplied by \$400(the cost per tree). This fee includes the purchase cost of the tree, labor and equipment for original placement, regular maintenance following the City’s schedule for two years, and a two-year replacement warranty.

Existing Subdivisions/Older Established Areas:

Landowners in existing subdivisions or other established areas might choose to initiate a beautification or replacement project by planting street trees. In which case, fees will be as listed above or based on all or any combination of: permit and inspection fees, the actual cost of the tree, the actual cost of original placement, the projected cost of maintenance, and replacement warranty.

These fees shall be set and agreed upon prior to a permit being issued.

6.9. Park Maintenance Fee

Increased \$5.00

Increased 5.00% +

	Effective July 1, 2025		Effective January 1, 2026		Effective July 1, 2026	
	Charge per month		Charge per month		Charge per month	
	Residential	Commercial	Residential	Commercial	Residential	Commercial
Single family residence	\$ 23.40	n/a	\$ 28.40	n/a	\$ 35.02	n/a
Multi-family residence	22.23	n/a	27.23	n/a	33.59	n/a

For the park maintenance fee, a residence is defined by the presence of any size water meter. The system and structure of fees for parks maintenance can be controlled through the vacancy of a residence and turning off water service to the vacant residence. The City Council determines that the park maintenance fees imposed upon residences are not taxes subject to the property tax limitations of Article XI, section 11(b) of the Oregon Constitution.

A multi-family housing unit is defined as a residential structure with multiple dwelling units in the same building with that share one water meter. Because multi-family housing units cannot define vacancy based on the absence of water service, a multi-family rate can apply to eligible multi-family housing units. The multi-family housing rate is discounted based on the City-wide vacancy rate as determined by the City of West Linn Planning Department in effect for a one-year period as of July 1 of each fiscal year.

Monthly park maintenance fees to the principal residence of low income citizens as defined in this section shall be as follows: low income citizens shall be charged at one-half the regular rate. Any citizen currently receiving the reduced water service charge for low-income citizens shall automatically receive the reduced roadway maintenance fee. Principal residences occupied by a person(s) having an annual income(s) that does not exceed one hundred eighty-five percent (185%) of the most recently published federal poverty low income guidelines (as established by the poverty guidelines updated periodically in the Federal Register by the U.S. Department of Health and Human Services under the authority of 42 U.S.C. 9902(2).), are eligible for reduced park maintenance fees.

6.10. Commercial Filming

	<u>Fee</u>
Film/video one day fee - no park closure	\$100
Film/video one day fee - Park Closure	\$ 1,000 or more depending on park/area to be utilized or closed.
Still Photography per day	\$75

Tree Removal Permit Fee

Requires a change to Municipal Code prior to being enacted.

	<u>Fee</u>	
Tier 1	25	When Permit approval processed in office
Tier 2	65	When Permit approval requires site visit to address
Tier 3	185	When Permit approval requires site visit to address and mailing of notifications
Appeal Fee	\$400	Applies to Administrative appeals pursuant to WLMC 1.400 (ties to Section 3.12 under Administration section)

6.11. Tree Review

	<u>Fee</u>
	\$150
Associated with residential permit - \$116 flat fee	

Changed Special Event application and Banner application fees to \$150 under Admin Section

7. Police Fees

7.1. Police Public Record Request Services

	<u>Fee</u>
Photocopy or PDF creation each <u>police case report or incident</u> - first page up to ten pages per case/incident	\$ 15
Photocopy or PDF creation each <u>police case report or incident</u> - over ten pages per case/incident	See section 7.2 for applicable fee
Photocopy or PDF creation of other police documents (not related to case/incident)- first page up to ten pages	Free
Photocopying or PDF creation of police documents (not related to case/incident) - over ten pages	See per page photocopying fees below
Digital files produced to USB flash drive/CD duplication for each <u>police case report or incident</u>	\$20 and \$15 for each additional
Records Research, preparation, redaction and review fees	Staff hourly wage, plus benefits (first 30 minutes free) \$100/hr. for legal review/research

7.2. Photocopying, Printing, Scanning and Faxing Fees

	<u>Per page fee</u>
8.5" x 11" (per page charge)	\$ 0.25
8.5" x 14" (per page charge)	0.30
11" x 17" (per page charge)	0.35

7.3. Release of Impounded Vehicles

	<u>Per Vehicle</u>
Administrative Cost on tows resulting from violations, hazards/community care taking	\$ 200

Whereas, state law and West Linn municipal codes authorize police officers to impound an abandoned vehicle or a vehicle that is disabled, abandoned, parked or left standing unattended on a road or highway right of way and creates a hazard or obstruction to traffic or is unlawfully parked; and whereas, ORS 809.716 and 809.720 were adopted by the state legislature in 1997 to promote public safety and financial responsibility by authorizing police officers to impound vehicles, without prior notice for the following offenses; Driving an uninsured vehicle in violation of ORS 806.010, Driving while suspended or revoked in violation of ORS 811.175 or 811.182, Driving while under the influence of intoxicants in violation of ORS 813.010; Operating without driving privileges or in violation of license restriction in violation of ORS 807.010; and whereas, such state statutes allow payment to a police agency of an administrative fee determined by the agency to be sufficient to recover its actual administrative cost for the impoundment.

Criminal vehicle impound fees apply to DUII, attempts to elude police, reckless driving, driving while felony suspended, hit and run felony.

7.4. Security Alarm Permits

	<u>Fee</u>
Annual new permit	\$ 40
Annual renewal fee	40
Failure to obtain a permit or delinquent renewal	25

7.5. False Alarm System Fees

	<u>Fee</u>
First false alarm	\$ 25
Second false alarm	50
Third false alarm	75
Fourth false alarm	100
Fifth false alarm and additional false alarm(s)	150
False alarm late fee	25
Alarm monitoring & installation business non-compliance fee	25

* First false alarm fee waived if citizen completes online alarm school

Any alarm system, as defined in WLMC 7.230(3) and WLMC 7.230(5), that has false alarm(s) within any permit year are subject to fees or actions.

8. Public Works Fees

8.1. Public Works Construction Permit	<u>Fee/Deposit</u>
Flat permit fee	\$ 116
Construction services deposit	500 Pursuant to City Code Section 3.255
Required deposit if street is cut	\$500 plus \$50 per lineal foot of street cut
8.2. Public Improvement Permit	<u>Fee/Deposit</u>
Flat permit fee	\$ 116
Construction services deposit	6% of estimated construction costs
Pursuant to City Code Section 3.255 and West Linn Community Development Code 91.010(2)	
8.3. Blasting Permits	<u>Fee</u>
Blasting permit fee	\$ 1,932
	Pursuant to City Code Section 5.785
	Plus \$2.00 per cubic yard of material
8.4. Erosion Control	<u>Fee</u>
Erosion Control Permit Application and Inspection Fees - under 1/2 Acre	\$ 578
(\$202 - Application and \$376 - first year annual fee)	
Erosion Control Application Fees - over 1/2 Acre but under 1 acre	\$ 1,124
(\$393 - Application and \$731 - first year annual fee)	
Erosion Control Application Fees - over 1 acre (Over 5 acres - DEQ 1200C also is required)	\$ 2,095
(\$733 - Application and \$1362 - first year annual fee. Every 1 acre or portion there of over 5 acres inspection fees increase \$95)	
One charge per plan review/inspection; additional charge for each inspection.	
8.5. Building Site Cleanup Deposits	<u>Deposit</u>
Building site cleanup deposit	\$ 350 Pursuant to City Code Section 8.11C
8.6. Vacations	<u>Fee</u>
Easement	\$ 1,932
8.7. Building Relocation Through Public Right-Of-Way (ROW)	<u>Fee</u>
Flat permit fee	\$ 1,932
Pursuant to Section 8.255 of the West Linn Municipal Code	
8.8. Asbuilts	<u>Fee</u>
Reconciliation of development project asbuilts if not provided in ESRI file format	Hourly billing rate per Section 1.3
8.9. Right-of-Way Use Permits	<u>Fee</u>
Flat permit fee	\$ 116
Small Cell Permit Application	\$ 500 up to 5 sites, \$100 per additional attachment
8.10. Third party development review services	<u>Fee</u>
Pass through charge from third party to developer	Third party fees plus 15% to cover City administrative costs

Reconciliation of development project asbuilts per approved hourly billing rate in Section 1.3 if not provided

8.11. Grading Plan Review Fee

	Fee for first 10,000 Cubic Yards	Plus fee for each additional CY over 10,000 Cubic Yards
Cubic Yards (CY):		
0 to 50	No fee, no permit required	n/a
51 to 100	\$ 58	n/a
101 to 1,000	89 (for 1st 100 CY)	n/a
1,001 to 10,000	116 (for 1st 1,000 CY)	n/a
10,001 to 100,000	116 (for 1st 10,000 CY)	\$58 (each additional 10,000 CY)
100,001 to 200,000	620 (for 1st 100,000 CY)	27 (each additional 10,000 CY)
Over 200,000	924 (for 1st 200,000 CY)	17 (each additional 10,000 CY)

8.12. Grading Permit Fee

	Fee for first 1,000 of Cubic Yards	Plus fee for each additional CY over 1,000 (or fraction thereof)
Cubic Yards (CY):		
0 to 50	No fee, no permit required	n/a
51 to 100	\$ 89	n/a
101 to 1,000	89 (for 1st 100 CY)	\$ 42 (each additional 100 CY)
1,001 to 10,000	446 (for 1st 1,000 CY)	37 (each additional 1,000 CY)
10,001 to 100,000	751 (for 1st 10,000 CY)	158 (each additional 10,000 CY)
Over 100,000	2,111 (for 1st 100,000 CY)	84 (each additional 10,000 CY)

8.13. Public Works Review and Inspection

	Fee
General review associated with residential permit	\$ 609
All others, see Public Works Department fee schedule.	
Inspection fees per West Linn Hourly Fee Schedule, see Section 1.3	
Stormwater Management Facility Review and Inspection	\$ 263

8.14. Dye Test

	Fee
Residential	\$ 95
Commercial	Charged an hourly rate (see Section 1.3. for hourly rate information).

8.15 Utility Right-Of-Way Use Fees (Effective August 13, 2025)

	Fee
Right-Of-Way Utility Provider Registration (Annual)	\$ 50
Right-Of-Way Utility License (5 Year License)	\$ 250

Utility Providers

Electric
 Natural Gas
 Communications
 Water
 Stormwater
 Wastewater

Right-Of-Way Usage Fee

5% gross revenue
 5% gross revenue
 7% gross revenue
 0% gross revenue
 0% gross revenue
 0% gross revenue

Utility Operators

Electric
 Natural Gas
 Cable

Right-Of-Way Usage Fee

5% gross revenue
 5% gross revenue
 5% gross revenue per the cable franchise agreement and Cable Act

Communications	7% gross revenue, provided that Operators whose only facilities in the right-of-way are Small Wireless Facilities as defined in 47 C.F.R. 1.6002 mounted on structures within the right-of-way, and with no facilities strung between such structures or otherwise within, under, or above the right-of-way, shall pay an attachment fee of \$270 per attachment.
Water	0% gross revenue
Stormwater	0% gross revenue
Wastewater	0% gross revenue
Utility Operators With No Revenue From Customers In The City	\$ 2.75 per linear foot or \$5,629 per year, whichever is greater

Gross revenue means any revenue received or derived from all sources from utility facilities and/or utility services within the city limits by the utility; including revenue from the use, rental or lease of operating facilities of the utility and from the provision of services by the utility. There shall be no deduction for the cost of the commodity furnished or sold, the cost of materials used, labor costs, interest, discount, delivery cost, taxes or other expense. Gross revenue does not include revenue paid directly by the United States of America or its agencies.

8.16. Fees in Lieu of Construction

Transportation Frontage Improvements

<u>Fee</u>
\$425/Linear Foot
Based on historical costs to construct facility per linear foot of frontage.

9. Planning Fees

9.1. Addressing	<u>Fee</u>
Change of existing address	\$ 200
Assign single-family	\$50 + \$10 per lot
Assign multi-family less than 50 units	\$50 + \$10 per unit
Assign multi-family with 50+ units	\$50 + \$5 per unit
Non-Residential (suite assignment)	\$50 for address + \$25 per suite
9.2. Annexation	<u>Fee</u>
(excludes election costs)	\$8,000 base fee + \$1,000 per acre above 1.0 acre
9.3. Appeal	<u>Fee</u>
Appeal to City Council	\$ 400
Expedited land division to Referee per ORS 197.375	300
Appeal fee through Neighborhood Association	no charge
9.4. Comprehensive Plan/Zoning Amendments	<u>Deposit</u>
Map Amendment	\$ 4,500
Plan/Code Text Amendment	4,500
9.5. Code Interpretation	<u>Fee</u>
	\$ 850
9.6. Conditional Use Permit	<u>Deposit/Fee</u>
Deposit	\$ 4,500
Inspection Fee	500
9.7. Design Review	<u>Fee</u>
Class I	\$ 2,800
	<u>Deposit</u>
Class II	\$ 4,500
Inspection Fee	500
9.8. Determination of Unlisted Use	<u>Fee</u>
	\$ 850
9.9. Enlarge/Alter Non-conforming Use/ Structure	<u>Fee</u>
Without Public Hearing	\$ 1,200
With Public Hearing	3,300

9.10. Environmental Overlay Zones

	<u>Fee</u>
Dock Approval	\$ 3,000
Water Resource Area Permit	2,850
Floodplain Management Area Permit	2,850
Willamette/Tualatin River Greenway Permit	2,850
Combination of 2 Permits	4,275
Combination of 3 Permits	5,700

9.11. Extensions of Approval

	<u>Fee</u>
Historic Review Board Decision	
Residential	\$ 100
Commercial	500
Planning Director Decision	1,760
Planning Commission Decision	3,700

9.12. Historic Resources

	<u>Fee</u>
Residential	
Class I or II Design Review - Alterations/Additions	\$ 100
Class II Design Review - New Construction	1,500
Commercial	
Class I Commercial Design Review - Alterations/Additions	250
Class II Commercial Design Review - Alterations/Additions	500
Class II Commercial Design Review - New Construction	4,500 (deposit)
Demolition Permit	4,500
Relocation Permit	1,500
Landmark or District Designation	no charge
Removal of Historic Resource Designation	4,500

9.13. Land Division	Fee	
Expedited Land Division	\$ 4,900	
Minor Partition	4,400	
Property Line Adjustment (includes plat review fee)	1,200	
Final Plat Review		
Minor Partition	1,500	
Subdivision	2,000	
	Deposit	
Subdivision	\$ 4,500	
Planned Unit Development (PUD)	4,500	
Subdivision/PUD Inspection Fee	500	(fee)

9.14. Modification of Approval	Fee
Historic Review Board Decision	
Alterations/Additions	\$ 100
New Construction	500
Planning Director Decision	1,400
Planning Commission Decision	3,700

9.15. Pre-Application Conference	Fee
Level I (Planning review only)	\$ 420
Level II (City-wide departmental review)	1,200
Historic Review	no charge

9.16. Sign Review	Fee
Face change	\$ 50
Temporary	50
Permanent	250

9.17. Street Name Change	Fee
	\$ 940

9.18. Temporary Use Permit	Fee
Planning Director Decision	\$ 330
Planning Commission Decision	3,500
Special Event	no charge

9.19. Vacations	Fee
Street	\$ 6,000
Tree Easement	1,000

9.20. Variance	Fee
Class I	\$ 1,000
Class II	3,450

After the initial charge for the first variance, subsequent variances will be charged one-half the fee when processed as one application.

9.21. Willamette Falls Drive Commercial Design District	<u>Fee</u>
Class I Design Review to Change Paint Color	No Charge
9.22. Zoning Verification	<u>Fee</u>
Information Requests	\$ 150
Land Use Compatibility Statements	150
9.23. Development Agreement	<u>Deposit</u>
	\$ 2,500
9.24. Building Permit Review	<u>Fee</u>
Residential	\$ 150
Commercial	300
9.25. Planning Consultation	<u>Fee</u>
	\$ 150

***Deposit based applications will be billed monthly for time and materials above the initial deposit.**

10. Building Fees

10.1. Residential Structural, Commercial Structural, Commercial Mechanical, and Solar (Non-Prescriptive Path System) Permit Fees

	<u>Minimum base fee</u>	<u>Plus each additional \$1K of BV</u>
Building Valuation (BV):		
\$0 up to \$2,000	\$ 176	\$ -
\$2,001 up to \$25,000	176	24
\$25,001 up to \$50,000	728	19
\$50,001 up to \$100,000	1,203	12
Over \$100,000	1,803	9

These fees are based on building valuation (BV) and the methodology is determined by Oregon State Building Codes. When applicable, structural permits use valuation as determined by ICC Valuation Table current as of April 1 of each year, as per OAR 918-050-0100.

\$176 for the first \$2,000 plus \$24 for each additional \$1,000 or fraction thereof, to and including \$25,000
 \$728 for the first \$25,000 plus \$19 for each additional \$1,000 or fraction thereof, to and including \$50,000
 \$1,203 for the first \$50,000 plus \$12 for each additional \$1,000 or fraction thereof, to and including \$100,000
 \$1,803 for the first \$100,000 plus \$9 for each additional \$1,000 or fraction thereof

Structural Minimum Permit Fee \$ 176

10.2. Plan Reviews

	<u>Fee</u>	
Residential Structural	65% of permit fee	
Commercial Structural	75% of permit fee	
Fire, Life, and Safety	45% of permit fee (Commercial only/when applicable)	
Additional Plan Review (when applicable)	\$176/hour	(Hourly review rate is the same for all disciplines)
Commercial Mechanical Plan Review	40% of permit fee	
Commercial Plumbing Plan Review	40% of permit fee	
Residential Plumbing or Mechanical Review	40% of permit fee	
Seismic Surcharge	1% of permit fee	(Plan Review on Essential Structures)
Development Services Administration Fee	.25% of project valuation	

Residential and Commercial plan review fee includes two rounds of review, additional rounds of review will be charged at an hourly rate. Revisions submitted after plan approval will be charged additional review at hourly rate.

The development services fee is charged on all projects that require plan review. This fee goes towards facilitating, processing, management of workflow, and providing feedback and responses to questions associated with permits.

10.3. Deferred Submittals Plan Review

	<u>Fee</u>
65% of the building permit fee calculated using the value of the deferred portion with a \$250 minimum	\$ 284

10.4. Phased Plan Review

\$388 minimum phasing (application) fee plus 10% of the TOTAL project building permit fee not to exceed \$1,500.00 per phase

10.5. Permit Reinstatement Fee

	<u>Fee</u>
	\$ 176

10.6. Permit Refund Processing Fees

	<u>Fee</u>
Permit retention fees	\$ 86 varies dependent on work completed

10.7. Investigation Fee

	<u>Fee</u>
Hourly Rate	\$ 176
Minimum two hours	
Investigation Fees - may include supervision, overhead, equipment, and/or rate/wage of the employee(s) involved. Applicable to all disciplines and is surchargeable as inspection.	

10.8.	Inspection Fees - All Disciplines	<u>Fee</u>	
	Reinspection Fee	\$176/each	
	Inspection outside normal business hours (Minimum two hours)	265/hour	
	Inspection for which no fee is indicated	176/hour	
	Each additional inspection	176/each	
10.9.	Demolition (complete demolition), not subject to State Surcharge	<u>Fee</u>	
	Residential	\$ 176	
	Commercial		Based on valuation. Apply contract price to building permit table.
10.10.	Consultation	<u>Fee</u>	
	Fee	\$176/hour	
10.11.	Residential Fire Suppression - Standalone System, fee includes plan review (See Plumbing Fee section for Continuous Loop/Multipurpose System)	<u>Fee</u>	
	0 to 2,000	\$ 176	
	2,001 to 3,600	221	
	3,601 to 7,200	265	
	Over 7,200	353	
	Commercial Fire Suppression - Alarms/Sprinklers		Based on the valuation of the work, applied to the Structural Permit Fee schedule 10.1
10.12.	Occupancy Certificate	<u>Fee</u>	
	Commercial	\$ 530	(Temporary certificate of occupancy)
	Residential	530	(Temporary certificate of occupancy)
10.13.	Plumbing Permit Fees	<u>Fee</u>	
	New 1 & 2 Family Dwelling – includes one kitchen, first 100 feet each of site utilities, hose bibbs, icemakers, underfloor low-point drains, and rain drain packages that include the piping, gutters, downspouts, and perimeter system.		
	Half bath counted as whole		
	SFR (1) Bath One Kitchen	\$ 692	
	SFR (2) Bath One Kitchen	918	
	SFR (3) Bath One Kitchen	1,119	
	Each additional bathroom > 3 or kitchen > 1	121	
	Each additional 100 ft or fraction of site utilities - water, sewer, storm (which includes rain, footing, trench, and leach)		
	First 100 ft included in bathroom/kitchen fee		
10.14.	Commercial Medical Gas	See Structural Valuation Table	
	Fee based on installation costs and system equipment, including but not limited to inlets, outlets, fixtures and appliances.		
10.15.	Site Utility Fees - Commercial and Non-New Residential	<u>Fee</u>	
	Catch basin/area drain	\$ 32	
	Trench drain	32	
	Manholes	32	
	Sanitary sewer - First 100 feet or less	134	
	Sanitary sewer - Each additional 100 feet or fraction	134	
	Storm sewer - First 100 feet or less	134	
	Storm sewer - Each additional 100 feet or fraction	134	
	Water services - First 100 feet or less	134	
	Water services - Each additional 100 feet or fraction	134	
	MFD Park - site utility connection per space	134	(see 10.19)

10.16.	Fixture or Item - Commercial and Residential	Fee
	Absorption valve	\$ 32
	Back flow preventer (irrigation)	32
	Backwater valve	32
	Basins/lavatory	32
	Clothes washer	32
	Dishwasher	32
	Drinking fountain(s)	32
	Ejectors/sump	32
	Expansion tank	32
	Fixture/sewer cap	32
	Floor drains/floor sinks/hub	32
	Garbage disposal	32
	Hose bib	32
	Ice maker	32
	Interceptor/grease trap	32
	Primer(s)	32
	Roof drain (commercial)	32
	Sink(s), basin(s), lav(s)	32
	Stormwater retention/detention tank facility	32
	Swimming Pool Piping	32
	Tubs/shower/shower pan	32
	Urinal	32
	Water closet	32
	Water heater	32
	Interior Repipe Water Piping/retrofit water supply (Per each individual floor containing plumbing)	122
	Alternate potable water heating system	122
	Other Plumbing Fixture	32
	Plumbing Minimum permit fee	176

10.17.	Mechanical Permit Fees - Residential	Fee
	Duct Work - no appliance/ fixture	\$ 34
	Air Conditioning	44
	Air handling unit of up to 10,000 cfm	44
	Air handling unit 10,001 cfm and over	44
	Appliance of piece of equipment regulated by code but not classified in other appliance categories	34
	Attic/ crawl space fans	34
	Chimney/ liner/ flue/ vent	34
	Evaporative cooler other than portable	34
	Floor furnace, including vent	55
	Furnace - greater than 100,000 BTU	55
	Furnace - up to 100,000 BTU	55
	Furnace/burner including duct work/vent/liner	55
	Flue vent for water heater or gas fireplace	34
	Hood served by mechanical exhaust, including ducts for hood	34
	Mini split system	44
	Heat Pumps	44
	Suspended heater, recessed wall heater, or floor mounted unit heater	44
	Appliance Vent installation, relocation or replacement not included in an appliance permit	34
	Clothes Dryer Exhaust	34
	Range hood/other kitchen equipment	34
	Ventilation fan connected to single duct	34
	Gas Fuel Piping (4 outlets)	16
	Gas Fuel Piping (each above 4)	16
	Oil tank/gas diesel generators	55
	Pool or spa heater, kiln	34
	Decorative Fireplace (manufactured)	55
	Gas or wood fireplace/ Insert	55
	Wood Stove/ Pellet Stove	55

10.17.	Mechanical Permit Fees - Residential (continued)	<u>Fee</u>
	Gas clothes dryer	\$ 34
	Other fuel appliance	34
	Other environment exhaust/ ventilation	34
	Other heating/cooling	34
	Ventilation system not a portion of heating or air-conditioning system authorized by permit	34
	Repair, alteration, or addition to mechanical appliance, including installation or relocation of controls	34
	Installation or relocation domestic /type incinerator	34
	Water Heater	34
	Minimum mechanical permit fee	176
	Commercial Mechanical Fees	See section 10.1

10.18.	Solar Permit Fee	<u>Fee</u>
	Prescriptive Path System (includes Plan Review)	\$ 262
	Non-prescriptive installation	See section 10.1
	<i>(Fee as per structural permit fee table by valuation to include the solar panels, racking, mounting elements, rails and the cost of labor to install. Solar electrical equipment including collector panels and inverters shall be excluded from the structural permit valuation.)</i>	

Cancelled Prescriptive Solar Permits will be subject to permit fee retention for any work already completed by the City of West Linn.¹

10.19.	Manufactured Dwelling Placement Fee *	<u>Fee</u>
	State (Cabana) Fee	\$ 520
		30
	<i>* Includes the concrete slab, runners or foundations that are prescriptive, electrical feeder and plumbing connections and all cross-over connections and up to 30 lineal feet of site utilities. Decks, other accessory structures, and foundations that are not prescriptive, utility connections beyond 30 lineal feet, new electrical services or additional branch circuits, and new plumbing - may require separate permits (see site utility fees above). All decks, carports, garages, porches, and patios are based on valuation and may also require separate permits.</i>	

-- See Structural schedule by valuation for non-dwelling modular placements

10.20.	Manufactured Dwelling/RV parks - Area Development Permit (ADP)
	The Area Development Permit fee to be calculated based on the valuations shown in Table 2 of OAR 918-600-0030 for Manufactured Dwelling/Mobile Home Parks and Table 2 of OAR 918-650-0030 for Recreational Park & Organizational Camp – and applying the valuation amount to Table 1 as referenced for each.

11. Solid Waste - West Linn Refuse and Recycling

Rates as of July 1, 2025 - Charged Directly by WL Refuse and Recycling

11.1 Residential Service (recycling and yard debris included in rate):

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>
21-gallon cart weekly curbside	\$ 31.64	Residential
21-gallon cart weekly w/in 50' of road	37.03	Residential
35-gallon cart weekly curbside	37.70	Residential
35-gallon cart weekly w/in 50' of road	44.15	Residential
35-gallon cart - On Call		
35-gallon cart monthly curbside	18.88	Residential
35-gallon cart monthly w/in 50' of road	22.09	Residential
65-gallon cart weekly curbside	60.38	Residential
65-gallon cart weekly w/in 50' of road	70.64	Residential
95-gallon cart weekly curbside	66.40	Residential
95-gallon cart weekly w/in 50' of road	77.68	Residential
Yard Debris only weekly curbside	8.50	Residential
Additional Yard Debris weekly curbside	8.50	Residential

11.2 Commercial Service:

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>
35-gallon cart weekly curbside	\$ 37.70	Commercial
35-gallon cart weekly w/in 50' of road	44.15	Commercial
65-gallon cart weekly curbside	60.38	Commercial
65-gallon cart weekly w/in 50' of road	70.64	Commercial
95-gallon cart weekly curbside	66.40	Commercial
95-gallon cart weekly w/in 50' of road	77.68	Commercial
Yard Debris only weekly curbside	8.50	Commercial
Additional Yard Debris weekly curbside	8.50	Commercial

11.3 Extra Hauling:

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>
35-gallon cart worth	\$ 12.57	Residential
1-bag worth (garbage or yard debris)	5.00	Residential
1-yard worth (garbage)	32.00	Commercial
Return Trip Fee	9.00	

11.4 Mobile Home Courts and Apartments (yard debris service is not included in this rate):

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>
21-gallon cart weekly curbside	\$ 23.41	Residential
21-gallon cart weekly w/in 50' of road	26.75	Residential
35-gallon cart weekly curbside	27.90	Residential
35-gallon cart weekly w/in 50' of road	32.65	Residential
65-gallon cart weekly curbside	44.67	Residential
65-gallon cart weekly w/in 50' of road	52.25	Residential
95-gallon cart weekly curbside	49.16	Residential
95-gallon cart weekly w/in 50' of road	57.46	Residential

11.5 Container Service - Loose:

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>
1-yard picked up 1x/week	\$ 148.91	Commercial
1.5-yard picked up 1x/week	227.45	Commercial
2-yard picked up 1x/week	272.93	Commercial
3-yard picked up 1x/week	409.39	Commercial
4-yard picked up 1x/week	545.88	Commercial
6-yard picked up 1x/week	900.71	Commercial
Additional 1-yard picked up 1x/week	163.78	Commercial
Additional 1.5-yard picked up 1x/week	250.18	Commercial
Additional 2-yard picked up 1x/week	300.26	Commercial
Additional 3-yard picked up 1x/week	450.35	Commercial
Additional 4-yard picked up 1x/week	600.48	Commercial
Additional 6-yard picked up 1x/week	990.73	Commercial

**Note: Compacted container rates shall be 2.5 times the loose rate*
 Source Separated Food Waste: 95% of Commercial Rates

11.6 Cleanup Containers:

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>
3-yard container	\$ 134.21	Commercial
4-yard container	168.35	Commercial

**Note: Price is per dump*

11.7 Additional Recycling (Recycle Plus)

<u>Service Type</u>	<u>Current Rate</u>	<u>Method</u>
Monthly Charge	\$ 2.68	
20-gallon pickup	9.93	
20-gallon non-curb w/in 150' of road	12.55	
20-gallon non-curb greater than 150' of road	13.95	

**Note: Price is per pickup*

Monthly Collection Rate Adjustment Methodology

The monthly Collection Rate shall be adjusted upward or downward to reflect eighty percent (80%) of the change in the All Items in WEST - Size Class B/C, all urban; Consumer Price Index All Consumers; Series ID

* See West Linn Refuse & Recycling Franchise Agreement (Section 7.3) for additional information.

**12. Solid Waste - Keller Drop Box dba Allied Waste Services/Republic Services
Rates as of July 1, 2024 - Charged Directly by Allied Waste Services/Republic Services**

12.1 Drop Box Services

<u>Size</u>	<u>Commodity</u>	<u>Delivery</u>	<u>Haul</u>	<u>Rent</u>
10 yd	Concrete	\$ 41.47	\$ 183.00	\$105.24/month or \$10.52/day
10 yd	Concrete w/ Rebar	41.47	183.00	105.24/month or 10.52/day
10 yd	Dirt	41.47	183.00	105.24/month or 10.52/day
10 yd	Sod	41.47	183.00	105.24/month or 10.52/day
20 yd	Yard Debris	41.47	183.00	105.24/month or 10.52/day
30 yd	Yard Debris	41.47	210.46	105.24/month or 10.52/day
40 yd	Yard Debris	41.47	239.45	105.24/month or 10.52/day
20 yd	Wood	41.47	183.00	105.24/month or 10.52/day
30 yd	Wood	41.47	210.46	105.24/month or 10.52/day
40 yd	Wood	41.47	239.45	105.24/month or 10.52/day
20 yd	Trash/Mixed/C&D	41.47	183.00	105.24/month or 10.52/day
30 yd	Trash/Mixed/C&D	41.47	210.46	105.24/month or 10.52/day
40 yd	Trash/Mixed/C&D	41.47	239.45	105.24/month or 10.52/day

12.2 Compactor Services

<u>Compactor</u>	<u>Haul</u>
20 Yard	\$ 207.79
30 Yard	281.35
40 Yard	317.54

Monthly Collection Rate Adjustment Methodology

The monthly Collection Rate shall be adjusted in alignment with the most recently concluded calendar year of the U.S Bureau of Labor Statistics, Consumer Price Index for All Urban Consumers: Water and Sewer and Trash Collection Services in U.S City Average (CUSR0000SEHG).

* See Keller Drop Box dba Allied Waste Services/Republic Services Franchise Agreement (Section 7.3) for additional information.

* All commodities hauled at same rate depending on box size. Disposal not included and may vary based on disposal site. Any weight over 10 tons will be charged a fee, equal to 1.5 times the per ton rate for disposal. Excessive haul time, 1 truck and 1 driver is \$97.31 per hour.

13. Systems Development Charges (SDCs)

City SDCs Increased
for ENR CCI Index at
2.780%

13.1. General SDC Information

West Linn SDC fees shall be indexed for inflation annually using the Engineering News – Record Construction Cost Index (Seattle) for the most recent 12-month period per Code Section 4.415(3).

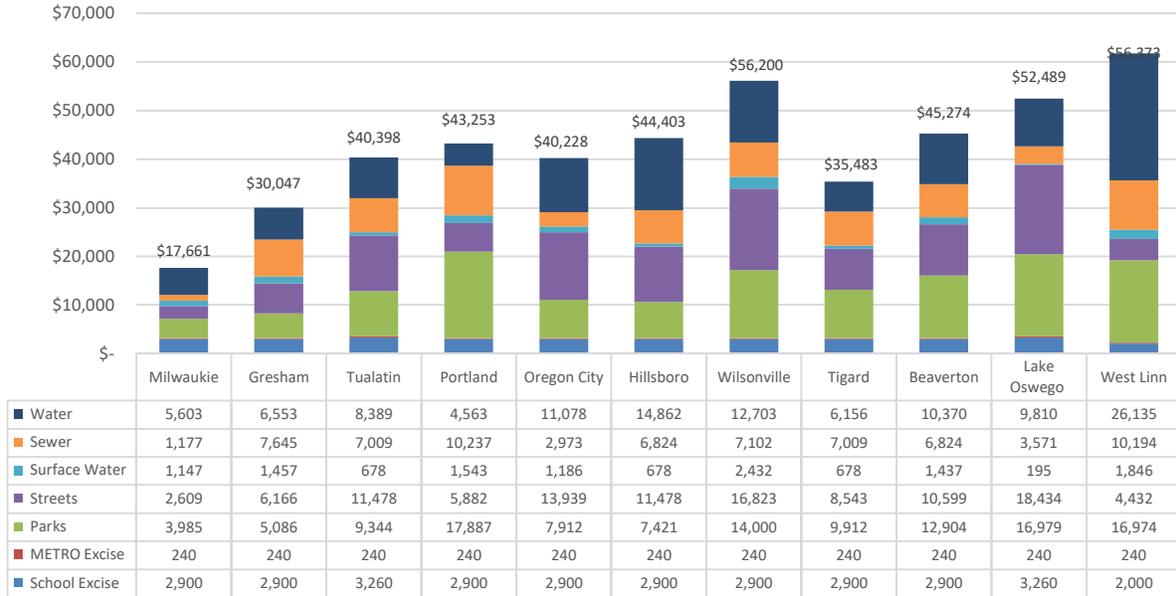
Below is a summary table of all SDC charges for a Single Family Dwelling (effective July 1, 2025):

<u>Per Single Family Dwelling:</u>	Reimbursement	Improvement	Administrative	Total
Street SDC	\$ 2,089	\$ 221	\$ 141	\$ 2,452
Bike/Ped SDC	1,955	25	-	1,980
Water SDC	1,495	17,812	501	19,808
Surface Water SDC	1,351	405	90	1,846
Parks SDC	-	16,529	445	16,974
Sewer SDC	165	869	60	1,094
Sub-total, SDCs to City	<u>\$ 7,055</u>	<u>\$ 35,861</u>	<u>\$ 1,237</u>	<u>\$ 44,154</u>
Plus Water SDC collected for South Fork Water Board (updated effective January 1, 2025)				6,327
Plus Sewer SDC collected for Tri-City Service District (proposed)				9,100
Plus Excise Tax collected for Metro on valuations over \$100,000				240
Plus Excise Tax collected for School District on new construction or additions				2,000
Total SDCs due for Single Family Dwelling				<u><u>\$ 61,821</u></u>

Notes:

Comparison of Neighboring Cities' New Single-Family SDC Fees

Based on a 2,000sqft home with 500sqft garage, \$200,000 value



13.2. Street SDC

Effective July 1, 2009

Effective July 1, 2025 [see updated 7/1/2025 table attached]

13.3. Bike/Ped SDC

Effective January 26, 2010 - Phase I

Effective July 1, 2025 [see updated 7/1/2025 table attached]

13.4. Water SDC

Note: see also the additional SDC collected on behalf of South Fork Water Board [SFWB Water SDC for 5/8" meter is currently = \$4,218 for 2025 and \$2,944 for 2024

Effective July 1, 2024 [ENR CCI increase 3.17%]

Size of Meter	Meter Equivalency	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$970	\$11,553	\$325	\$12,848
5/8"	1	\$970	\$11,553	\$325	\$12,848
3/4"	1.5	\$1,455	\$17,330	\$487	\$19,272
1"	2.5	\$2,425	\$28,883	\$812	\$32,120
1.5"	5	\$4,850	\$57,765	\$1,625	\$64,240
2"	8	\$7,760	\$92,424	\$2,600	\$102,784
3"	16	\$15,520	\$184,848	\$5,200	\$205,568
4"	25	\$24,250	\$288,825	\$8,125	\$321,200
6"	50	\$48,500	\$577,650	\$16,250	\$642,400
8"	80	\$77,600	\$924,240	\$26,000	\$1,027,840
10"	125	\$121,250	\$1,444,125	\$40,625	\$1,606,000

Effective July 1, 2025 [ENR CCI increase 2.78%]

Size of Meter	Meter Equivalency	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$997	\$11,874	\$334	\$13,205
3/4"	1.5	\$1,496	\$17,811	\$501	\$19,808
1"	2.5	\$2,493	\$29,685	\$835	\$33,013
1.5"	5	\$4,985	\$59,370	\$1,670	\$66,025
2"	8	\$7,976	\$94,992	\$2,672	\$105,640
3"	16	\$15,952	\$189,984	\$5,344	\$211,280
4"	25	\$24,925	\$296,850	\$8,350	\$330,125
6"	50	\$49,850	\$593,700	\$16,700	\$660,250
8"	80	\$79,760	\$949,920	\$26,720	\$1,056,400
10"	125	\$124,625	\$1,484,250	\$41,750	\$1,650,625

13.5. Surface Water SDC

The surface water SDC is based on impervious surface area. For "Single Family" applications, surface water SDC's are based on an assumed average equivalent service unit (1 ESU = 2,914 sq ft). For "All Other" applications, surface water SDC's are based on actual, total impervious surface area (\$1,796-per 2,914 sq ft)

Effective July 1, 2024 [ENR CCI increase 3.17%]

Unit	Reimbursement	Improvement	Administrative	Total	
<i>per factor of 1</i>	1.00	\$1,314	\$394	\$88	\$1,796
Single family	1.00	\$1,314	\$394	\$88	\$1,796
All Other	1.00	\$1,314	\$394	\$88	\$1,796

Effective July 1, 2025 [ENR CCI increase 2.78%]

Unit	Reimbursement	Improvement	Administrative	Total	
<i>per factor of 1</i>	1.00	\$1,351	\$405	\$90	\$1,846
Single family	1.00	\$1,351	\$405	\$90	\$1,846
All Other	1.00	\$1,351	\$405	\$90	\$1,846

13.6. Park SDC

Effective July 1, 2024 [ENR CCI increase 3.17%]

Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$0	\$5,776	\$156	\$5,932
Single family	2.784	\$0	\$16,080	\$435	\$16,515
Townhouse	2.784	\$0	\$16,080	\$434	\$16,515
Cottage Cluster, Separate	2.425	\$0	\$14,008	\$378	\$14,386
Cottage Cluster, Shared	2.425	\$0	\$14,008	\$378	\$14,386
2-4 Units, Separate	2.067	\$0	\$11,940	\$322	\$12,262
2-4 Units, Shared	2.067	\$0	\$11,940	\$322	\$12,262
Multi-family	1.874	\$0	\$10,823	\$291	\$11,114

Effective July 1, 2025 [ENR CCI increase 2.78%]

Unit		Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>	1.00	\$0	\$5,937	\$160	\$6,097
Single family	2.784	\$0	\$16,529	\$445	\$16,974
Townhouse	2.784	\$0	\$16,529	\$445	\$16,974
Cottage Cluster, Separate	2.425	\$0	\$14,397	\$378	\$14,775
Cottage Cluster, Shared	2.425	\$0	\$14,397	\$378	\$14,775
2-4 Units, Separate	2.067	\$0	\$12,272	\$322	\$12,594
2-4 Units, Shared	2.067	\$0	\$12,272	\$322	\$12,594
Multi-family	1.874	\$0	\$11,124	\$299	\$11,423

13.7. Sewer SDC

Note: see also the additional SDC collected on behalf of Tri-City Service District
 [Tri-City Service District Sewer SDC is currently 1 EDU = \$8,860]

Effective July 1, 2025 [ENR CCI increase 2.78%]

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$1,041	\$4,062	\$194	\$5,297
Single family	-	-	\$1,041	\$4,062	\$194	\$5,297
Townhouse	-	-	\$1,041	\$4,062	\$194	\$5,297
Cottage Cluster, Separate	-	-	\$907	\$3,539	\$168	\$4,614
Cottage Cluster, Shared	-	-	\$907	\$3,539	\$168	\$4,614
2-4 Units, Separate	-	-	\$773	\$3,016	\$144	\$3,933
2-4 Units, Shared	-	-	\$773	\$3,016	\$144	\$3,933
Multi-family	-	-	\$580	\$2,262	\$108	\$2,950
Commercial	5/8"	1	\$1,041	\$4,062	\$194	\$5,297
Commercial	3/4"	1.5	\$1,562	\$6,093	\$291	\$7,946
Commercial	1"	2.5	\$2,603	\$10,155	\$485	\$13,243
Commercial	1.5"	5	\$5,205	\$20,310	\$970	\$26,485
Commercial	2"	8	\$8,328	\$32,496	\$1,552	\$42,376
Commercial	3"	16	\$16,656	\$64,992	\$3,104	\$84,752
Commercial	4"	25	\$26,025	\$101,550	\$4,850	\$132,425
Commercial	6"	50	\$52,050	\$203,100	\$9,700	\$264,850
Commercial	8"	80	\$83,280	\$324,960	\$15,520	\$423,760
Commercial	10"	125	\$130,125	\$507,750	\$24,250	\$662,125

Effective October 1, 2025 [Updated Sanitary Sewer SDC Methodology - FCS Report]

Unit	Meter Size	Factor	Reimbursement	Improvement	Administrative	Total
<i>per factor of 1</i>		1.00	\$165	\$869	\$60	\$1,094
Single family	-	-	\$165	\$869	\$60	\$1,094
Townhouse	-	-	\$165	\$869	\$60	\$1,094
Cottage Cluster, Separate	-	-	\$138	\$729	\$50	\$917
Cottage Cluster, Shared	-	-	\$138	\$729	\$50	\$917
2-4 Units, Separate	-	-	\$111	\$587	\$41	\$739
2-4 Units, Shared	-	-	\$111	\$587	\$41	\$739
Multi-family	-	-	\$70	\$369	\$25	\$464
Commercial	5/8"	1	\$165	\$869	\$60	\$1,094
Commercial	3/4"	1.5	\$248	\$1,304	\$89	\$1,641
Commercial	1"	2.5	\$413	\$2,173	\$149	\$2,735
Commercial	1.5"	5	\$825	\$4,345	\$300	\$5,470
Commercial	2"	8	\$1,320	\$6,953	\$480	\$8,753
Commercial	3"	16	\$2,640	\$13,905	\$960	\$17,505
Commercial	4"	25	\$4,125	\$21,727	\$1,500	\$27,352
Commercial	6"	50	\$8,251	\$43,453	\$3,000	\$54,704
Commercial	8"	80	\$13,201	\$69,526	\$4,800	\$87,527
Commercial	10"	125	\$20,627	\$108,633	\$7,501	\$136,761

SDC per Land Use

ITE Code	Land Use	Unit	ITE Average Daily Trips	Number of Person Trips ¹	% Primary Trips	New Person Trip Ends	Effective July 1, 2024				
							Improvement Cost		Reimbursement Cost		Admin
							Bike/Ped	Street	Bike/Ped	Street	
21	Commercial Airport	CFD	123.1	206.8	100%	206.8					
30	Intermodal Truck Terminal	Acre	62.5	105.0	100%	105.0					
110	General Light Industrial	1,000 SFGFA	5.3	8.8	100%	8.8					
130	Industrial Park	1,000 SFGFA	5.3	9.0	100%	9.0					
140	Manufacturing	1,000 SFGFA	3.0	5.1	100%	5.1					
151	Mini-Warehouse	1,000 SFGFA	2.4	4.0	100%	4.0					
160	Data Center	1,000 SFGFA	1.0	1.7	100%	1.7					
210	Single-Family Detached Housing	Dwelling unit	9.4	15.7	100%	15.7					
215	Townhouse	Dwelling unit	7.4	9.8	100%	9.8					
Hybrid	Cottage Cluster, Separate	Dwelling unit	6.7	8.1	100%	8.1					
Hybrid	Cottage Cluster, Shared	Dwelling unit	6.7	8.1	100%	8.1					
Hybrid	2-4 Units, Separate	Dwelling unit	6.7	8.1	100%	8.1					
Hybrid	2-4 Units, Shared	Dwelling unit	6.7	8.1	100%	8.1					
220	Apartment	Dwelling unit	6.5	10.9	100%	10.9					
240	Mobile Home Park	ODU	4.9	8.2	100%	8.2					
254	Assisted Living	Bed	2.6	4.3	100%	4.3					
310	Hotel	Room	7.9	13.2	100%	13.2					
320	Motel	Room	5.6	9.5	100%	9.5					
411	City Park	Acre	6.1	10.3	100%	10.3					
417	Regional Park	Acre	5.0	8.4	100%	8.4					
430	Golf Course	Acre	5.3	8.9	100%	8.9					
444	Movie Theater with Matinee	Movie screen	387.0	650.2	100%	650.2					
492	Health/Fitness Club	1,000 SFGFA	30.3	50.9	100%	50.9					
495	Recreational Community Center	1,000 SFGFA	27.4	46.0	100%	46.0					
520	Elementary School	1,000 SFGFA	7.1	12.0	59%	7.1					
522	Middle School/Junior High School	1,000 SFGFA	6.4	10.7	59%	6.3					
530	High School	1,000 SFGFA	6.0	10.0	59%	5.9					
540	Junior/Community College	1,000 SFGFA	21.4	36.0	100%	36.0					
560	Church	1,000 SFGFA	13.2	22.2	100%	22.2					
565	Day Care Center	1,000 SFGFA	18.0	30.3	33%	10.0					
590	Library	1,000 SFGFA	50.5	84.8	100%	84.8					
610	Hospital	1,000 SFGFA	12.2	20.4	100%	20.4					
620	Nursing Home	1,000 SFGFA	7.2	12.1	100%	12.1					
710	General Office Building	1,000 SFGFA	8.4	14.1	100%	14.1					
720	Medical-Dental Office Building	1,000 SFGFA	27.3	45.9	100%	45.9					
731	State Motor Vehicles Department	1,000 SFGFA	120.9	203.1	100%	203.1					
732	United States Post Office	1,000 SFGFA	88.4	148.4	100%	148.4					
750	Office Park	1,000 SFGFA	8.5	14.3	100%	14.3					
760	Research and Development Center	1,000 SFGFA	6.2	10.5	100%	10.5					
770	Business Park	1,000 SFGFA	9.4	15.9	100%	15.9					
812	Building Materials and Lumber Store	1,000 SFGFA	43.1	72.5	100%	72.5					
813	Free-Standing Discount Superstore	1,000 SFGFA	38.5	64.6	72%	46.5					
814	Variety Store	1,000 SFGFA	30.6	51.4	48%	24.5					
815	Free-Standing Discount Store	1,000 SFGFA	28.2	47.4	48%	22.6					
816	Hardware/Paint Store	1,000 SFGFA	25.9	43.5	45%	19.4					
817	Nursery (Garden Center)	1,000 SFGFA	82.9	139.2	100%	139.2					
820	Shopping Center	1,000 SFGFA	20.7	34.7	50%	17.4					
826	Specialty Retail Center	1,000 SFGFA	40.6	68.2	100%	68.2					
841	Automobile Sales	1,000 SFGFA	29.3	49.2	100%	49.2					
843	Automobile Parts Sales	1,000 SFGFA	27.2	45.8	44%	20.1					
848	Tire Store	1,000 SFGFA	17.1	28.7	69%	19.7					
850	Supermarket	1,000 SFGFA	47.3	79.5	39%	30.8					
851	Convenience Market (Open 24 Hours)	1,000 SFGFA	246.8	414.6	33%	134.9					
857	Discount Club	1,000 SFGFA	42.3	71.1	100%	71.1					
862	Home Improvement Superstore	1,000 SFGFA	16.7	28.1	44%	12.4					
880	Pharmacy/Drugstore without Drive-Thru	1,000 SFGFA	38.1	64.1	42%	27.1					
881	Pharmacy/Drugstore with Drive-Through	1,000 SFGFA	36.8	61.9	38%	23.5					
890	Furniture Store	1,000 SFGFA	1.8	3.1	37%	1.1					
911	Walk-in Bank	1,000 SFGFA	121.3	203.8	100%	203.8					
912	Drive-in Bank	1,000 SFGFA	33.5	56.3	27%	15.4					
925	Drinking Place	1,000 SFGFA	154.9	260.2	100%	260.2					
931	Quality Restaurant	1,000 SFGFA	37.4	62.9	43%	26.7					
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	52.6	88.3	40%	35.1					
933	Fast-Food Restaurant without Drive-Thru	1,000 SFGFA	208.3	349.9	40%	139.1					
934	Fast-Food Restaurant with Drive-Through	1,000 SFGFA	219.1	368.0	41%	150.7					
936	Coffee/Donut Shop without Drive-Thru	1,000 SFGFA	102.6	172.4	40%	68.5					
937	Coffee/Donut Shop with Drive-Through	1,000 SFGFA	335.2	563.1	41%	230.5					
938	Coffee/Donut Kiosk	1,000 SFGFA	306.0	514.1	17%	87.4					
944	Gasoline/Service Station	VFP	59.0	99.1	35%	34.7					
945	Gasoline/Service Station with Convenience	VFP	20.8	34.9	13%	4.5					
946	Gasoline/Service Station with Car Wash	VFP	36.5	61.3	24%	14.7					
***	Other (median)		27.2	45.8	100%	45.8					
***	Other (average)		54.0	90.7	77%	70.0					
Per Average Daily Person Trip-End Unit SDC Fee (eff. 7/1/23)							\$124.52	\$133.08	\$1.61	\$14.09	\$9.01

Source: ITE Trip Generation Manual, 9th Edition, compiled by FCS GROUP
¹Person trip conversion rate of 1.68 derived from 2009 U.S. National Household Transportation Survey findings
Abbreviations
 CFD - commercial flights per day
 ODU - occupied dwelling unit
 SFGFA - square feet of gross floor area
 SFGLA - square feet of gross leasable area
 VFP - vehicle fueling position

Attachments

1. Fees of other entities that the City of West Linn is required to pass through
 - 1.1. METRO - Construction Excise Tax
 - 1.2. WLWSD - Construction Excise Tax
 - 1.3. LOSD - Construction Excise Tax
 - 1.4. Water SDC - South Fork Water Board water SDC charges
 - 1.5. Sewer SDC - Tri-City Service District sewer SDC charges
2. Copy of Resolution adopting Master Fees and Charges booklet
3. Copies of the three Construction Excise Tax agreements and provisions

Attachments

1. Construction Excise Tax agreement with other entities

1.1. METRO - Construction Excise Tax

	<u>Fee</u>	
Tax percentage to be assessed on value of construction	0.12%	of construction
City's administrative fee retained to cover collection costs	5%	of tax amount
Maximum amount of tax assessed	\$ 12,000	
Exempt construction projects that are under this value	\$ 100,000	
Date the tax first went into effect	July 1, 2006	

<http://www.metro-region.org/index.cfm/go/by.web/id=18459>

1.2. WLWSD - Construction Excise Tax

Residential - tax amount on value of construction	\$ 1.56	per square foot
Nonresidential - tax amount on value of construction	\$ 0.78	per square foot
City's administrative fee retained to cover collection costs	4%	of tax amount
Date the tax first went into effect	June 17, 2017	

1.3. LOSD - Construction Excise Tax [increased for CCI eff. 12/27/2023]

Residential - tax amount on value of construction	\$ 1.45	per square foot
Nonresidential - tax amount on value of construction	\$ 0.72	per square foot
City's administrative fee retained to cover collection costs	4%	of tax amount
Date the tax first went into effect	April 1, 2010	

1.4. South Fork Water Board - Water SDC Fee

Meter Size	Equivalent Meter Factor (EMF)	Water SDC Fee (eff. 1/1/23)	Water SDC Fee (eff. 1/1/24)	Water SDC Fee (eff. 3/1/25)
3/4"	1	\$ 2,932	\$ 2,944	\$ 4,218
3/4"	1.5	\$ 4,398	\$ 4,416	\$ 6,327
1"	2.5	\$ 7,331	\$ 7,359	\$ 10,545
1.5"	5	\$ 14,661	\$ 14,719	\$ 21,090
2"	8	\$ 23,458	\$ 23,550	\$ 33,744
3"	16	\$ 46,916	\$ 47,099	\$ 67,488
4"	25	\$ 73,307	\$ 73,593	\$ 105,450
6"	50	\$ 146,613	\$ 147,186	\$ 210,900
8"	80	\$ 234,581	\$ 235,497	\$ 337,440
10"	115	\$ 337,211	\$ 338,528	\$ 485,070

1.5. Tri-City Service District - Sewer SDC Fee

[see next page for table, details, and information]

1.5. Tri-City Service District Sewer SDC Fee

1 EDU = \$9,100 proposed

Class of Service	System Development Charge	Sewer Use Charge
Residential		
01. Single Family Dwelling	1 EDU	1 EDU
02. Duplex	0.8 EDU per dwelling unit	1 EDU per dwelling unit
03. Triplex	0.8 EDU per dwelling unit	1 EDU per dwelling unit
04. Multi-Family (Four Plex and Up)	0.8 EDU per dwelling unit	1 EDU per dwelling unit
05. Trailer/Mobile Home Parks	0.8 EDU per dwelling unit	1 EDU per rental space provided sewer service
06. Adult Foster Care Homes ¹	1 EDU	1 EDU per five occupants
Institutional		
10. High Schools	1 EDU per 29 students (ADA) ²	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption
11. Junior High Schools	1 EDU per 29 students (ADA) ²	Same as 10. (above)
12. Elementary and Pre Schools	1 EDU per 65 students (ADA) ²	Same as 10. (above)
13. Community Colleges	1 EDU per 29 students (ADA) ²	Same as 10. (above)
14. Churches	1 EDU per 180 seats (ADA) ³	Same as 10. (above)
-if parsonage	1 EDU per 29 students (ADA) ²	Same as 10. (above)
-if weekday child care or church school	1 EDU per 65 additional students	Same as 10. (above)
-if full time business officer	1 EDU per 1,900 sq. ft. additional meeting area	Same as 10. (above)
-if evening programs conducted three night or more per week	1 EDU per 1,900 sq. ft. additional meeting area	Same as 10. (above)
15. Hospitals - General	1 EDU per bed	Same as 10. (above)
16. Convalescent/Rest Homes	1 EDU per two beds	Same as 10. (above)
17. Adult Foster Care Homes ⁴	1 EDU per two beds	Same as 10. (above)
Commercial		
20. Hotels, Motels	1 EDU per two rooms	1 EDU per two rooms ⁵
-if quality restaurant	1 EDU per 10 seats, 1 EDU per 10 additional seats	1 EDU per 10 seats ⁵
21. Restaurants	1 EDU per 11 seats	1 EDU per 11 seats ⁵
22. Fast Food	1 EDU per 18 seats	1 EDU per 18 seats ⁵
23. Tavern/Lounge	1 EDU per 18 seats	1 EDU per 18 seats ⁵
24. Service Stations (without car wash)	1.7 EDU	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption
25. Car Wash	UEDUs per stall	Same as 24. (above)
26. Rollover (with service station)	5.6 EDUs	Same as 24. (above)
27. Tunnel (with service station)	16 EDUs	Same as 24. (above)
28. Laundromats	1 EDU per machine	Same as 24. (above)
29. Other Commercial (shall include all classes not otherwise included in this table)	The lesser of 1 EDU per 1,900 sq. ft. or less of floor space or 1 EDU per quarter acre or fraction thereof of land acre but not less than 50 percent of maximum charge resulting from the two options.	Same as 24. (above)
Industrial		
30. Light Industrial Waste ⁶	Same as 29. (above)	1 EDU per each 1,000 cu. Ft. or fraction thereof per month of metered water consumption and actual cost to District for removal of SS and BOD per pound for amount resulting from sewage strength in excess of domestic sewage strength. Based on District cost per pound for removal off BOD and SS and cost per gallon for processing sewage flow.
31. Heavy Industrial Waste ⁷	Based on actual cost to District but not less than 16. (above)	
Public Authorities		
40. Cities	See applicable agreements	See applicable agreements

Note: For the purpose of equivalent dwelling units for connection charge purposes, the quotient will be carried to two decimal places.

¹ Adult foster care homes having an occupancy capacity of five or fewer persons for whom the owner/operator of the facility receives remuneration of any kind shall be charged for one EDU.

- 2 ADA = Average Daily Attendance
- 3 Where seating is on benches or pews, the number of seats shall be computer on the basis of one seat for each 18 inches of bench or pews length.
- 4 Adult foster care homes having an occupancy capacity in excess of five persons for whom the owner/operator of the facility receives remuneration of any kind.
- 5 First year of service is based on seating capacity as shown. Subsequent service based on one EDU per 1,000 cubic feet or fraction thereof of metered water consumption.
- 6 With 30 pounds to 200 pounds of SS per day; 30 pounds to 200 pounds of BOD per day; and less than 10,000 gallons per day
- 7 With more than 200 pounds of SS per day; 200 pounds of BOD per day; and 10,000 gallons or more per day

Agenda Bill 2026-01-13-04

Date Prepared: December 24, 2025
For Meeting Date: January 13, 2026
To: Mayor Rory Bialostosky and West Linn City Council
From: Megan Big John, Parks and Recreation Director
Through: John Williams, City Manager *JRW*
Subject: Pioneer Center IGA for Adult Community Services

Purpose:

To inform Council of the services provided by the Pioneer Adult Community Center and to request approval of the proposed Intergovernmental Agreement (IGA) with the City of Oregon City to continue these services for West Linn residents.

Question(s) for Council:

Shall Council approve the Intergovernmental Agreement with the City of Oregon, including the revised budget and options to renew the agreement for up to five additional years?

Public Hearing Required:

None Required.

Background & Discussion:

This program is vital to the citizens of West Linn as it ensures older adults and individuals with disabilities have access to essential services that support health, independence, and overall quality of life. Through nutrition services, transportation, and supportive case management, vulnerable residents can remain safely in their homes, reduce social isolation, and stay connected to the community.

The City of West Linn provides these services through an Intergovernmental Agreement (IGA) with the City of Oregon City's Pioneer Adult Community Center, which administers the program on West Linn's behalf. This partnership allows West Linn to deliver high-quality, professionally managed services efficiently, without duplicating staff or resources, while ensuring continuity of care for residents.

By leveraging this collaboration, West Linn demonstrates its commitment to supporting its aging population and residents with disabilities, promoting dignity, independence, and community well-being.

Services provided from January 1, 2025-November 30, 2025

- 1,787 units of transportation
- 6,100 Meals provided through the Meals on Wheels Program
- 56.50 hours of case management for Meals on Wheels clients
- 48 formal resources and referrals were provided
- 81 reassurance checks were provided

Budget Impact:

The proposed cost of services will increase to \$46,035, up from the current \$44,000. The annual fee will be adjusted by the Consumer Price Index (CPI).

Sustainability Impact:

The Adult Community Center does not have the internal funding capacity to provide these services. This partnership with the City of Oregon City provides a sustainable and cost-effective approach to meeting the ongoing needs of West Linn residents.

Council Options:

1. Approve the proposed IGA with the City of Oregon City to continue services as outlined.
2. Decline or request modifications to the IGA.

Staff Recommendation:

Staff recommends Council approve the proposed Intergovernmental Agreement with the City of Oregon City to continue providing nutrition, transportation, and supportive services to the West Linn community.

Potential Motion:

I move to approve the Intergovernmental Agreement with the City of Oregon City for services provided by the Pioneer Adult Community Center, including the revised budget and renewal options.

Attachments:

1. West Linn Oregon City IGA 2025-2023

INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF OREGON CITY AND THE CITY OF WEST
LINN FOR SERVICES PROVIDED THROUGH PIONEER
COMMUNITY CENTER
2025-2030

This Intergovernmental Agreement is between the City of Oregon City (“Oregon City”) and the City of West Linn (“West Linn”) for services to be provided by Oregon City at the Pioneer Community Center.

Recitals

WHEREAS, Cities are authorized pursuant to ORS 190.003 through 190.110 to enter into intergovernmental agreements for the performance of any or all functions which a party to the agreement has the authority to perform; and

WHEREAS, Oregon City is authorized to and provides transportation and nutritional programs for its residents and patrons through the Pioneer Community Center, as further described in the “Scope of Services” attached to this Agreement as Exhibit A; and

WHEREAS, Oregon City has provided similar programs for qualifying residents of West Linn for several years; and

WHEREAS, the Parties wish to enter into this Agreement for the continued provision of these programs for the qualifying residents of West Linn.

Agreement

1. Term of Agreement.

The term of this Agreement is effective July 1st, 2025 and extends through June 30th, 2026. Thereafter, this Agreement shall automatically renew each year for a one-year term beginning on July 1st, of a calendar year and ending on June 30th of the following calendar year. This automatic renewal will continue for a period of five (5) years through June 30, 2030, unless otherwise terminated according to Section 4 – Termination. July 1st of each calendar year shall be defined as the “Adjustment Date” for calculation of automatic fee adjustments as described in Section 3 – Reimbursement.

2. Obligations of the Parties.

(A) Oregon City agrees to provide the nutritional and transportation programs described in the Scope of Services attached to this Agreement as Exhibit A to qualifying residents of the City of West Linn; however, as noted below, the services under this Agreement may be capped if the expenses exceed revenue. Oregon City will invoice the City of West Linn at the conclusion of each quarter for services rendered. The invoice provided by Oregon City will include explanatory data to show actual services provided by Oregon City.

(B) West Linn agrees to reimburse Oregon City for the expenses incurred in providing the programs identified in the Scope of Services as described in Section 3 below. West Linn shall pay any invoice it receives within thirty (30) days of the date of the invoice unless West Linn has a good-faith basis to dispute the accuracy of the invoice.

3. Reimbursement.

(A) The City of West Linn will reimburse the Pioneer Community Center up to the amounts listed below for the services provided during the term of the agreement.

Nutritional Program: \$25,132 per fiscal year

Transportation Program: \$17,335 per fiscal year

Building Maintenance: \$3,568 per fiscal year

(B) The above amounts reflect budgeted expenses and revenues by the Pioneer Community Center. Exact expenses, cost and revenues may fluctuate throughout the fiscal year. The "Building Maintenance" component of this reimbursement includes a proportional share of the average annual maintenance costs associated with operating the Pioneer Community Center's kitchen. The City of West Linn's proportional share is determined using the percentage of average annual meals served to residents of West Linn through the congregate and home delivered meals programs.

(C) On each automatic renewal date (each, an "Adjustment Date"), the fees set forth in this Agreement shall be automatically adjusted to reflect changes in the Consumer Price Index. The "Consumer Price Index" or "CPI" shall mean the Consumer Price Index for All Urban Consumers (CPI-U), Pacific Region, All Items, Not Seasonally Adjusted, as published by the U.S. Department of Labor, Bureau of Labor Statistics (Series ID: CUUR0400SA0). The adjusted fee shall be calculated by multiplying the base fee by a fraction, the numerator of which is the CPI most recently published prior to the Adjustment Date, and the denominator of which is the CPI published for the month of the Effective Date of this Agreement (or the most recent prior CPI available).

Adjusted Fee = Base Fee × (CPI at Adjustment Date / CPI at Effective Date)

(D) The adjusted fee shall not be reduced below the fee in effect for the immediately preceding period, even if the CPI decreases, except if revised pursuant to section (3)(E) of this Agreement.

(E) Should West Linn's actual proportionate share of meals served vary from these budgeted estimates, the parties may negotiate and mutually agree to amend this Agreement as part of the Adjustment Date renewal to increase or decrease the reimbursement amount, which will then be applied prospectively.

(F) The adjusted fee shall be deemed effective without requirement of further notice; however, the Pioneer Community Center shall provide written notice to the City of West Linn of the new fee within thirty (30) days of the Adjustment Date. Failure by Oregon City to provide timely notice shall not alter the obligations set forth in this agreement.

4. Termination. The Agreement may be terminated at any time for nonperformance of any material term of this Agreement. In addition, either party may terminate the Agreement upon

providing 60 days written notice to the other party. Termination of this Agreement shall not affect any obligations or liabilities accrued to the Parties prior to such termination. Finally, this agreement is dependent on the allocation of funds and/or services through the formal budget process for both parties. If either Party is unable to fulfill requirements under this agreement, that Party shall notify the other Party of their inability to perform and this Agreement shall be terminated upon receipt of that notice.

5. Notices. Notices related to this Agreement shall be directed to the following contacts:

City of Oregon City
Parks & Recreation Director
Scott Archer
13895 Fir Street
Oregon City, OR 97045
sarcher@orcity.org

City of West Linn
Parks & Recreation Director
Megan Big John
22500 Salamo Rd
West Linn, OR 97068
mbigjohn@westlinnoregon.gov

6. Compliance with laws. The Parties agree to comply with all applicable local, state, and federal ordinances, statutes, laws, and regulations.

7. No assignment. This Agreement may not be subcontracted, assigned, or transferred by either party without the express written consent of the other party.

8. Mutual Indemnification. Each party shall defend, indemnify and hold the other harmless from and against any and all claims, lawsuits, or actions for damages, costs, losses or expenses arising from the indemnifying party's actions pursuant to this Agreement.

9. Dispute Resolution. Any dispute arising out of this Agreement will first attempt to be resolved informally between the Parties, first at the management level and then at the governing body level. If the dispute cannot be resolved informally, then the Parties may pursue any rights and remedies available to them.

10. No Attorneys' Fees. In the event any arbitration, action or proceeding, including any bankruptcy proceeding, is instituted to enforce any term of this Agreement, each party shall be responsible for its own attorneys' fees and expenses.

11. No Waiver of Claims. The failure by either party to enforce any provision of this Agreement shall not constitute a waiver by that party of that provision or any other provision of this Agreement.

12. Entire Agreement. This Agreement constitutes the entire Agreement between the Parties for the Scope of Services attached to this Agreement as Exhibit A and supersedes any and all prior or contemporaneous negotiations or agreements among the parties, if any, whether written or oral which are not fully expressed herein. This Agreement may not be modified or amended except in writing signed by each party to this Agreement.

SIGNATURES

City of Oregon City



Anthony Konkol III

City Manager

625 Center Street (PO Box 3040)

Oregon City, OR 97045

Date: 12/30/28

City of West Linn

John Williams

City Manager

22500 Salamo Road

West Linn, OR 97068

Date: _____

EXHIBIT A
SCOPE OF SERVICES: INTERGOVERNMENTAL AGREEMENT
BETWEEN THE CITY OF OREGON CITY AND THE CITY OF WEST LINN
FOR SERVICES AT PIONEER COMMUNITY CENTER

The Pioneer Center, as a named Subrecipient agreement holder of Clackamas County, will provide Nutrition, specifically Home Delivered Meals, and Transportation services in the West Linn area. As outlined in the subrecipient agreement 24-012, services include the following:

a. Case Management: Is an in-depth interview with a client to provide access to an array of service options to assure appropriate levels of service and to maximize coordination in the service delivery system. Case management must include four general components: access, assessment, service implementation, and monitoring:

i. Access & Assessments:

(1) Informing clients of available services and, where appropriate, developing a goal-oriented service plan.

(2) Utilize an approved County-wide standardized assessment/intake form.

(3) Assessment is re-done with a change in client life situation/condition - every six to twelve months.

(4) May be billed upon submission of assessment/intake form.

(5) Double billing for Case Management Assessments and Home Delivered Meal Assessments is not allowed.

ii. Service Implementation & Monitoring:

(1) Provide early identification of current or potential problem areas.

(2) Assess the need for changes/improvements in service.

(3) Identify any gaps/unmet needs.

(4) Review intervention results to determine if what was done achieved the desired result.

(5) Determine if services should be discontinued.

(6) Case monitoring services are available to frail but mobile elderly as well as homebound individuals.

b. Reassurance: Regular friendly telephone calls and/or visits to physically, geographically, or socially isolated registered clients that are receiving services to determine if they are safe and well, if they require assistance, and to provide reassurance. A unit is one contact. City of Oregon City – Pioneer Community Center

c. Information & Assistance: Consists of request for assistance locating resources to meet a specific need, or assistance prioritizing and locating resources to meet multiple needs.

Inquiries require:

i. Informal assessment of the client's needs.

ii. Evaluation of appropriate resources.

iii. Assistance linking the client to the resources.

iv. Completion of an intake form to document background information on the client, the client's needs and what actions or referrals were made.

v. Follow up with the client or agency to see if the needs were met.

vi. Documenting any unmet needs including recording the request, resources tried and the reason unable to help.

d. Public Outreach/Education: Is a service or activity to provide information to groups of current or potential clients and/or aging network partners and other community partners regarding available services for the elderly.

e. Transportation: Is the service that provides one-way rides for older persons and younger persons with disabilities. The goal is to ensure that transportation needs are met for those who are unable to meet their transportation needs independently. OAA-funded rides are scheduled for persons who are aged 60

and older for trips to medical appointments, clinics, personal business and to senior center activities. Ride Connection and COUNTY STIF funded rides are scheduled for individuals aged 60 and older and for persons with disabilities age 18 and over for medical appointments, personal business, shopping, nutrition, and recreation activities.

i. Pioneer Community Center Transportation Consortium Goals:

- (1) Increase replacement reserve fund with separate accounting.
- (2) Ensure all drivers meet Ride Connection training and eligibility requirements as defined in the Operations Manual for Transportation Coordinators.
- (3) Continue regular publicity/marketing efforts regarding transportation program.
- (4) Continue to explore ways to increase ridership, including contact with long term care facilities in the area.
- (5) Attend all scheduled Transportation Consortium meetings.

ii. Guidelines for Non-Medical Transportation for Waivered Medicaid Clients

- (1) This funding source is available for Medicaid clients who are receiving “waivered” services. Medicaid clients with a case manager who reside in all types of living situations except nursing facilities are waivered Medicaid clients. All rides must be authorized in writing on a NON MEDICAL RIDE REFERRAL FORM FOR WAIVERED MEDICAID CLIENT form by an Aging and Disability Services case manager before reimbursement may be requested for them. SUBRECIPIENT must keep the client ride authorizations on file – faxed forms are adequate. Case Managers will authorize rides yearly, at a minimum and will note the need for non-medical transportation in the client’s signed case plan. COUNTY will coordinate completion and distribution of forms for SUBRECIPIENT and case managers through the Transportation Reaching People (“TRP”) program.
- (2) Clients receiving the rides will not be asked or expected to contribute to the cost of the ride. City of Oregon City – Pioneer Community Center
- (3) Trips will be tracked daily by client and type of ride. This information will be sent monthly to COUNTY and be available for State and Federal representatives for audit purposes.
- (4) Medical rides for T19/Medicaid clients are not allowed under this funding.

iii. SUBRECIPIENT will be responsible for:

- (1) recruitment of volunteer and/or paid drivers who will qualify for insurance coverage or who are willing to provide proof of coverage as drivers and maintaining an adequate number of qualified volunteer and/or paid drivers to provide services.
- (2) orientation of drivers to the transportation program and informing them of other specialized training opportunities required to maintain safety of operations.
- (3) submission of criminal record check requests on all potential drivers and receiving satisfactory reports back prior to scheduling them to transport any client.
- (4) drug and alcohol testing on all potential paid drivers prior to hiring them is recommended for all drivers of Center-owned mini vans and buses, including volunteers.

f. Food Service: Is the production of meals for the congregate and home delivered meal recipients of SUBRECIPIENT. Each meal must contain at least one-third of the Recommended Dietary Allowance (“RDA”) as established by the Food and Nutrition Board, National Research Council - National Academy of Science. A unit is one meal prepared and served, delivered, or a home delivered meal (“HDM”) “late-cancel.”

g. Meal Site Management: Meal Site Management includes such tasks as: supervising final on-site preparation and serving/delivery of meals to eligible congregate and home-delivered participants; recruiting, training, scheduling and monitoring program volunteers; determining eligibility of participants; collecting and accounting for participant donations; completing and submitting required budget and program reports, providing events and activities for meal site participants; meeting with meal site Advisory Committee; and publicizing meal site in the local community to enhance visibility and

encourage participation. One unit is one meal served.

h. OAA HDM Assessment: a means of determining a homebound older person's eligibility for home-delivered meals per the Oregon Nutrition Service Program standards.



Pioneer Community Center

A division of the
Parks & Recreation Department



Established in 1979, the Pioneer Community Center is dedicated to enhancing the quality of life for adults and seniors.

Our mission is to provide engaging recreational activities, essential nutritional programs, and social services that promote active, healthy, and independent living.

Since 1979 The Cities of Oregon City and West Linn have partnered to serve both communities through collaboration, agreements, letters of understanding and more recently through a formal Intergovernmental Agreement.



Pioneer Community Center

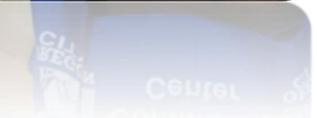


615 5th St.

Oregon City, OR 97045



- Who we serve...
- We serve seniors and people with disabilities residing in West Linn as supported by our Intergovernmental Agreement (IGA) and our Subrecipient Agreement with Clackamas County Social Services.



Most Importantly, we serve the most **vulnerable** population in your community

For many of our clients, we provide the only meal or human contact they will have each day. Our focus is to provide vital services and programs that enrich the lives of our recipients.

Who are the Vulnerable?

- In Oregon, 154,873 seniors are threatened by or are currently experiencing hunger and food insecurity
- 5,159 Seniors reside in West Linn
- 5.9% of West Linn Residents have a disability
- Oregon has 100,873 seniors living below the poverty line.
- West Linn has a poverty rate of 5.2% with a total of 1,423 individuals living in poverty
- Seniors above age 85 are the fastest growing demographic
- 1 in 6 seniors are victims of financial exploitation

*sources Census.gov, Meals on Wheels America



Social Service Programs For West Linn

Nutrition:

6,100 meals were provided for West Linn Residents on the Meals on Wheels Program, and 253 Meals were provided through our congregate Dining Program for West Linn Residents.

Transportation:

1,787 transportation units were provided for those age 60+ or adults with disabilities in West Linn.

Case Management:

56.50 hours of time was provided for covering personalized based care to clients on the Meals on Wheels program.

Reassurance:

81 well-being and reassurance calls assisting vulnerable recipients in need were made.

Resources:

48 resource connections for seniors and individuals with disabilities were provided last year.





Additional Social Services:

Energy Assistance

Legal Aid

Support Groups

Tax Aide

Estate Planning

Foot Care

Pantry Program

Medicare Informational Sessions

Veteran's Benefit Connections

Long Term Care Education

Evidence Based Wellness Classes

Recreational Services:

Line Dancing

Zumba

Tai Chi

Yoga

Bingo

Ukulele

Watercolor

Access to the Center's Fitness Room

Social Events and Activities

Day Trips and Outings

Many additional health, education, and wellness programs are offered seasonally or sporadically.

How are we funded?

The Pioneer Center is supported financially through the collective generosity of many organizations and individuals.



- City of Oregon City
- City of West Linn
- Clackamas County Social Services

- Participant Donations
- Private and Corporate Donors
- In-kind donations

- Local Business and civic groups
- The Older Americans Act
- State T19 Funding

- Integrated Health Partners
- Local, State and Federal Grant Awards
- Fundraising Events and efforts





The Value of Volunteers

The Pioneer Community Center currently has 211 active and vetted volunteers. Last year volunteers provided 9,378 hours of service at the Center.

This is a direct cost savings to the Center and its Nutrition Program in the amount of \$314,069!

Volunteers currently fill the following roles:

Meals on Wheels Drivers

Reception Assistance

Nutrition Support

Event Support

Legal Aid Experts

Activity Leader

Transportation Chaperone

Guest Speaker/Presenter

Community Garden Workers



Thank you!

Questions?



Agenda Bill 2026-01-13-05

Date Prepared: December 24, 2025
For Meeting Date: January 13, 2026
To: Mayor Rory Bialostosky and West Linn City Council
From: Megan Big John, Parks and Recreation Director
Through: John Williams, City Manager *JRW*
Subject: Heritage Tree Nomination-McLean Park

Purpose:

To present the nomination and potential designation of a Heritage Tree located within McLean Park at 5350 River Street. This designation is intended to formally recognize the tree's significance to the community, including its contribution to the park's historic character, scenic value, and the City's urban forest.

Question(s) for Council:

Would Council like to proceed with the approving nomination of a *Sequoiadendron giganteum* (Giant Sequoia) at McLean Park as a Heritage Tree?

Public Hearing Required:

None Required.

Background & Discussion:

The Heritage Tree Program was initiated by in 1993 as a formal mechanism to recognize and preserve trees with distinct historic, cultural, or community significance. This initiative reflects the community's long-standing commitment to its urban forest and to honoring the living elements that contribute to the City's character and sense of place. To date, ten individual trees have been designated as Heritage Trees, each chosen for its significance in the community's natural and social history.

The Heritage Tree Program is codified within the Community Tree Ordinance under Chapter 8 of the West Linn Municipal Code Section 8.710. The ordinance establishes the City's broader urban forestry objectives including protection, maintenance, and enhancement of tree canopy and explicitly defines a Heritage Tree as "a tree designated by the City Council as having significant historic or community value".

Section 8.710 of the code outlines the formal criteria and processes for Heritage Tree designation, including:

- **Nomination:** Any individual may nominate a tree, with required written consent by the property owner.
- **Council Designation:** The City Council makes final determinations following evaluation by staff and advisory bodies.
- **Deed Encumbrance:** Once designated, a Heritage Tree becomes an encumbrance on the property deed, ensuring long-term protection.

- Protection Measures: Heritage Trees cannot be removed without a public hearing; plaques may be placed for identification and education.

Designation and Review Process

The Heritage Tree designation process integrates technical review and public oversight:

1. City Arborist Evaluation: Nominations are assessed against established criteria (size, location, condition, significance).
2. Parks and Recreation Advisory Board (PRAB) Recommendation: Qualifying nominations are forwarded with recommendations.
3. City Council Action: The Council reviews and formally designates Heritage Trees.
4. Public Recognition: Newly designated trees are celebrated in an annual ceremony each Arbor Week in April.
5. Preservation Agreement: A Heritage Tree Designation and Preservation Agreement is recorded with the Clackamas County Recorder's Office to assure long-term protection. [City of West Linn](#)

Tree Nomination Stats

- Species: *Sequoiadendron giganteum*
- Estimated age: 80+ years old
- Estimated height: 100+ feet
- Average crown spread: 57 feet
- Average crown circumference: 27 feet
- **Arborist Score using Heritage Tree Matrix: 450**
 - Per code most receive 180 points to be eligible

Budget Impact:

No significant budget impact as the tree is already cared for by Parks and Recreation. Fees for Clackamas County Recording and purchase of the sign are nominal.

Sustainability Impact:

The Heritage Tree Program operates within West Linn's Community Tree Ordinance, which specifies objectives for preserving, enhancing, and sustaining the urban forest across public and private lands. This ordinance outlines the ecological, aesthetic, and environmental benefits of tree preservation, including improved air quality, erosion control, and community livability.

Council Options:

1. Approve nomination of McLean Park *Sequoiadendron giganteum* as a Heritage Tree
2. Deny the nomination.
3. Request additional information from staff.

Staff Recommendation:

Designation of this tree as a Heritage Tree would provide long-term protection consistent with the City's Community Tree Ordinance, acknowledge its role as a prominent natural feature within a historical public park, and reinforce the City's commitment to preserving trees of exceptional value for current and future generations. Staff recommends this nomination based on the tree meeting the nomination criteria, support from PRAB and Parks and Recreation staff.

Potential Motion:

I move to approve the nomination of the Giant Sequoia at the McLean Park as a Heritage Tree in recognition of its historical, environmental, and community significance.

Attachments:

1. 2025 McLean Park Giant Sequoia Nomination
2. Giant Sequoia Pictures 2025
3. 2025 McLean Park Giant Sequoia Arborist Evaluation
4. McLean Park Giant Sequoia PRAB recommendation 11.2025

City of West Linn Heritage Tree Nomination

Program Overview

Since 1993, the City of West Linn has recognized trees of exceptional historical, cultural, or community value through the Heritage Tree Program. To date, ten trees across the city have earned this special designation.

Eligibility

Anyone may nominate a tree for Heritage Tree status, with the property owner's written approval. Nominations are accepted year-round, and final selections are made by the City Council, with an official Heritage Tree Ceremony held each April.

Evaluation Process

- The City Arborist reviews and scores each nomination based on West Linn Municipal Code (WLMC) 8.710, which considers a tree's size, location, condition, and historical significance.
- Qualified nominations are forwarded to the Parks and Recreation Advisory Board (PRAB) for recommendation to the City Council.
- The City Council makes final decisions on a rolling basis.

Designation & Maintenance

Upon approval, a Heritage Tree Designation and Preservation Agreement is recorded with the county recorder's office and attached to the property deed to ensure long-term protection. The property owner is responsible for the ongoing care and maintenance of any Heritage Tree on private property.

Person Nominating Tree

Name: West Linn Parks + Recreation
Address: 22500 Salamo RD
Phone (day): _____
Email: jborboa@westlinn.oregon.gov

Property Owner (if different)

Name: CITY OF WEST LINN
Address: 22500 SALAMO RD WEST LINN, OR 97068
Phone (day): 503-557-4700
Email: _____

Tree Description

1. Species (common or scientific name): Sequoiadendron giganteum
2. Approximate Age: 80-90 years
3. Location (street address): 5350 RIVER ST - MCLEAN HOUSE
4. Size of Tree:
 - o Height (approx.): 100 ft.
 - o Average Crown Spread: 50 ft.
(Measure from the outer edge of the canopy on one side of the tree to the outer edge on the opposite side.)
 - o Trunk Circumference: 27 ft. _____ in.
(Measure around the main trunk 4.5 feet above the ground.)
5. Property Type:
 Public Private

SECTION 9 – Total Score

Criteria Score

Size 5

Location 6

Condition 5

Historical 3

Total Score 450

Meets minimum point threshold (180)

Does not meet minimum point threshold

Owner consent form received and complete

Property access provisions accepted

Reviewed By Arborist 

Date of Review: 11-13-25

SECTION 10 – CITY COUNCIL DECISION

Approved as Heritage Tree

Denied

Date of Council Approval/Denial: _____

Council Notes (optional): _____

For Approved Trees:

- Plaque Installed (Date: _____)
- Added to Heritage Tree Registry
- Maintenance scheduled with Parks and Recreation Department

6. Please attach pictures of the tree with your application
7. Please attach site map showing the placement of the tree with either:
 - o The City's Maps found [West Linn Maps | City of West Linn Oregon Official Website](#)
 - o Google Maps
 - o Hand drawing showing key structure and tree placement in the yard or park.
8. Why should this tree be considered for designation as a Heritage Tree? Explain any history facts or significance associated with the tree. Note any outstanding features or other significant details. Attach additional pages or materials if desired.

HOUSE IS LISTED IN NATIONAL REGISTER OF HISTORIC PLACES
 TREE WAS PLANTED IN THE 1940'S BY DR. MCLEAN'S SON

9. Please describe the health of the tree. List any structural, health or pruning problems associated with it.

HEALTHY, NEAR PERFECT FORM, LARGE BUTTRESSED TRUNK

Please return completed nomination form:

- By email to treepermits@westlinnoregon.gov
- By mail to: City of West Linn Parks and Recreation 22500 Salamo Road West Linn, Oregon 97068

For more information or questions about the Heritage Tree Program, please call 503-557-4700 or email treepermits@westlinnoregon.gov

FOR OFFICIAL USE ONLY

City Arborist
 Evaluation Score

11/12/25

Date Recommended by PRAB

11/13/25

Date Approved by City Council

SAMPLE FOR REFERENCE

The form below is a sample Heritage Tree Designation and Preservation Agreement which the property owner of a Heritage Tree will be asked to sign once a tree has been approved for designation by the City Council. It is provided here for your information only.

HERITAGE TREE DESIGNATION AND PRESERVATION AGREEMENT

Upon acceptance of the West Linn City Council, we, _____, the owners of the following described property, agree that a certain tree thereon and more fully described herein shall be placed on the City of West Linn's list of Heritage Trees and thereafter preserved and protected. We recognize and agree that placement on this list is due to the size, location, and/or historical significance of such tree.

The property on which the tree is located is described on the records of the Clackamas County Department of Assessment and Taxation as Tax Lot Number _____. The species of the tree to be preserved is _____.
The tree is more particularly located at _____.

As the owners of the property and the tree, we understand and agree that the Heritage Tree designation, if approved by City Council, shall be an encumbrance on the property and listed as a deed restriction. As the owners of the property and the tree, we understand and agree that this Heritage Tree designation does not affect our ownership title and, therefore, we will indemnify and hold the City harmless from any claim arising out of or related to the tree or its designation. We also understand and agree that tree maintenance, including all care and pruning, continues to be our responsibility as the property owners (it is not the City's) and that we will, to the best of our ability, protect the tree from disease and death. We further agree that Excessive Pruning of the tree will be performed by a Certified Arborist, as defined in West Linn Municipal Code section 8.510.

Finally, we agree that the tree may not be removed without approval by the City Council and a public hearing at least 30 days before the proposed date of removal pursuant to West Linn Municipal Code section 8.710.

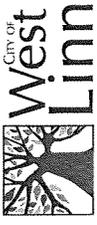
The covenants and conditions in this agreement shall bind ourselves as well as our heirs, successors and assigns and this document may be filed in the County Recorder's Office.

BY Owner's Name & Date: Jennifer Borboa 11-13-25

Approved and accepted by the West Linn City Council this _____ day of _____, [year].
CITY OF WEST LINN, Oregon

BY Mayor: _____

ATTEST BY:
BY City Recorder: _____



Legend

Addresses

dissolved 0-5K

Points of Interest

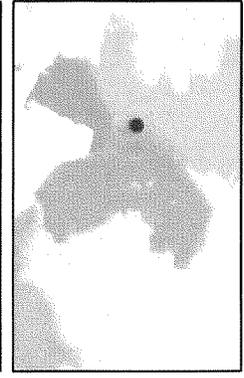
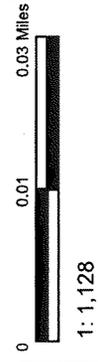
Fire Station

City Hall

Police Station

Public School

Named Parks and OS



Notes

This map was automatically generated using Geocortex Essentials.







11/12/2025

City of West Linn

Heritage Tree Evaluation

SECTION 1 – NOMINATOR INFORMATION

Name of Nominator: CITY OF WEST LINN - Parks and Recreation

Email Address: JBORBOA@WESTLINNOREGON.GOV

SECTION 2 – TREE LOCATION & PROPERTY OWNER INFORMATION

Property Address of Tree: 5350 RIVER ST

Tax Lot/Parcel Number: 22E30DB01300

Tree Located On (Check One): Public Property Private Property

If on Private Property: Confirmed approval on application?

Owner's Name and Email:

CITY OF WEST LINN

SECTION 3 – TREE DESCRIPTION

Tree Species: SEQUOIA DENDRON GIGANTEUM

Approximate Age of Tree: 80 YEARS

Circumference (measured at 5 feet above ground) inches 320"

Growth Rate (Check One): Rapid (138"+) Moderate (107"+) Slow (86"+)

Size Point Value: 5 (5 points if minimum circumference for species growth rate is met)

SECTION 4 – LOCATION FACTOR

Check the appropriate location:

- Commercial area - 6 pts
- Yard adjacent to street - 5 pts

- Side yard – 4 pts
- Wooded lot within subdivision – 3 pts
- Forested area – 1 pt

Location Point Value: ____

SECTION 5 – TREE CONDITION

Check the appropriate condition:

- Excellent – 5 pts
- Very Good – 4 pts
- Good – 2 pts
- Poor – 1 pt
- Very Poor – 0 pts

Condition Point Value: ____

SECTION 6 – HISTORICAL SIGNIFICANCE

Check the appropriate level:

- Very Significant – 5 pts
- Significant – 4 pts
- Somewhat Significant – 3 pts
- Marginally Significant – 2 pts
- Not Significant – 1 pt

Historical Point Value: ____

SECTION 7 – SCORING CALCULATION

Use the formula:

Size (5) × Location (6) × Condition (5) × Historical (3) = Total Points

Total Points: 450

(Minimum of 180 points required for nomination to proceed)

Date	11-13-25	Regarding	Heritage Tree Review Process
Transmittal	Email	Vote	Unanimous

PRAB has reviewed the process of approving heritage trees. As the review body, PRAB is advising the use of the following criteria to make an advisory for City Council for approving a heritage tree. The Parks staff members are using a scoring rubric to score the nominated tree with a minimum rubric score needed as 180.

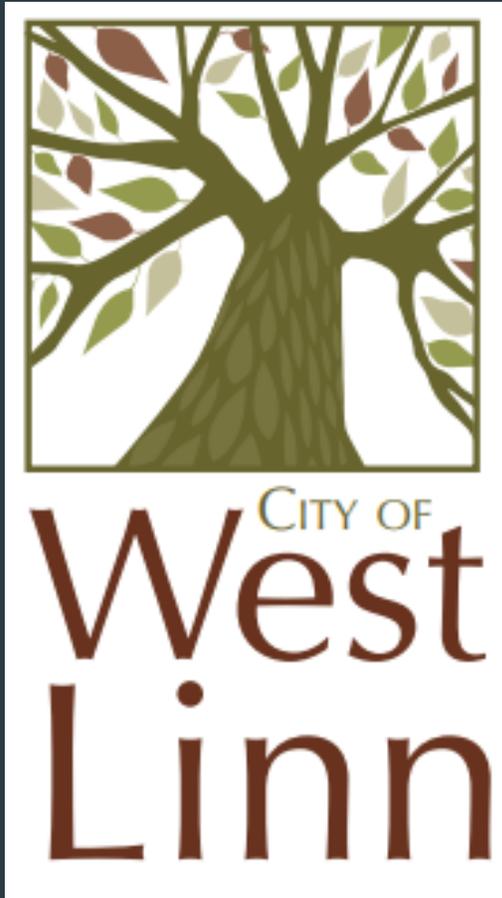
For PRAB our criteria to vote on the recommending will be

- 1. Staff recommendation based on score and ownership.**
- 2. Review of historical significance.**
- 3. Rubric score of at least 180. If the score is close to the threshold (180 – 250), we may request additional information or site visit.**

We hope that our diligence will help set up the City Council for effective decision making regarding Heritage trees.

Date	11-13-25	Regarding	Approving heritage tree nomination for the sequoia located at the McLean House
Transmittal	Email	Vote	Unanimous

The current nomination of the grand sequoia tree at McLean house has received a score of 450. The City already owns the trees and the land it is on so Parks staff strongly recommends this trees. PRAB reviewed the rich historical narrative attached to this tree. We are advising City Council to finalize approval as a heritage tree.



West Linn Heritage Tree Program

2026 NOMINATION

HERITAGE TREE PROGRAM

- ▶ Since 1993, the City of West Linn has celebrated the community's deep connection to nature through the Heritage Tree Program. These special designations recognize individual trees that embody the city's history, character, and sense of place. Each Heritage Tree tells a story — of time, growth, and the people who have cared for it.

<u>Tree</u>	<u>Location</u>	<u>Date of Adpotion</u>
Oregon White Oak	2591 Dillow Drive	June 23rd, 1993
Big Leaf Maple	1775 19th Street	April 11th, 1994
Tri-Color Beech	5530 River Street	April 11th, 1994
Oregon White Oak	2053 Walden Street	April 10th, 1995
California Bay Laurel	1831 5th Avenue	April 10th, 1995
Cedar of Lebanon	5464 West A Street	April 8th, 1996
Black Walnut	PGE Volpp Street ROW	April 14th, 1997
London Plane Tree	1819 6th Avenue	April 14th, 1997
Weeping Willow	1420 Dollar Street	April 14th, 1997
Oregon White Oak	Mary S Young Park	January 14, 2019



HERITAGE TREE PROGRAM



- ▶ **What Is a Heritage Tree?**
 - ▶ Under West Linn Municipal Code (WLMC) 8.510, a Heritage Tree is one that the City Council designates as having significant historic, cultural, or community value. Criteria for designation – outlined in WLMC 8.710 – include a tree’s size, location, condition, and historical significance. 8.710 Heritage Trees

- ▶ **Nominate a Heritage Tree**
 - Who can nominate: Anyone may submit a nomination, as long as the property owner approves the nomination.
 - When to apply: Nominations are accepted year-round. Final decisions are made by the City Council, and new designations are celebrated each April during a Heritage Tree Ceremony.

Heritage Evaluation Scoring Criteria

▶ Size (Circumference @ 5 ft = 5 pts if minimum met)

- Rapid-growing species: 138 in
- Moderate-growing species: 107 in
- Slow/small-growing species: 86 in

▶ Location Factor (1-6 pts)

- 6 - Commercial areas
- 5 - Yard adjacent to street
- 4 - Side yard
- 3 - Wooded lot in subdivision
- 1 - Forested area

▶ Condition Factor (0-5 pts)

- 5 - Excellent
- 4 - Very good
- 2 - Good
- 1 - Poor
- 0 - Very poor

▶ Historical Significance (1-5 pts)

- Ranges from 5 = very significant to 1 = not significant
- Based on cultural, community, or event-related importance

Scoring Formula:

Size × Location × Condition × Historical = Total Points

Must receive 180 points to receive consideration

HERITAGE TREE PROGRAM

How Nominations Are Reviewed

1. City Arborist Review – Nominations are evaluated and scored based on the official Heritage Tree criteria.
2. PRAB Evaluation – Qualifying nominations are presented to the Parks and Recreation Advisory Board (PRAB) for review and recommendation.
3. City Council Designation – The City Council makes final decisions on a rolling basis.
4. Recognition Ceremony – Newly designated Heritage Trees are honored during a public ceremony at the tree's location in April.

HERITAGE TREE PROGRAM



- ▶ Preservation and Maintenance
 - ▶ Once a tree is designated, a Heritage Tree Designation and Preservation Agreement is recorded with the county recorder's office and added to the property deed to ensure its long-term protection. Property owners remain responsible for the care and maintenance of Heritage Trees located on private property. The City coordinates the recording process for all approved designations.

Today's Nomination!

- ▶ Giant Sequoia
 - ▶ *Sequoiadendron giganteum*
 - ▶ Location: McLean Park
 - ▶ Estimated age: 80+ years old
 - ▶ Estimated height: 100+'
 - ▶ Average crown spread: 57'
 - ▶ Average circumference: 27'
 - ▶ Arborist Score 450



Future Heritage Tree?



Howard, Teresa

From: City of West Linn <webmaster@westlinnoregon.gov>
Sent: Monday, January 12, 2026 8:58 PM
To: Howard, Teresa
Subject: City of West Linn Website submission: Meeting Request to Speak Signup

Submitted on Monday, January 12, 2026 - 8:58pm

Submitted by anonymous user: 71.237.175.56

Submitted values are:

Full Name Cary Cummings
Email Address cary1cummings@gmail.com
Cell Phone Number 5037304667
Home Phone Number 5037304667
Street Address 2190 Valley Ct
City West Linn
State OR
Item you would like to speak on Community comments
Board City Council
Meeting Date Tue, 01/13/2026

The results of this submission may be viewed at:

<https://westlinnoregon.gov/node/45911/submission/90989>

Howard, Teresa

From: City of West Linn <webmaster@westlinnoregon.gov>
Sent: Monday, January 12, 2026 10:13 PM
To: Howard, Teresa
Subject: City of West Linn Website submission: Meeting Request to Speak Signup

Submitted on Monday, January 12, 2026 - 10:13pm

Submitted by anonymous user: 71.237.175.56

Submitted values are:

Full Name Teri Cummings
Email Address teric518@gmail.com
Cell Phone Number 5035154751
Home Phone Number 5035154751
Street Address 2190 Valley Ct.
City West Linn
State OR
Item you would like to speak on General Public Comment
Board City Council
Meeting Date Tue, 01/13/2026

The results of this submission may be viewed at:

<https://westlinnoregon.gov/node/45911/submission/90990>

Mollusky, Kathy

From: Teri Cummings <teric518@gmail.com>
Sent: Monday, January 12, 2026 10:31 PM
To: Mollusky, Kathy; City Records; City Records; Williams, John; lbriethaupt@westlinnoregon.gov; Cary Cummings
Subject: Fwd: Regarding Supplemental Judgement of Case No. 19CV11216- Rory Bialostosky vs West Linn City Councilor Teri Cummings in her

CAUTION: External Email – Confirm legitimacy before clicking, opening attachments, or following instructions.

Dear City Manager John Williams, City Recorder Kathy Mollusky or any other City staff responsible for adding written records to the minutes of City Council meetings.
Cary Cummings and I, Teri Cummings hereby submit the following email to be added to the record of our Community Comment testimony at the January 13, 2026 City Council meeting.
There is no need to forward this email to City Council members because it has already been sent to them.
Thank you for your service,
Teri and Cary Cummings
Residents of West Linn, OR, (address on file)

Dear Honorable Members of the City Council, Mr. Williams, Ms. Klein and Ms. Briethaupt,
(Apologies to Mayor Bialostosky, it may not be appropriate to include him due to potential conflict of interest)

Last fall I contacted the City after my husband Cary Cummings and I lost an opportunity to refinance our home loan at a lower rate due to a lien on our property that we were completely unaware of. I am writing to request the City address the matter as soon as possible

The attached Register of Actions below indicates that after the State Appellate Court ruled to reverse and remand Clackamas County District Court Judge Breithaupt's **July 17, 2019** denial of Bialostosky's case a notice was sent out to all parties, signed 6/21/2022, regarding the Supplemental Judgement and Monetary Award for **Case No. 19CV11216** Rory Bialostosky vs Teri Cummings aka Theresa Cummings, in her official capacity as a West Linn City Councilor. However, I never received it and was not informed about it.

When no payment was made, a lien was placed on our personal property for \$491.00 plus 9% interest by the County on **October 24, 2022**.

After Judge Breithaupt denied Bialostosky's case in 2019, City Attorney Tim Ramis informed the Council that the Supplemental Judgement and Money Award from the County said Bialostosky must pay \$560 to cover the attorney fees, litigation expenses, costs and disbursements because the City prevailed, but Rory's attorney had formally requested the City to waive payment because Rory could not afford it. The City Attorney said he invited the Court to waive the fees, but that was not possible because the law requires the prevailing party to "make a reasonable effort to recover the fees owed to the court". So, Bialostosky was asked to pay the fees.

Now that Bialostosky is the prevailing party, it seems clear that he must make an effort to recover the fees, but there seems to be a question about who should pay the fees; Cary and me or the City?

As I recall, a lot of fuss was made about whether it was ethical to spend City funds to defend a case against an individual City Councilor.

It might have been publicly known that the City paid all attorney and court fees related to Bialostosky's case because a majority of City Council members believed it was necessary to defend against the case because the changes sought would have major effects on the budget and administration of the City and all other cities and counties in Oregon. The record retention rules of the State Archivist did not have a requirement for any level of government to create a system to capture, preserve, retrieve and disclose the original notes of a local government official, written solely for personal use and refreshment of memory. To be compelled to institute such a system could overburden the City Recorder and add prohibitively expensive costs to the City Budget

But the question of which City Councilors directed the City Attorney to defend the case was not publicly known. It is against the law to disclose matters discussed in Executive Session.

After having to endure many many false and malicious accusations in silence for so many years, it would be nice to see the rest of the story finally come out.

Therefore, I hereby formally request the City Council to move to disclose the record of all Executive Session discussions related to Case No. 19CV11216 as a matter of public interest as an important precedent setting case for the State of Oregon. (The City has released redacted records of Executive Sessions in the past)

Also, if you agree that Cary and I should not have to pay the fees, I respectfully request the City to promptly pay the fees and inform me if and when a Satisfaction of Judgement has been filed.

Thank you kindly for your service and careful consideration of this matter,
Teri Cummings