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

WEST LINN
CITY COUNCIL MEETING
NOTES
August 5, 2019

Call to Order and Pledge of Allegiance to the Flag

Council Present:
Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.

Staff Present:
City Manager Eileen Stein, Assistant to the City Manager Dylan Digby, Public Works Director Lance Calvert, and City Attorney Tim Ramis.

Approval of Agenda

Council President Teri Cummings moved to approve the agenda for August 5, 2019, West Linn City Council Meeting moving item g to the first item of business. Councilor Richard Sakelik seconded the motion.

Ayes: Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: Mayor Russ Axelrod.
The motion carried 4 - 1

Mayor Axelrod stated that the Parks hearing is going to be extended to a date certain of September 9.

Public Comments [10 min]

Brenda Perry expressed concerns about the City Attorney representing Council President Cummings in her quest to keep her notes private. She quoted Council rules regarding using the City Attorney that state if it will take more than 15 minutes, it needs Council approval. She asked when this decision was made as there was no public discussion. It must have happened at one of the executive sessions on this topic. The text read at the beginning of every executive session states that no final decisions may be made in executive session. Council's failure to follow this guideline is a clear ethics violation and undermines the principles of transparency. The Oregon Government Ethics Commission stated a review of this would be warranted if she submitted a complaint. The way this has been handled and the thousands of dollars this is costing, filing a complaint seems to be an appropriate course of action. She is concerned that filing a complaint would result in more legal fees. Council needs to stop hiding behind the title of executive session and provide some answers. She is not asking that the executive session tapes be released, but citizens have a right to know who wanted to go down this path and why. Councilors are trained that all notes are public record and Council Rules at the time stated this fact. This item should be added to an agenda and give the citizens a chance to get some answers. The executive session was held under consulting with counsel concerning the rights and duties of a public body; however, Councilor Cummings stated in the lawsuit that she is not a public body, she is an individual and therefore exempt. This attitude of money is no object needs to stop, the costs are over $17,000 and will increase during the appeal of this decision. She responded to Councilor Sakelik's comment in the Tidings, many of the city staff live in West Linn, running the City is a team effort, there is no them and us.

Councilor Walters stated that she did not support the decision for this case to go to court.

David Baker stated that 16 volunteers completed over 40 hours of fire hazard mitigation, removing over 123 piles of dry, woody, vegetative material at White Oak Savanna park. These brush piles were constructed as bird habitats by other volunteers. He supports creation of habitat at parks; however believes these put the park and neighborhood at risk due to the fire hazard. They did not find any evidence of birds using these piles. Volunteers were instructed to look for animal evidence before disturbing. They selected 25 brush piles to remain that were spaced apart and away from trees, dry grass and Tannler Drive. He recognized the volunteer efforts and the City Manager for supporting the removal of the fire hazard during the current dry weather. Volunteer projects need to be vetted and approved by staff.

Seaneen Rudkin-Manning has spoken with many West Linn residents and business owners regarding crosswalk and pedestrian safety in the Willamette area. The Historic Willamette/Main Street sent out a survey where 61 percent of the respondents said that newer, safer crosswalks was their number one concern and street lighting is important. West Linn needs better, historically correct street lights and more obvious crosswalks. This be done

during the initial phase of the project and not put off to be retrofitted later. Citizens need the City to take these concerns seriously and to allocate enough money to address this safety concern.

Councilor Relyea mentioned that in Washington, there are yellow flags on each side of the street and citizens can carry a flag if they feel traffic is moving too quickly and leave it on the other side of the street. It worked to slow traffic down.

Mayor Axelrod stated that he has been wanting to do that on Salamo and Day Road since he has come here. City Manager Stein will follow up with staff on this.

Council President Cummings stated that Council should not do back and forth during public comments, they should do it after they have heard them all due to Council Rules.

Jennifer Eustaquio is surprised to hear that the habitats at White Oak Savanna were destroyed. A lot of the charm and appeal of West Linn is the natural beauty and professionals should have been consulted. A new organization is forming for the support of the renovation of Bolton Fire Hall into a community based facility called the West Linn Collaborative. They have elected board members, are meeting, and are working on bylaws. She is the president. She is also the president of the West Linn Community Preschool, which would like to lease space at Bolton Fire Hall. She is dedicated to creating a community center for the long run. She asked for funds for architectural plans so they can move forward with this project.

Jerry Offer agrees about the need for pedestrian safety and lighting in Willamette Historic/Main Street. The City needs to slow down the design process for the street improvements. City staff and the consultants are letting the Transportation System Plan (TSP) drive the process, with little concern for pedestrian safety and the businesses. The process needs to be opened up more and staff needs to take citizens' concerns seriously and not forge ahead with what the TSP says. There needs to be plenty of input and peer review on the plan for Willamette Falls/Main Street.

Shannen Knight had a board meeting that was supposed to be an update from Public Works Director Calvert that turned into over a two hour meeting. She sent out two surveys - one for residents and one for businesses. They had over one hundred responses. We lobbied to improve the street lighting and get larger sidewalks for outdoor dining. It does not make sense to have bike lanes where they can go 30 miles per hour. We need to slow the bicyclists down and make it more pedestrian friendly. Also, the reverse in angle parking was controversial, but only 20 percent of the people who took the resident survey said they absolutely hate it. There are concerns about exhaust from engines, other cities have made rules that you cannot leave your car running. For the business survey respondents, 28 percent of the businesses hated the reverse in parking. The compromise is to create a multiuse path for bikes and pedestrians.
Public Comment - Surveys

Council President Cummings stated that when Brenda Perry was facing an ethics violation, all the parties named in the ethics violation obtained the services of an attorney to defend them. There was no public meeting to decide that they would do that or how much it cost. When Council is faced with litigation, we meet in an executive session to consult with an attorney or to talk about hiring one, that is the usual process. She is surprised Ms. Perry does not remember that for the complaint filed against her. In terms of her hiding notes, it is important for people to understand that the original request was for any and all notes in their original form, it was not possible to fulfill that request, she has a volume of records. One time she took a wheelbarrow of notes to a meeting to show how much material she had read for the Urban Growth Boundary (UGB) discussion and she still has most of that because the Stafford stuff is not over. Normally when somebody makes an overly broad request, they are asked to narrow the request scope and are expected to agree that the records need to be redacted due to exempt information. The City does not hand over records in their original form if there is information that needs to be redacted. When you do a records request, the agency asks the requestor to choose a topic. All three of those things were attempted to be mediated on to narrow the scope of the request and accept redactions. This was denied, the requester wanted to take it to court, we were forced to go to court. The ruling from Judge Breithaupt is the result of that.

Councilor Sakelik stated that they have tried find out from the City Manager as to how that occurred. Council was never asked if City money could be allocated to defend Mayor Axelrod and Councilors Perry and Martin in the ethics complaint. They did not know until they saw the response online from the Oregon Government Ethics Commission.

City Attorney Ramis stated that the decisions relating to litigation for the city are matters of attorney-client privilege. The purpose of the exception from Public Meeting Law that allows executive sessions is to permit Council and clients to discuss what approach to take and that is why those decisions, if there are decisions, or if there is a consensus, are done in the context of an executive session because it is privileged communication.

Councilor Sakelik suggests that everyone who reads the Tidings or Oregonian or listens to people and their ideas to do their due diligence and go the experts and not just listen to media. Our national politics are affected by that and hopefully we can avoid that in West Linn. He is willing to talk to anyone within his purview related to executive sessions where he should not be talking about it. He will provide proof to back up his assertions. He encourages people to do their due diligence, whatever the subject is.

Councilor Walters stated that Councilor Sakelik understands the big bucks are the tax payer dollars and not Council's money.

Announcements, Proclamations, and Recognitions

City Bee Name Proclamation

City Bee Proclamation

Council President Cummings recognized Dylan Pakes because he was the one who came up with the bee's name and she read the proclamation.

Consent Agenda [5 min]

Agenda Bill 2019-08-05-01: Draft Notes for June 24 and July 8, 2019

Draft Notes Information

Agenda Bill 2019-08-05-02: Arts and Culture Commission Missions and Goals

Arts & Culture Information

Council President Teri Cummings moved to approve the Consent Agenda for the August 5, 2019, West Linn City Council Meeting, which includes the Arts and Culture Commission Mission Statement and Goals and meeting notes as amended for June 24 and July 8, 2019. Councilor Richard Sakelik seconded the motion.

Ayes: Mayor Russ Axelrod, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: Council President Teri Cummings.
The motion carried 4 - 1

Business Meeting [90 min]

Agenda Bill 2019-08-05-07: City Attorney Contract Renewal

City Attorney Contract Information
Councilor Sakelik Submittal - *updated 7/31/19
City Attorney Ramis Submittal - *updated 8/1/19
Mayor Axelrod Submittal - Aug. 5, 2019

Mayor Axelrod went through the documents posted stating that there is a redline and clean version of the contract. City Attorney Ramis addressed the concerns Council had last time regarding insurance. Councilor Sakelik updated his analysis on the summary of financial data. City Attorney Ramis submitted a table with cost information. Mayor Axelrod submitted a summary of his findings and recommendations.

Councilor Sakelik explained his submittal stating that he took worst case hours numbers from actual billable hours from the last fiscal year (through June 30) from the attorney invoices. He took out 144 hours because the attorney is not attending Planning Commission meetings or

Council Work Sessions. He took the percentage of hours for legal versus paralegal last year to get 68 percent for legal and 32 percent for paralegal services. Based on those numbers, he projects Council will spend $200,000 this fiscal year. Last fiscal year Council spent $199,000. He projects $224,000 for fiscal year 2021. Based on his data, he is expecting a savings of $270,000. He discussed City Attorney Ramis' firms years of service and depth of experience in his firm. There have been issues to timeliness of services so City Attorney Ramis created a tracking sheet to follow, so we have actual data to look at and will review quarterly.

City Attorney Ramis explained the tracking sheet. The idea is to force the lawyers and staff to prioritize items to be clear about when items are due. It sets up categories, some are immediate priority, like if staff needs a report reviewed before a meeting tonight. There are high priority items identified by staff or Council that need quick review, long term priorities with no particular deadlines, and a category with shifting priorities. The idea is to keep track of items over time and show how service is being provided.

Councilor Relyea went over the process where Council came up with a new structure for legal services. There were numerous meetings, they reviewed many records, did a needs assessment, and new positions were brought into the legal services portfolio, like risk managers and paralegals and utilizing their services at a lower cost than attorney fees to assist the City. This is a completely new system to conduct legal services on behalf of the community. This is expected to decrease legal costs over the next three to four years. There is a termination clause in the contract if we do not feel our needs are being met, also the contractor can step away from the contract if they like. This is a good contract we have put together and he encourages Council to approve it.

Councilor Walters is concerned Council has not done a request for proposal (RFP) and they do not have comparative numbers from other firms in the Portland area who provide municipal legal services. They have not done their due diligence on rates and this concerns her.

Councilor Sakelik stated he took attorney Jeff Condit's rates from Miller Nash who charges $365 an hour, attorney Ron Guerra's rates of $250 an hour, and our facilitator who charges $275 an hour.

Councilor Walters stated it would be helpful to have these numbers in writing. She has not hired someone for a project without getting multiple bids and she want to make an informed decision.

Mayor Axelrod has the highest respect for City Attorney Ramis; however, he wants to look at other options for attorney services. Even if Council hired another firm or had an in-house attorney, Jordan Ramis would always be on Council's list as needed. Mr. Condit's rate is a specialized rate. If you look at other cities they are below $300 per hour. Council needs to look at other options when facing tough budget constraints. He looked at the hours of usage of attorney services for the last year. On average, the City uses the City Attorney for 56 hours a month and 25 hours on average for paralegals. The cost for the last five years is different than

the last seven months. The average cost per month was $12,847, for the last seven months, the cost is up to $21,831. Applying the annual rate to the number of hours used is the simple, most direct way to do an estimate. There will be an increase in costs due to risk management services that are being given to the City Attorney. That level of effort equates to a full time employee. Whether we go in-house or consider other firms, it is critical to do an RFP to see what firms and individuals are out there and what their rates are. He does not want to jump to $345 an hour in 2021, he wants to do proper due diligence. He recommends Council commit to $265 per hour for next year and issue a RFP focused on municipal legal services. There is a lot of mundane, routine services the City does. The City does not always need specialized attorney services. He wants to issue the RFP and review the additional costs and services. The proposed contract commits the City into 2021 and ends at City Attorney services at $345 an hour. He thinks that is poor fiscal management. He explained how there can be an in-house City Attorney who reports to Council and the benefits of having an in-house attorney. The City Attorney will no longer be available for all Council Work Session, Planning Commission meetings, and other meetings. He wants the City Attorney connected to the City Manager, staff, and Council. He went over key benefits of an in-house counsel from his document and some of the items they would take care of so there would not be additional legal costs to the City. It will be posted and he will send it to anyone who asks. Several cities have switched to in-house counsel, it has worked for them, it is saving money, and they are getting great service.

Council President Cummings stated that we have already decided to the question of having outside or inside legal counsel, we do not usually re-litigate. She showed her chart about the legal services increasing since 2011, until 2018 when they stopped using the hybrid model. She discussed the chart provided by City Attorney Ramis that shows West Linn as the only city that uses the hybrid model. In-house City Attorneys are not less expensive, it usually includes having support staff. Most of them are general practitioners and they still need to hire expensive specialists. Going in-house does not pencil out.

Councilor Richard Sakelik moved to approve the City Attorney contract as proposed by Jordan Ramis as written. Council President Teri Cummings seconded the motion.

Mayor Axelrod stated that he is not proposing the hybrid model, he is just talking about an in-house attorney. This chart has a lot of issues that are not understood, for instance, how many attorneys Beaverton has, they have four attorneys and have significant commercial practice and business.

Council President Cummings realizes how many attorneys Beaverton has; however, this bar chart is cost per thousand.

Mayor Axelrod stated that it does not pertain to the type of services required for West Linn. A lot of cities are lower with an in-house attorney. This chart is not relative to do a cost comparison approach. He is not talking about a hybrid model, just an in-house attorney.

Councilor Relyea stated that this contract does not preclude Council from moving forward with an RFP or seeking other service models, what it does do is gives us a projection of costs if we decide to keep current counsel for 2020 and 2021. This argument that we cannot go out for an RFP or are not doing our due diligence is erroneous, we have worked on this for half a year, probably 70 to 80 hours. It is time to move forward with the contract, move onto other issues, and if we need to revisit the topic, we have the opportunity to do so.

Council President Cummings congratulated Milwaukie for their new rate with the new attorney on staff, but these things change over time, the need for other legal advice, the need for legal support, and costs go up over time.

Councilor Walters stated that the 70 to 80 hours was the discussion of the legal services structure, the City Attorney contract issue has not been discussed that long, it came out of the June 4 meeting when Councilor Sakelik decided to take it on. It is relevant to talk about RFPs and comparing different law firms.

Councilor Sakelik stated that approving the contract does not stop Councilor Walters or Mayor Axelrod from doing research like he has done. If they want to do an RFP and bring the information back while Council moves forward, they can. We do not have any more than a one day commitment. It closes this question and gives some respect to City Attorney Ramis who has been waiting since last October for us to finalize this.

Councilor Relyea stated that structure and cost are directly related. This contract talks about training of non-legal personnel to reduce legal expenses and includes other provisions as far as risk management to help us reduce costs. We know that someone who is in business to provide legal services for a community is charging an hourly rate that is consistent with what the going rate is an it is all governed by the State Bar Association. You can go to the State Bar's website and they provide all of that information. We are on the low end of the spectrum. He does not see it moving higher and it is Council's responsibility to manage the contract and make sure it works effectively to lower costs.

Mayor Axelrod stated that he cannot do an RFP on his own, he need Council to authorize the work to move that forward.

Council President Cummings called the question.

Ayes: Council President Teri Cummings, Councilor Bill Relyea, and Councilor Richard Sakelik.
Nays: Mayor Russ Axelrod and Councilor Jules Walters.
The motion carried 3 - 2

City Attorney Ramis clarified that a formal RFP process would have to be authorized by Council. Informal research and obtaining bids and quotes is something individuals can do.

Agenda Bill 2019-08-05-03: Public Hearing: Parks Master Plan

Agenda Bill
Parks Master Plan
Public Testimony - *updated 8/1/19
Staff Presentation - *updated 8/5/19

ORDINANCE 1693, ADOPTING THE WEST LINN PARKS, RECREATION, AND OPEN SPACE PLAN UPDATE AS AN ATTACHMENT AND SUPPORTING DOCUMENT OF THE WEST LINN COMPREHENSIVE PLAN; AND AMENDING THE WEST LINN COMPREHENSIVE PLAN GOALS 2, 5, AND 8.

ORD 1693

ORDINANCE 1694, AMENDING THE COMMUNITY DEVELOPMENT CODE CHAPTERS 2 AND 56.

ORD 1694

Mayor Axelrod opened the hearing on a proposal to consider adoption of the West Linn Parks, Recreation, and Open Space Plan update along with proposed amendments to Comprehensive Plan Goals 2, 5, and 8; and Community Development Code Chapters 2 and 56 and continued it to September 9, 2019 at 6:30 pm in order to address a couple of process elements.

Agenda Bill 2019-08-05-04: Nuisance Code Changes

ORDINANCE 1699, RELATING TO NUISANCES, INCLUDING NOXIOUS VEGETATION, VIOLATIONS, POSTING NOTICE, AND ABATEMENT, AMENDING WLMC SECTIONS 5.470, 5.495 - 5.515, AND 5.525

ORD 1699

Public Works Director Calvert gave the staff report reminding Council of the June 17 Council Work Session about right-of-way (ROW) management. The City's Municipal Code needs to be updated regarding nuisances and Code enforcement. Council comments have been incorporated into the ordinance. The Neighborhood Association Presidents were asked to offer any comments by July 19, to date, we have not received any comments. He read the summary of changes from the agenda bill. Updates on unimproved ROW are still pending, this will be a big project on the Planning Department docket. The Police Chief and his staff have given their stamp of approval on these Code changes.

Councilor Sakelik stated that the language about a "person in charge" is confusing because it is not clear who that is in the ROW. It is confusing to the citizens adjacent to Kelly Street.

Public Works Director Calvert read 5.470 and explained the definition, sometimes the person in charge might be a renter. In all the Clackamas County and Portland Metro communities, all of the property owners are responsible for the maintenance of the ROW adjacent to their property. In the case of Kelly Street, there are five property owners adjacent to that parcel. It is each property owner adjacent to the link that is responsible for it. The question with unimproved ROW is, is it native vegetation or mowed, maintained grass. Native vegetation is exempt from mowing unless there is a hazard, such as a fire hazard. This is being done to make the Code more understandable and defendable with the City Attorney and Municipal Court Judge. Public Works assists the homeowners to get the ROW to a state where they can maintain it.

Councilor Relyea wants additional information and maps on the outliers and unimproved ROWS.

Public Works Director Calvert stated that unimproved maps will be done after September. Each one is unique; however, Council could receive additional testimony from citizens and staff will work directly with Kelly Street residents to get their input. The goal is no surprises and staff tries to keep everyone informed.

Councilor Walters appreciates the clarity. There are groups out there that can help citizens maintain the ROW. She wants this information on the website so people know what their responsibilities are.

Mayor Axelrod asked about 5.470(2)(d). It talks about vegetation being a fire hazard. He would like to insert at the end "likely cause or to exasperate (or accelerate)" a fire. In 5.500(3)(e) instead of "shall" be a lien, should it be "may be" a lien against the property? What if it is not gregarious? Can we put in a fine option? Section (4) talks about the lien.

City Attorney Ramis stated that the idea is to be unambiguous about creating authority to be sure we had the lien. We can create language that gives the City the option to lien. If the City is going to have an option, we need to have a process by which that gets decided. One of the reasons Public Works Director Calvert did this work was to streamline the process. We are trying to not have discretionary points in the ordinance.

Public Works Director Calvert clarified that Section (4) is about the posting and mailing of the notice. When you go down into the sections about abatement, that is when there is leeway, particularly if there is an appeal or an issue. Staff does not lien a person's property, there has not been a lien on a person's property since he has worked here. It is rare to see something move forward in that way. The notice is to let people know there are consequences to not following up on nuisances, particularly if it is a health hazard.

City Attorney Ramis stated that Section (4) that has the "shall" language, this relates to a situation where the City Manager has determined the person responsible for the nuisance is

not going to be capable or not going to be trusted to do the abatement. There is process to protect that person from that finding; however, once that finding is made and the City goes out and spends the money to abate, the lien attaches.

Mayor Axelrod asked if 5.515(1)(d) is the only hardship clause, it only talks about income hardship. What about elderly citizens not having the physical means to do the work? On Mapleton and Nixon, the property is too steep so the property owner tried to get professionals to the work; however, they could not do it at a reasonable cost. Maybe we could have a community volunteer event or some other solution to address this. He is going to speak with the property owner to get some clarity about what needs to be done.

City Manager Stein agreed there could be a community or church group that would help; however, we do not want to accumulate fire hazards because someone is at a certain age or ability.

Public Works Director Calvert stated that specifically with (d) Council directed in cases with financial hardship, staff wanted to be able to provide some type of mechanism to help those citizens. This section is only talking about the cost to abate if the City has cleared the nuisance because all the other means have been exhausted. This is stating the City would absorb half of the cost in this instance. There is not any City that gives a pass on an age, handicap, or ability basis. If you are a property owner, it is a financial item, you are paying to own and upkeep that property. If you have a special situation the City Manager or Municipal Court Judge have the ability to help in those instances. There are steep slopes that can have native vegetation. Blackberries are only an issue when they extend into the public ROW or cross into someone else's property.

Council President Cummings appreciates the clarity, detail, and work done on this and the additional language to clear up the edges of our streets and sidewalks which should make a difference in walkability. She wants to get the word out that this is our new Code. The City already has a program for assistance for low income on their utility bills she wants the same for this.

Council President Teri Cummings moved to approve first reading of Ordinance 1699, an ordinance relating to nuisances, including noxious vegetation, violations, posting notice, and abatement, amending West Linn Municipal Code Sections 5.470, 5.495 through 5.515, and 5.525, and set the matter for second reading at the September 9 meeting. Councilor Bill Relyea seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Agenda Bill 2019-08-05-05: Neighborhood Association Grant Policy

RESOLUTION 2019-14, ESTABLISHING A POLICY AND PROCEDURES FOR MAKING NEIGHBORHOOD ASSOCIATION GRANTS

RES 2019-14 Information

City Manager Stein gave the staff report reminding Council of the previous discussion regarding this resolution and that staff has received feedback from the Neighborhood Association Presidents (NAP) group which is in the packet. There was a question from Council regarding if NA grant spending "should" or "shall" be approved by the membership.

Mayor Axelrod stated the NAP group thinks it should be "should" because there are sometimes small expenditures made that is difficult to get approval from the entire membership. He asked if it could be stated "unless under $100" to address this concern. What if it said, "NA grant spending shall be approved by the membership according to their bylaws."

Karie Oakes, Neighborhood Association President's Vice President, stated that the bylaws of the neighborhood associations have voting requirements for expenditures in them and that would meet that requirement. The NAP discussed this revision and decided that "should" is strong enough language. The Mayor's suggested language is fine with her; however, she is only representing what the NAP discussed. She could take that suggestion back to them.

Councilor Relyea stated that there were not any violations of spending and the NAP comments were if there have not been any violations, why is there suddenly this concern.

Mayor Axelrod is fine with either word "should" or "shall".

City Attorney Ramis stated the question is what is the intent. If it says "shall" it is an absolute requirement, if it says "should" it is discretionary, not mandatory.

Councilor Sakelik suggested leaving it at "should" to move this along.

Council President Cummings stated that the request is to have language returning the unused funds to the neighborhood reserve. She asked what the language was for when then balance was too large.

Ms. Oakes stated they would strike the sixth bullet under 4 except for the sentence, "NAs may choose to carry a balance from prior years." There is a requirement of the NAs to report yearly about their finances. Deleting all that language brings it back to the original language of this policy. At the bottom of the page it states that the policy was originally created September 16, 1993 with amendment dates. She does not believe it was amended June 28, 2012 so it should be struck.

City Attorney Ramis stated that if we find that to be incorrect, we can correct it as a Scribner's error.

Council President Teri Cummings moved to approve Resolution 2019-14, A Resolution establishing a policy and procedures for making neighborhood association grants with the revision of in Section 2 Policy, the language shall be should and in Section 4, the sixth bullet, everything shall be struck except for the first sentence. Councilor Bill Relyea seconded the motion.

Councilor Walters stated it is important when discussing tax payer dollars to have oversight over how that money is spent and believes safeguards should be in place should it become an issue and then there is room for discretion so she believes it should be "shall". The other sentence could be if the City believes the balance is too large, the City can limit further balance accrual. When NAs have balances over $10,000, the City should be able to discuss that with them and have discretion over what to do because it is the taxpayers money and we need to be fiscally responsible.

Council President Cummings does not believe the word "shall" needs to be in there because each NA has its own spending limits spelled out. Her concern is "shall" creates an overbearing rule that could be seen as superseding the NA bylaws. Small expenditures may not need to be approved by the NA membership. Regarding large balances, Council wants them to be more clear and explain what their intention is - what their budget is, what their plan is, and what their goal is.

Mayor Axelrod stated that he is comfortable knowing it is in their bylaws.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, and Councilor Richard Sakelik.
Nays: Councilor Jules Walters.
The motion carried 4 - 1

Agenda Bill 2019-08-05-06: Willamette Main Street Streetscape Project: Supplemental Allocation of GO Bond Funds
GO Bond Information
Public Comment

Public Works Director Calvert gave the staff report. He showed the City's website that has all the bond project information, including financial information. Oregon Department of Transportation (ODOT) has moved the Highway 43 project back a year. There is no construction funding for the remainder of Highway 43; however, the design positions us for grant and funding opportunities. Staff submitted a proposal to Metro for another section of Highway 43 from Hidden Springs past Pimlico. The Transportation Advisory Board (TAB) has

endorsed the Safe Routes to School prioritization list. We have received feedback from some neighborhood associations and parent teacher associations and staff is trying to get on the agendas of the rest of them. The City has tried the flagged crosswalks, if they are not nailed down then they walk away, it is a bit of a challenge; however, we could try this again if there is a desire. Safe Routes construction will start next summer. Sunset Road improvements have not started yet. Willamette Falls Drive improvements from 10th Street to Highway 43 open house is on August 8th. Staff is moving ahead with the design from 16th Street to Fields Bridge Park. Willamette Main Street and 10th Street projects are interconnected so the designs needs to work consistently throughout the corridor. This work is being done by HHPR. Historic Willamette Main Street is really being pushed forward from 10th Street to 16th Street. The City has some bond funds for the 10th Street interchange project and we are trying to match these bond funds with System Development Charge (SDC) funds; however, the City is struggling to getting enough SDC revenue because there is not a lot of development going on in West Linn. The street fund and utility funds will pay for street paving and utility work when possible to supplement bond funds. There is planning for four traffic signals in this corridor (Salamo, on and off ramps to I-205, 10th Street and Willamette Falls Drive intersection), these are expensive and are regulated by state and federal standards. Decorative street lighting and burying power lines were not budgeted in this bond project. There has been a lot of outreach and engagement on the 10th Street and Historic Main Street projects that can be viewed on the project webpage. The project follows the Historic Main Street Concept Plan for safety and mobility for all forms of travel. The cycle track is designed for families, not experienced cyclists. Back in angle parking is still being debated, it has pros and cons. The main part of this project is engagement, the Main Street group has been engaged and has done a survey. There are a lot of people getting information and misinformation from Facebook and the West Linn Community Page. Staff is looking for guidance in utility relocations and decorative street lighting. Portland General Electric (PGE) will relocate the overhead utilities at their cost. Historic Main Street asked for, and the TAB supports, relocating the power lines to the alley or 8th Street and PGE will pay for most of that cost. Historic Main Street also asked for the addition of decorative street lighting which will cost $35 per month per post versus $8 per month per post for standard lighting. The City does not have a definitive cost from the consultant or PGE because this is new information; however, we estimate this will be $500,000 in additional capital cost as well as ongoing additional costs per month for electricity at $12,912. It is estimated to be well over one million dollars to do decorative streetlights and to underground the street lights. He asked Council if they want to put an additional half a million dollars into this project and if so, where that money would come from.

Mayor Axelrod asked about an additional $400,000 that could be available.

City Manager Stein explained the City has realized additional interest earnings of approximately $400,000 on the GO Bond money that could be applied to this project.

<u>Public Comment</u>
Jody Carson stated that the initial reason for this plan was to accomplish four things: (1) install historic style lights, (2) increase pedestrian safety, (3) move the utilities underground and

install outdoor electrical outlets; and (4) wider sidewalks for restaurant seating and ADA access improvement. This new proposal addresses two of these items. The committee is in support of the proposal of doing the utilities in the alley and having historical lighting. She encouraged Council to support the additional funding.

Kathie Halicki stated that the cost of the undergrounding would go to businesses, it should go to the landowners. Postcards were not sent to the Willamette Neighborhood Association.

Councilor Sakelik asked if the $400,000 in interest could be spent any way Council desires or if it is subject to the GO bond project rules. He is in agreement with the undergrounding of the utilities and the street lighting. He would like to have a work session in September for the business owners to state what they prefer.

City Manager Stein would have to check; however, it would be a disservice if they were not used in accordance with the GO Bond project guidelines.

Councilor Relyea agrees Council needs a work session and he wants property owners to get information on what kind of costs they could be incurring.

Public Works Director Calvert explained if Council wants to underground the utility lines, there will be a cost to the property owners; however, if they just relocate the aerial utilities to the alley there is no additional cost to property owners. Unless Council wanted to charge the ongoing costs of operating and maintaining the decorative streetlights. The decorative lights are very expensive.

Council President Cummings stated that decorative streetlights are part of the hopes and dreams of the Main Street group. She would like to proceed with that and see what can be worked out with PGE.

Councilor Walters is excited to see the area revitalized. She thanked Historic Main Street for their work. Decorative street lighting would be an enhancement; however, it is an additional cost. If most businesses are comfortable with moving the utilities to the alley, that will enhance the area. She is concerned about delays to the project timeline, how that could affect construction, and how it could impact summer business. She would also like to have a work session on this as soon as possible.

Mayor Axelrod stated that it is really important to get this right. We should not even consider standard lighting, it should be historic. Undergrounding utilities is a goal we have for every area of the City. He wants to do it right and bury them even though it costs money to do it. He is a big proponent of cycle track; however, the design should shift in the Main Street area to accommodate the needs of the area. He wants to look at the design options for the area and wants to cater to businesses in the area.

Public Works Director Calvert will move forward with the plan endorsed by the TAB and

Historic Main Street to relocate utilities and install decorative streetlights utilizing the bond funds to cover the additional cost. He will get more detailed cost as the City gets further along in the process. Our Citizen Outreach Coordinator will be out in person and will continue other engagement. The goal is to start construction in January which means he needs Council approval no later than the first meeting in December, preferably in November. Staff need to educate people on the cycle track, he encourages people to check out the one on Rosemont Road. They are designed for traveling at 10 miles per hour. If bicyclists want to go faster, they will be in the street. Staff wants to stay on the timeline so not they are affecting the businesses during peak season.

Mayor Axelrod asked if this could be pushed to next year. He does not want to be rushed into something, he wants to get it right.

Public Works Director Calvert stated it is always an option to do in 2021 instead of 2020; however the costs will go up. Small details can be handled; however, big changes will cause it to be pushed into the future. Staff does not want any surprises going into September or October.

Mayor Axelrod asked if the additional cost of Main Street lighting should be on the business area or on all of the City, because all of West Linn residents enjoy the lighting. It is special for everyone.

City Manager Stein does not have the answer to this tonight; however, staff does need to know if we should increase the budget for this project to spend the additional $500,000.

Councilor Sakelik is concerned about Safe Routes to School being severely underfunded. He gives a tentative okay to the $400,000; however, he would like to see the bids for this work and what it comes out to. There is also a potential savings on 10th Street and Salamo on if the sidewalks have to be done or can be put off to later. He is all for the underground utilities and the lighting. He does not mind waiting another year, even if there is increased cost, to get this project right.

All the Councilors gave a thumbs up for this budget increase.

Mayor and Council Reports [20 min]

Council President Teri Cummings moved to Extend the meeting to 10:00 p.m. The motion did not receive a second and was lost.

Citizen Advisory Group Appointments

Mayor Axelrod placed before Council the following appointments:

To the Public Safety Advisory Board (PSAB) Michael Selvaggio and to the Economic Development Committee (EDC) Drew Hanson

Councilor Jules Walters moved to Approve the Mayor's appointments. President Teri Cummings seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

City Volunteer Recognition BBQ Event Update

Mayor Axelrod understands that the recognition barbeque is to be coordinated with the opening of Sunset Park.

City Manager Stein stated that will be in early October.

Councilor Sakelik stated that Council agreed to one big event to include volunteers and all staff.

City Manager Stein stated if it were during the day, staff would be happy to come to a barbeque; however, she could not commit staff to attend during off hours. She clarified that Council means all 125 City staff members.

Councilor Sakelik stated that would be over 200 people.

Mayor Axelrod volunteered to haul trash, flip burgers, and pick up dog poop if they need to.

September Town Hall Topic

Councilor Sakelik stated that Council should find a different way to communicate with citizens other than Town Halls. The only one that successful was about emergency preparedness.

Councilor Relyea asked if Council could do a Post Office status update, that brings people in.

Mayor Axelrod and Councilor Sakelik had separate positive meetings with the Post Office and City Staff. They are making progress with Gramor and the adjacent property owners. The Post Office received a definite no on Haggen's property.

Councilor Walters stated it was a great rally to save the Post Office, it is an important issue for our citizens. She presented the proposal for the Robotics Team. She would like Council to approve the original amount of $1,480 or at least the scholarship portion of $900.

Councilor President Cummings commended Councilor Walters for her persistence and she

shares her enthusiasm for the Robotics Team. There are so many school clubs and Council cannot help them all. She reminded Council that Council Rules state that once Council has made a decision, unless someone who was on the prevailing vote side wants to change their vote, Council needs to move on and not keep bringing prior votes back on things that have already been decided.

Councilor Walter's submittal for Robotics

City Manager Report [10 min]

City Manager Stein would like to get a date scheduled for her evaluation. The two remaining dates are September 4th or 16th at 3:00 p.m.

City Attorney Report [5 min]

City Attorney Ramis gave his report in executive session.

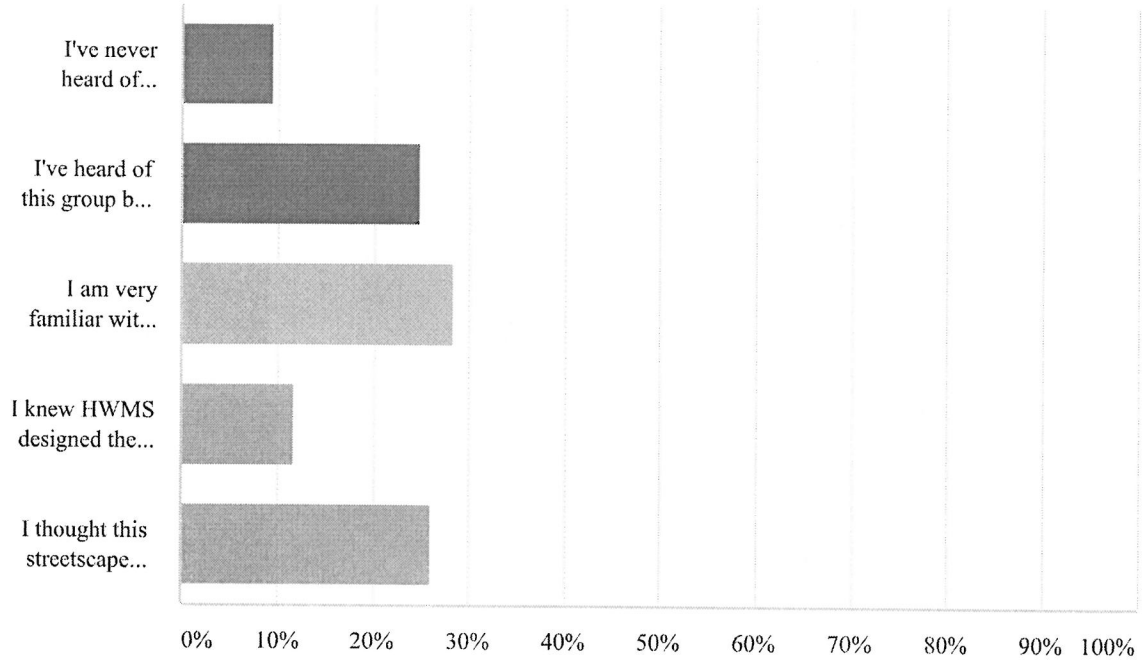
Adjourn

Notes approved 9-9-19

Streetscape Survey for Residents

What do you know of Historic Willamette Main Street (HWMS)?

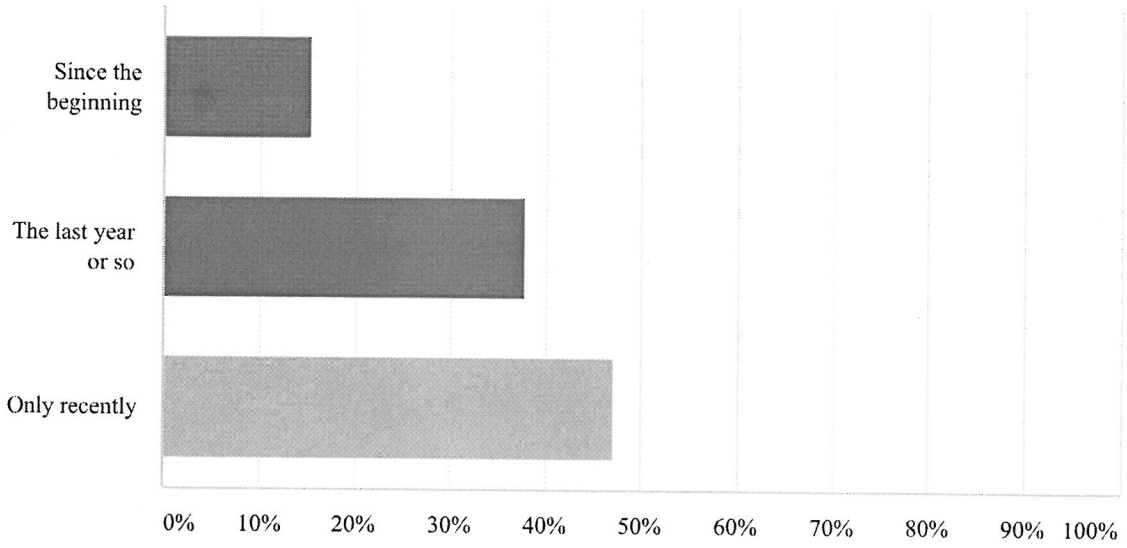
Answered: 85 Skipped: 4



ANSWER CHOICES	RESPONSES	
I've never heard of Historic Willamette Main Street	9.41%	8
I've heard of this group but don't know what they do	24.71%	21
I am very familiar with HW Main Street and their goal of making Willamette economically viable for now and the future.	28.24%	24
I knew HWMS designed the original streetscape plan with a group of residents who live in the district and business owners	11.76%	10
I thought this streetscape plan was done by the city	25.88%	22
TOTAL		85

This project began about 3 years ago. How long have you been aware of the project?

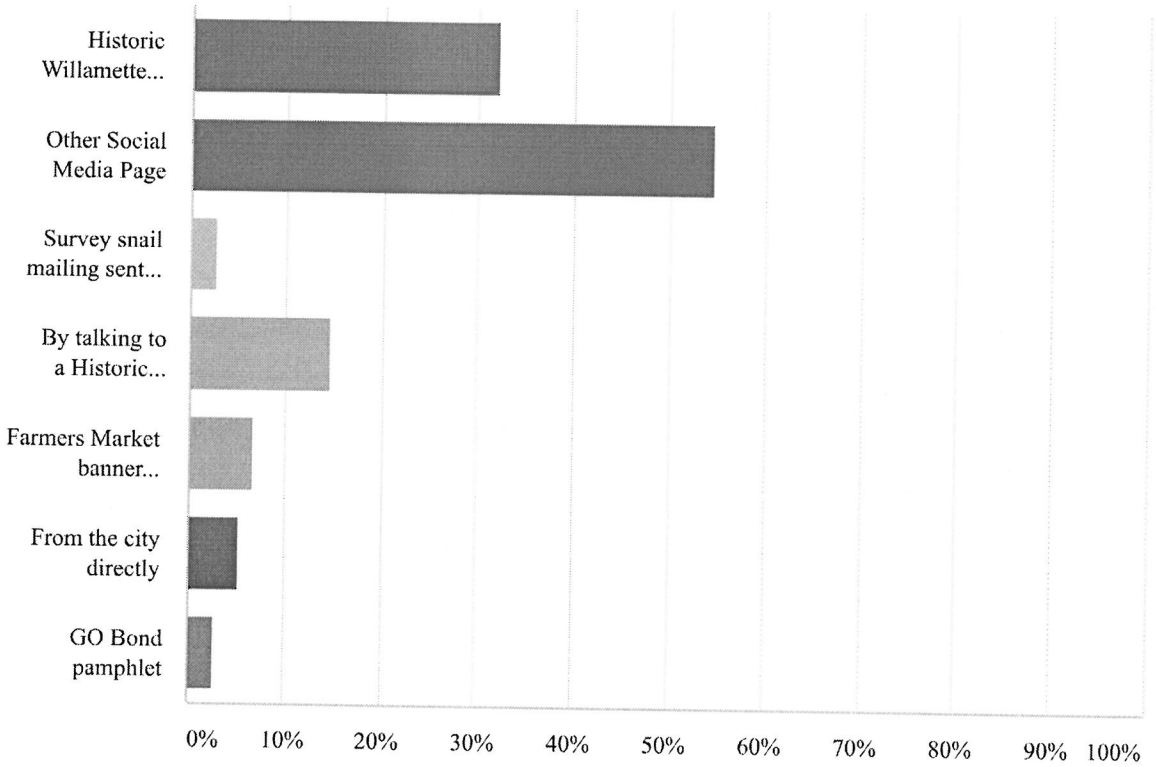
Answered: 85 Skipped: 4



ANSWER CHOICES	RESPONSES	
Since the beginning	15.29%	13
The last year or so	37.65%	32
Only recently	47.06%	40
TOTAL		85

How did you hear about the project?

Answered: 75 Skipped: 14



ANSWER CHOICES	RESPONSES	
Historic Willamette Newsletter/Social Media	32.00%	24
Other Social Media Page	54.67%	41
Survey snail mailing sent out about 2 years ago	2.67%	2
By talking to a Historic Willamette representative	14.67%	11
Farmers Market banner displayed last year	6.67%	5
From the city directly	5.33%	4
GO Bond pamphlet	2.67%	2

Total Respondents: 75

Facebook from the community group

8/1/2019 12:42 AM

From other residents

7/31/2019 10:50 PM

WL Facebook group

7/31/2019 10:28 PM

I saw the plans at a local business.

7/31/2019 2:54 AM

Displayed in Lark Cafe last year

7/30/2019 9:52 PM

The historic area should stay historic. WFD needs the planters removed and crosswalks improved.

7/30/2019 9:01 PM

Neighbor

7/30/2019 2:36 PM

Serving on historic advisory board

7/30/2019 1:22 PM

I joined the committee. Thank

7/30/2019 6:04 AM

Pissed off business owners and other residents at the 2019 Old Time Fair. I knew about the GO Bond but it did not get into specifics. There should have been repeated notices included in our water bills that provided more information about this project, earlier on. That would have cost a fraction of what this project will cost. Not everyone is on social media or attends the farmers market. This whole process from what I'm learning is extremely shady and reeks of corruption. I am in talks with the Oregon Department of Justice about the people and mechanisms behind this debacle.

7/30/2019 2:53 AM

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from talking to a restaurant owner

7/29/2019 10:53 PM

Facebook community page the other day.

7/29/2019 10:00 PM

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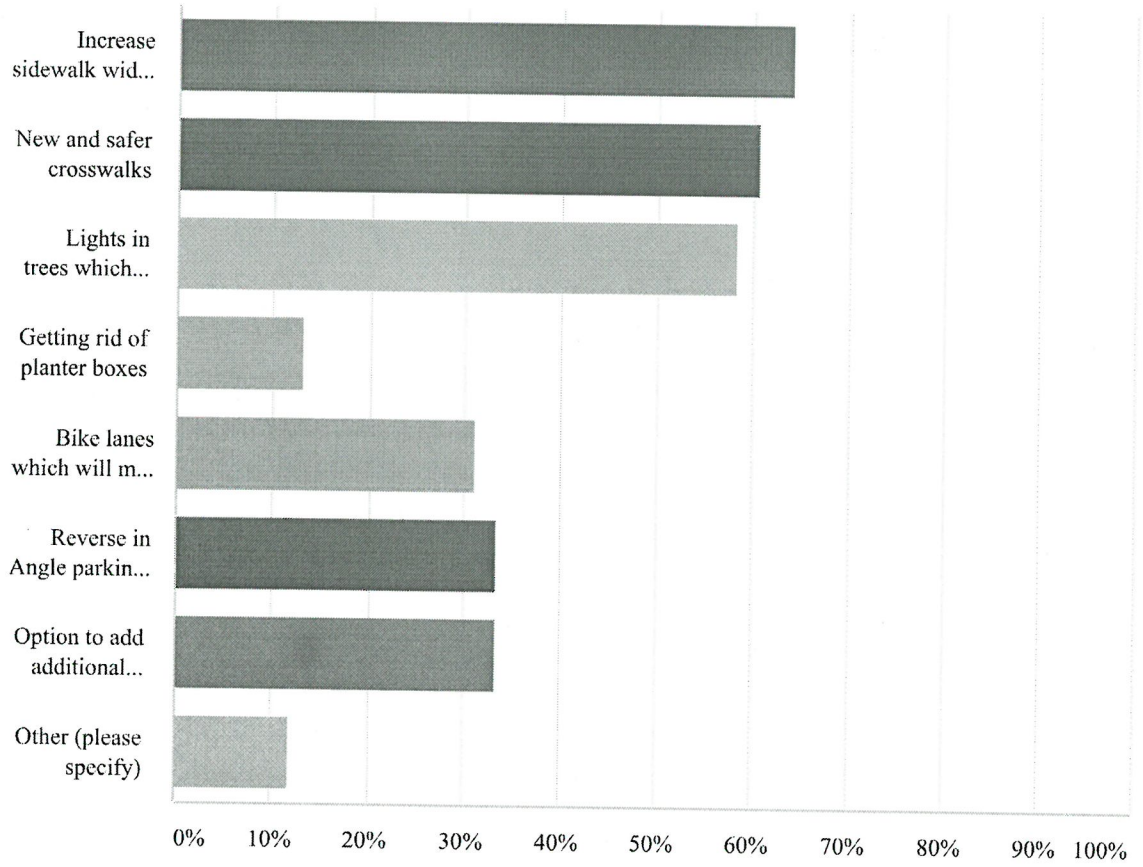
business owner on Willamette

7/29/2019 7:38 PM

What do you like most about this project? (check all that apply)

Answered: 84 Skipped: 5



ANSWER CHOICES	RESPONSES	
Increase sidewalk width for outdoor seating	64.29%	54
New and safer crosswalks	60.71%	51
Lights in trees which will make the town more quaint	58.33%	49
Getting rid of planter boxes	13.10%	11
Bike lanes which will make it safer for cars and cyclists and increase bike tourism	30.95%	26
Reverse in Angle parking which increase the number of spots on the street and make getting in and out faster than current parallel set up.	33.33%	28
Option to add additional outdoor seating by having a patio in the parking spots for certain times of the year.	33.33%	28

Total Respondents: 84

ANSWER CHOICES		RESPONSES	
Other (please specify)	Responses	11.90%	10

Total Respondents: 84

Nothing I like about it. Leave the town like it is.

7/31/2019 6:49 PM

This is ridiculous, very dangerous

7/31/2019 12:10 AM

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remove the planters and keep it the way it is.

7/30/2019 9:01 PM

What is there to like? Horrible idea and complete waste of money.

7/30/2019 4:59 PM

There were two main reasons the original folks submitted the plans to update Main Street. They wanted to make Willamette safer for pedestrians by increasing street lighting and burying the overhead power lines. I understand there has been a fairly popular work around for not burying the lines but historically correct light stands seem to be a line item to be deleted by the city planners.

7/30/2019 6:04 AM

I don't like it at all. Willamette falls drive district area is awesome. I'm not fond of this project at all as a citizen living on 19th St.

7/30/2019 3:04 AM

There is not ONE thing I like about this plan. Ped safety? Are you kidding me?!?! The plan has nothing to suggest that is in the works. I saw the latest plan and saw nothing about ped safety. Increased seating for businesses? Really? "Seating equity"? Seriously? It's all about location, rent & volume of customers. Last I checked, we haven't succumbed to Socialism, yet. This plan takes from one group to give to another.

7/30/2019 2:53 AM

Adding outdoor seating will rage away from the parking. Is the tree lights in the current plan? I heard it Wes removed because of cost?

7/30/2019 12:12 AM

I think it's fine the way it is

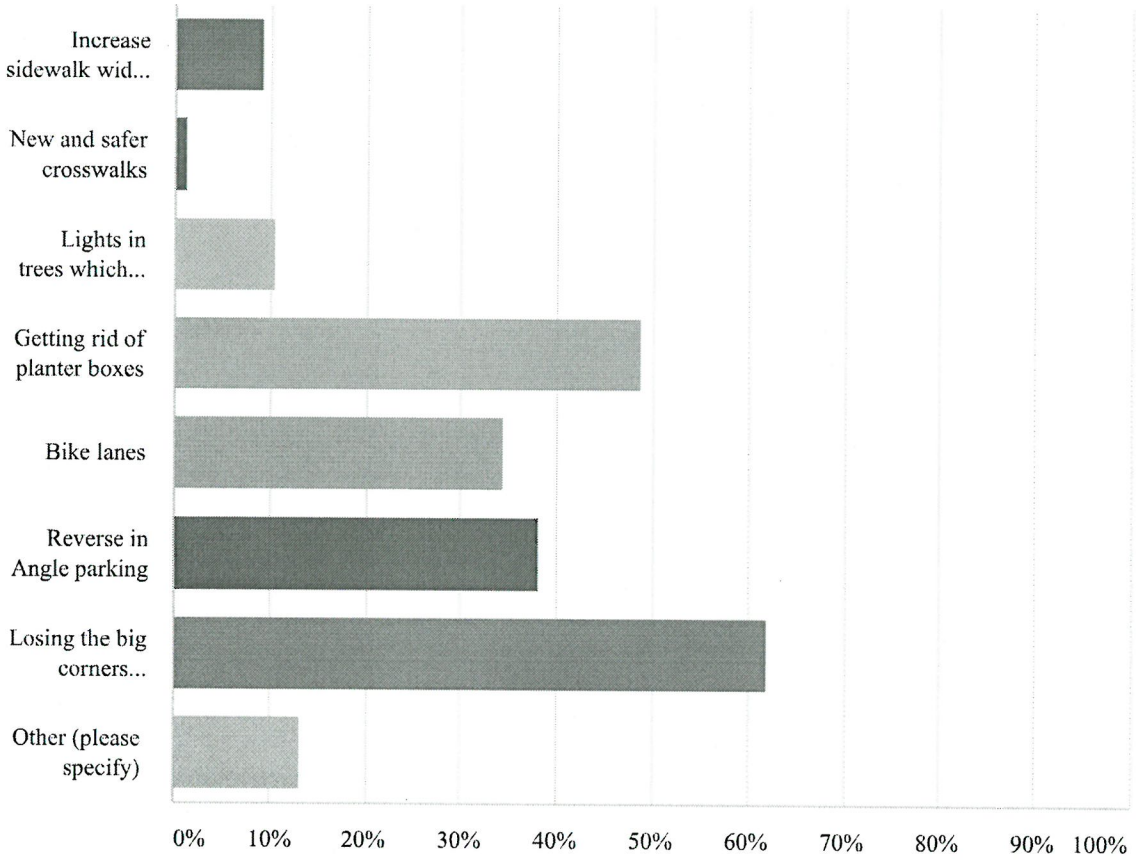
7/29/2019 10:00 PM

It all sounds good. We need to make sure there are plenty of tress, landscaping, etc to provide more livability.

7/29/2019 9:44 PM

What do you like least about this project? (check all that apply)

Answered: 76 Skipped: 13



ANSWER CHOICES		RESPONSES	
Increase sidewalk width for outdoor seating		9.21%	7
New and safer crosswalks		1.32%	1
Lights in trees which will make the town more quaint		10.53%	8
Getting rid of planter boxes		48.68%	37
Bike lanes		34.21%	26
Reverse in Angle parking		38.16%	29
Losing the big corners currently being used for outdoor seating		61.84%	47
Other (please specify)	Responses	13.16%	10

Total Respondents: 76

Size of bike lanes

7/30/2019 9:52 PM

two bike paths? Joke. If it has to happen make the 5" wide.

7/30/2019 9:01 PM

The time associated with destroying Willamette Falls Drive.

7/30/2019 4:59 PM

Removal of the old trees

7/30/2019 2:04 PM

This plan is about as shady as it gets. It's clear this plan was designed to bow to bicyclists in order to secure federal dollars for other projects. What's next? A MAX line through town? A transient receiving center? All of this for six blocks? No consideration to a MUCH cheaper bike boulevard on 8th to connect with Dollar that would lead to Fields Bridge? This as at least two business owners said this will likely cause then to close their doors. And you LAUGHED at them, Shannen! You laughed! You have absolutely no business on this panel and should be absolutely ashamed of your behavior!

7/30/2019 2:53 AM

I don't love the idea of increased bike tourism but recognize the need for safe bike lanes.

7/30/2019 1:03 AM

Two bike paths? Why? The parking is stupid. See what happened in Sisters Oregon. They scrapped the parking after a year.

7/30/2019 12:12 AM

Only adding 17 parking spots is NOT ENOUGH

7/29/2019 11:30 PM

More area to do street level activities would be good if possible

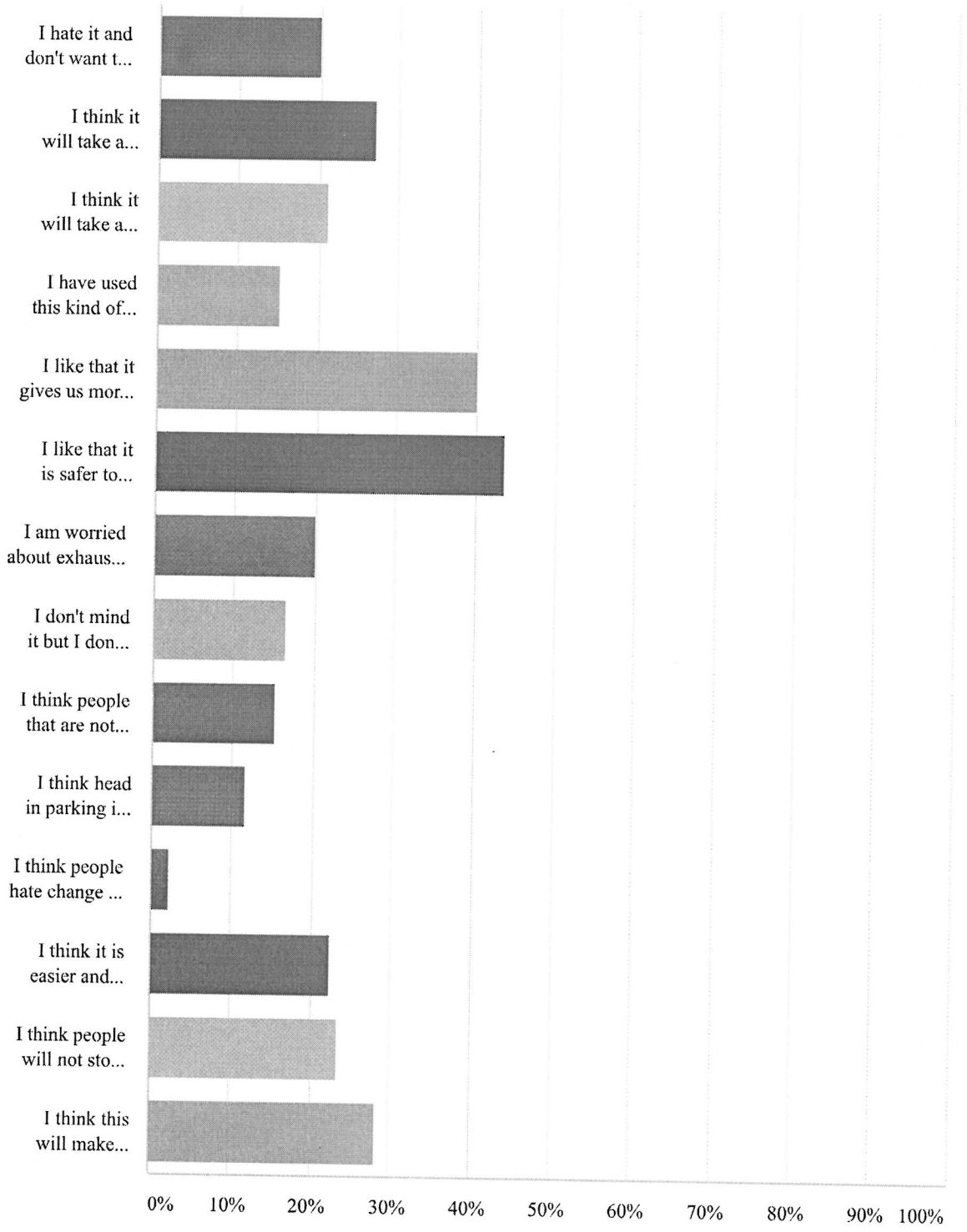
7/29/2019 9:44 PM

It does not appear as though the businesses are stable and we have enough traffic to even take in new businesses. Would also liek to see the intersection of Wilamette and Dollar addressed where there is an abandoned gas station.

7/29/2019 8:58 PM

Reverse in angle parking seems to be the biggest controversial part of this plan. After hearing the arguments (at the start of this survey), what are your thoughts about this kind of parking? (select as many as apply)

Answered: 85 Skipped: 4



ANSWER CHOICES	RESPONSES	
I hate it and don't want to see this kind of parking	20.00%	17
I think it will take a long time for people to get used to and don't know if it is the best option.	27.06%	23
I think it will take a long time for people to get used to but once people get used to it, I think people will learn to see the safety benefits.	21.18%	18
I have used this kind of parking in the past and it is easy to do or not as hard as people may initially think.	15.29%	13
I like that it gives us more parking spaces	40.00%	34
I like that it is safer to pull out into moving traffic	43.53%	37
I am worried about exhaust from engines toward the sidewalks (note sidewalks will be about 8 feet away from the back of cars)	20.00%	17
I don't mind it but I don't think most people will like it	16.47%	14
I think people that are not comfortable backing will be able to find spaces to park on side streets	15.29%	13
I think head in parking is safer	11.76%	10
I think people hate change so we shouldn't make them change their ways	2.35%	2
I think it is easier and faster than parallel parking	22.35%	19
I think people will not stop to let me back into a space but will stop to let me back out of a space	23.53%	20
I think this will make traffic slower	28.24%	24

Total Respondents: 85

I'd like to avoid as much parking on side streets as possible.

7/31/2019 3:36 AM

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once you decide that back in is not for you, then more cars will be parked in the residential areas. Making it harder for me to park at my house.

7/30/2019 9:01 PM

Are you seriously suggesting people can just park on side streets if they aren't comfortable backing in? Have you not paid attention to the angry home owners on side streets who are fed up with people parking in front of their houses right now?

7/30/2019 2:53 AM

I think people will just park in the spots head in causing even more problems getting out of the spots

7/30/2019 2:16 AM

We should not be the test for this area on the parking. Bad idea.

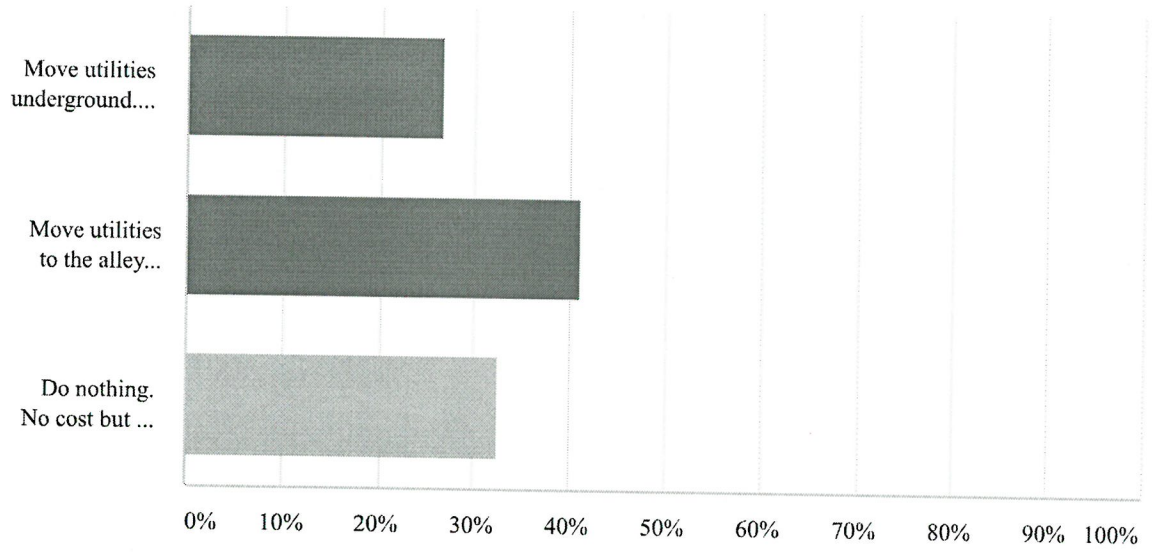
7/30/2019 12:12 AM

After hearing all the arguments, I think back in parking makes sense and the benefits far outweigh the learning curve to adopt. The issue with exhausts near sidewalks is not a bit deal as there is plenty of space in between, and not all cars are parking/leaving at all times. Very intermittent, so the issue is negligible.

7/29/2019 9:44 PM

Part of the original goal was to underground utilities. However this has a few roadblocks. Please let us know what you prefer as the best option that we advocate to council:

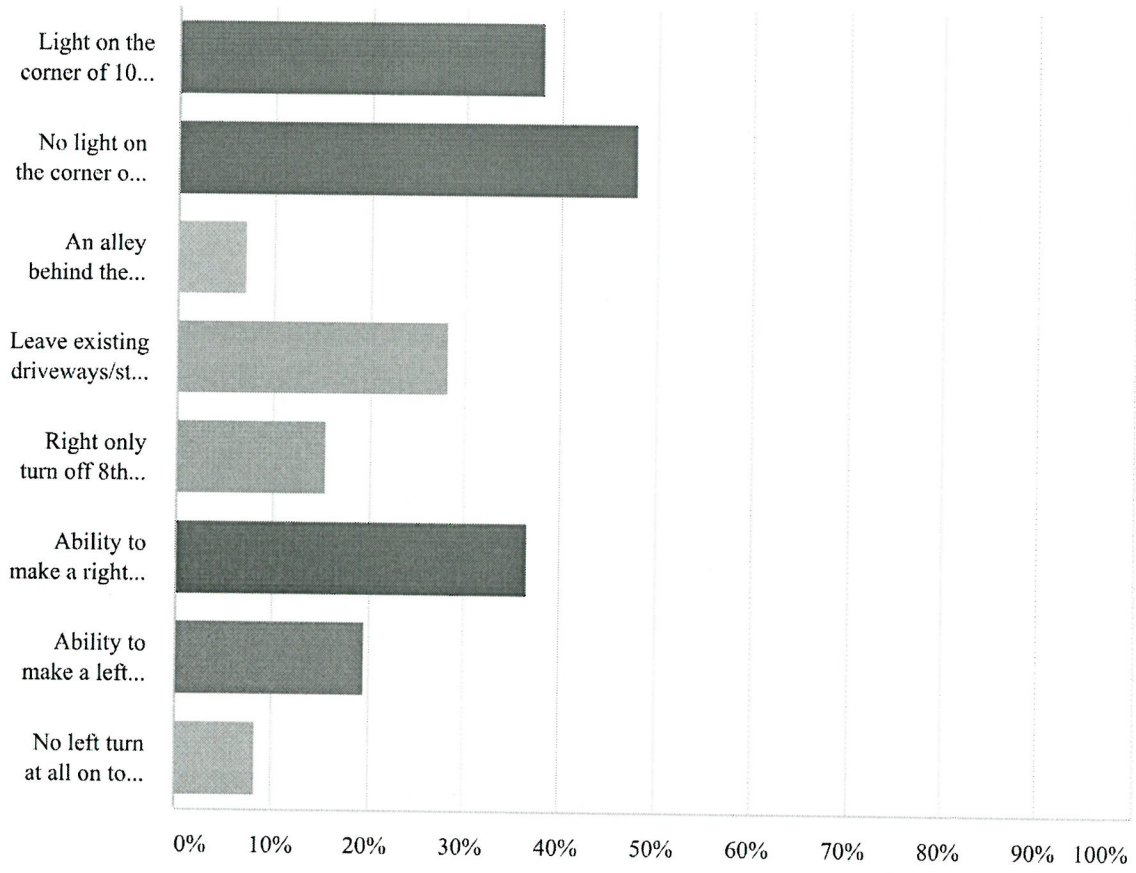
Answered: 83 Skipped: 6



ANSWER CHOICES	RESPONSES	
Move utilities underground. This will make the street more aesthetically pleasing. However, this will be expensive at about $1M that we would have to convince council to spend the money. It could also mean that older buildings (and businesses) would need to upgrade their electrical panels. This may cost a few thousand dollars to the business owner or property owner which many will most likely will not agree to.	26.51%	22
Move utilities to the alley. This would still cost the city about $500K and would need council approval for this. However, this will again make it more pleasing to look at and have no cost to business/property owners.	40.96%	34
Do nothing. No cost but we continue to have to look at the power lines and have big power poles taking up sidewalk real estate. It is possible that cable lines could be placed underground so only the power lines are visible but they are much higher up so would be better looking that it is now.	32.53%	27
TOTAL		83

The historic district is the first phase of this project (and the only one Historic Willamette designed). The next phase of the project will be on 10th. While we are not a party to this design, we still have businesses on this part of the street that will be affected. Thus we will be advocating for what they would like. But it is important for us to have public input as well. Please check items you would like us to advocate for:

Answered: 71 Skipped: 18



ANSWER CHOICES	RESPONSES	
Light on the corner of 10th and Willamette Falls Dr.	38.03%	27
No light on the corner of 10th and Willamette Falls Dr. Leave it as a 3 way stop.	47.89%	34

Total Respondents: 71

ANSWER CHOICES	RESPONSES	
An alley behind the businesses/homes between 10th and 11th on WFD. (current proposal). This means businesses and homes will not longer have the driveways they have now.	7.04%	5
Leave existing driveways/street access for those homes and businesses	28.17%	20
Right only turn off 8th Ct.	15.49%	11
Ability to make a right or left off 8th Ct.	36.62%	26
Ability to make a left onto 8th Ct. from 10th St during certain hours only towards 5 Guys (current configuration)	19.72%	14
No left turn at all on to 8th Ct (towards 5 Guys only)	8.45%	6

Total Respondents: 71

I moved to Dollar Street in May and was extremely disappointed to hear about this plan and the changes to the quaint wonderful old town... Like the planter boxes and small town vibe - was a big reason we moved here. I don't think this overhaul is good for residents who enjoy old town now. It is turning a good thing into the same thing you can find in any other over crowded city.

8/3/2019 6:49 AM

No one knew about this project.. What about a round-about at the three way stop?

7/31/2019 10:50 PM

I look forward to bike lanes. I love the idea of the trees and lights (like DT OC).

7/31/2019 10:28 PM

If it ain't broke don't fix it

7/31/2019 12:10 AM

I understand the benefit for a traffic light at 10th and WFD, if that is the direction you go, I hope it will be designed with the "quaint" town in mind. I'd hate to see a giant traffic stop there.

7/30/2019 9:52 PM

I would like to see traffic slow down in our community, speeding and cut-through a a big problem. Would be great to make downtown very inconvenient for cut-through traffic by making it slower and more pedestrian friendly

7/30/2019 9:24 PM

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this intersection isn't broken. The I205 bypass is the issue. Put stop signs at 16th and 14th also.

7/30/2019 9:01 PM

That part of town is a mess. No matter what time of day I go there, the traffic flow is horrible. I really don't know what the solution is for this area.

7/30/2019 6:15 PM

I would like to see the council vote for historically correct street lights with banner holders and moving the overhead power lines to the alley. I would prefer head in parking and as narrow as the bikes lanes can be made. This extra space should be used to extend sidewalks. Thank you for this opportunity to send our wishes to Council

7/30/2019 6:04 AM

We need a locally owned ice cream shop downtown! Not Salt & Straw. Maybe Ruby Jewel? We also need a Trader Joe's. This is more important than the parking situation.

7/30/2019 5:40 AM

Slow speed from 10th to 30 until past the new storage facility

7/30/2019 4:11 AM

In regard to the 10th Street issue, why not just block off the access point on the side leading to Oregon City? That way the proposed light can't be bypassed. Also, that intersection is a three way stop, not a four way as the survey indicates. And do we really need a light there? The City stated their goal is to really clog traffic on WFD to discourage the 205 bypassers. This seems a bit extreme and it will naturally wax & wave over time. I appreciate the thought but the State has to widen 205, period. Willamette residents are already hostages between about 2 pm & 7 pm. This approach will make it even worse! As I mentioned earlier, I first heard of these details at this year's fair. I happened to overhear some business owners talking about it. I was invited to a WHMSA meeting on 7/26 to see the plan and give feedback. I watched in absolute shock and disgust as Shannen Knight laughed at business owners who were concerned about the future of their businesses based on the impacts of this proposed plan. Then I watched Shannen show her true colors on a Facebook thread on the West Linn Community page when she lashed out, back tracked, and flat out lied about the 7/26 meeting. I am so disturbed by this process that I have reached out to the Oregon Department of Justice and local media. I am confident there is a nexus here to Icon Construction and the City should be ASHAMED! Granted, she's a volunteer, but I think it would be best if she were removed from this position. My solution: Leave the roadway and parking of WFD as is; move the power lines to the ally, general sidewalk/road repair, improved pedestrian safety at crossings, more lighting, and a create a bike boulevard on 8th that hooks up to Dollar. If that's too much to ask and the plan is moving forward, how about having someone from the City actually meet with the business owners and stencil out in front of their businesses the actual plan? Why not show them, real time, how the plans will "increase" their seating? A 12' paper plan on a table top is worthless compared to actually going to the respective businesses and showing the business owners how they will allegedly benefit from the plan.

7/30/2019 2:53 AM

Light at 10th St and 8th Ct

7/30/2019 2:16 AM

Use money for questions #7 to complete the path from Willamette Park to the falls.

7/30/2019 12:32 AM

This project need more public input. It feels like this was done in a vacuum by a few individuals and the city planners.

7/30/2019 12:12 AM

The stop sign at the corner of the gas station and youth music is a mess. Hi at very dangerous to turn left. Either make it a four way stop or do not allow left turns.

7/29/2019 10:00 PM

Please offer your full support for this initiative, in particular the back in parking, moving the utilities to the ally and adding EV charging stations.

7/29/2019 9:44 PM

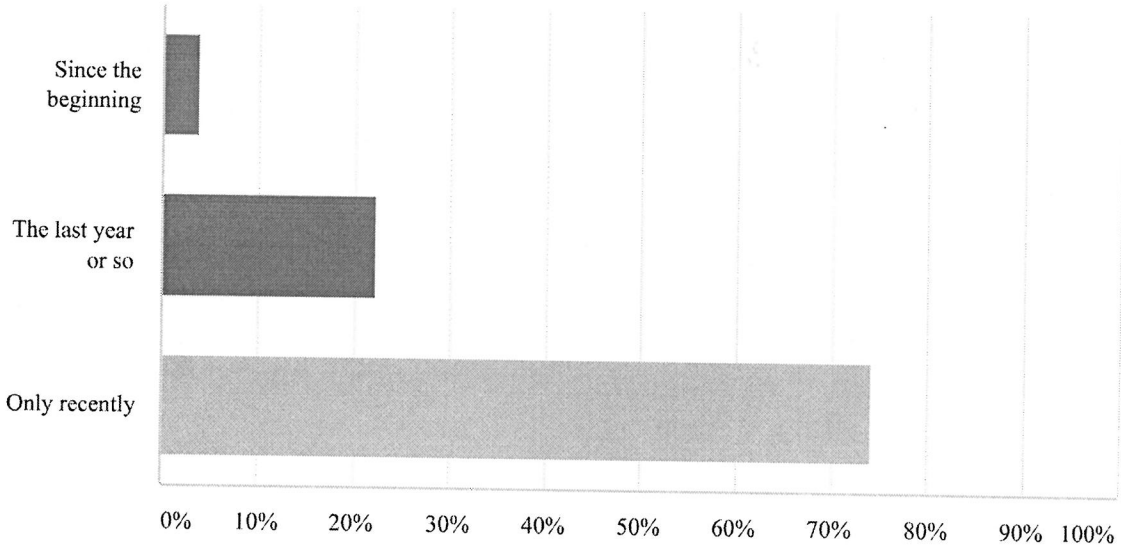
Please address the stop sign at WIllamette and Dollar as you head in to the historic area. This was an unnecessary stop sign and has caused congestion of up to a mile. For residents that need to turn down Dollar all of the building up of wilamette has caused undue traffic with this stop sign being present. With kids I am often arriving home from work and daycare pickup and delayed with a long line. If you want to make wilamette a place to come and hang out / have dinner it needs to be accessible without unnecessary traffic.

7/29/2019 8:58 PM

Streetscape Business

This project began about 3 years ago. How long have you been aware of the project?

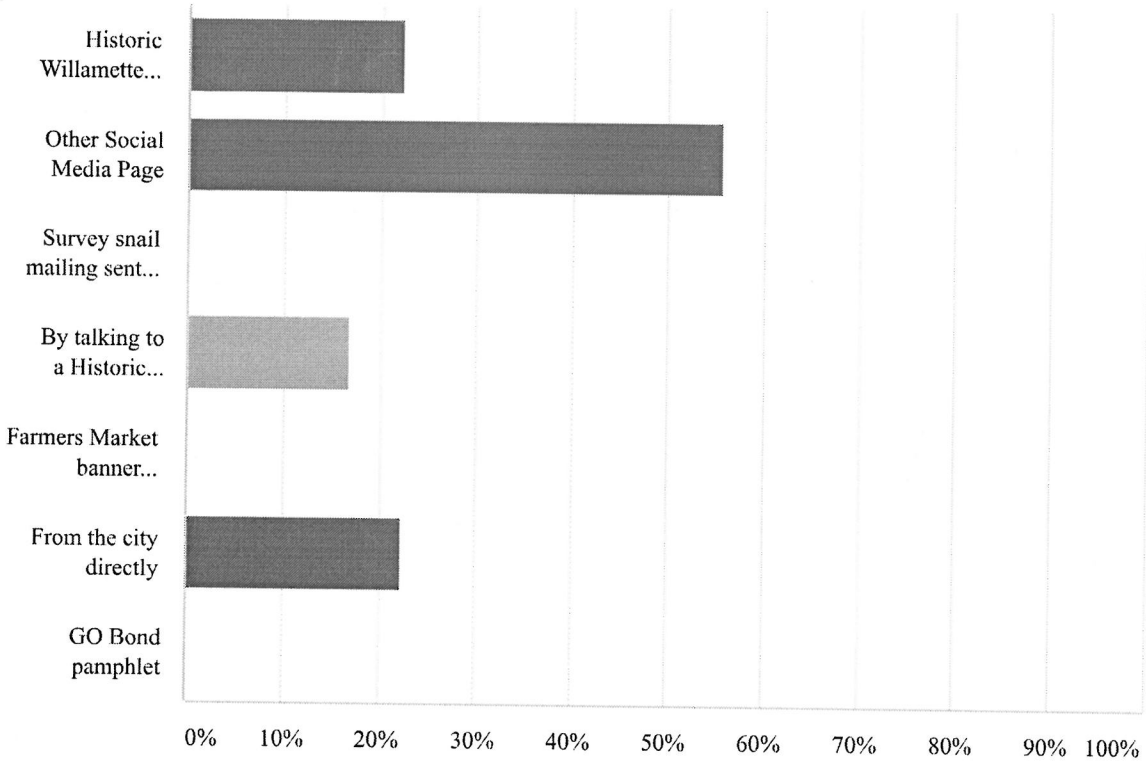
Answered: 27 Skipped: 1



ANSWER CHOICES	RESPONSES	
Since the beginning	3.70%	1
The last year or so	22.22%	6
Only recently	74.07%	20
TOTAL		27

How did you hear about the project?

Answered: 18 Skipped: 10



ANSWER CHOICES	RESPONSES	
Historic Willamette Newsletter/Social Media	22.22%	4
Other Social Media Page	55.56%	10
Survey snail mailing sent out about 2 years ago	0.00%	0
By talking to a Historic Willamette representative	16.67%	3
Farmers Market banner displayed last year	0.00%	0
From the city directly	22.22%	4
GO Bond pamphlet	0.00%	0

Word of Mouth

7/31/2019 10:41 PM

In the West Linn Community Facebook page, and there is now a map of the proposed changes hanging in the hallway where my business is

7/31/2019 4:13 AM

West Linn Chamber

7/30/2019 4:24 PM

West Linn Chamber

7/30/2019 3:08 PM

Tidings article

7/30/2019 5:12 AM

FB

7/30/2019 5:10 AM

West Linn Community Page on Facebook

7/30/2019 2:19 AM

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through neighbor businesses

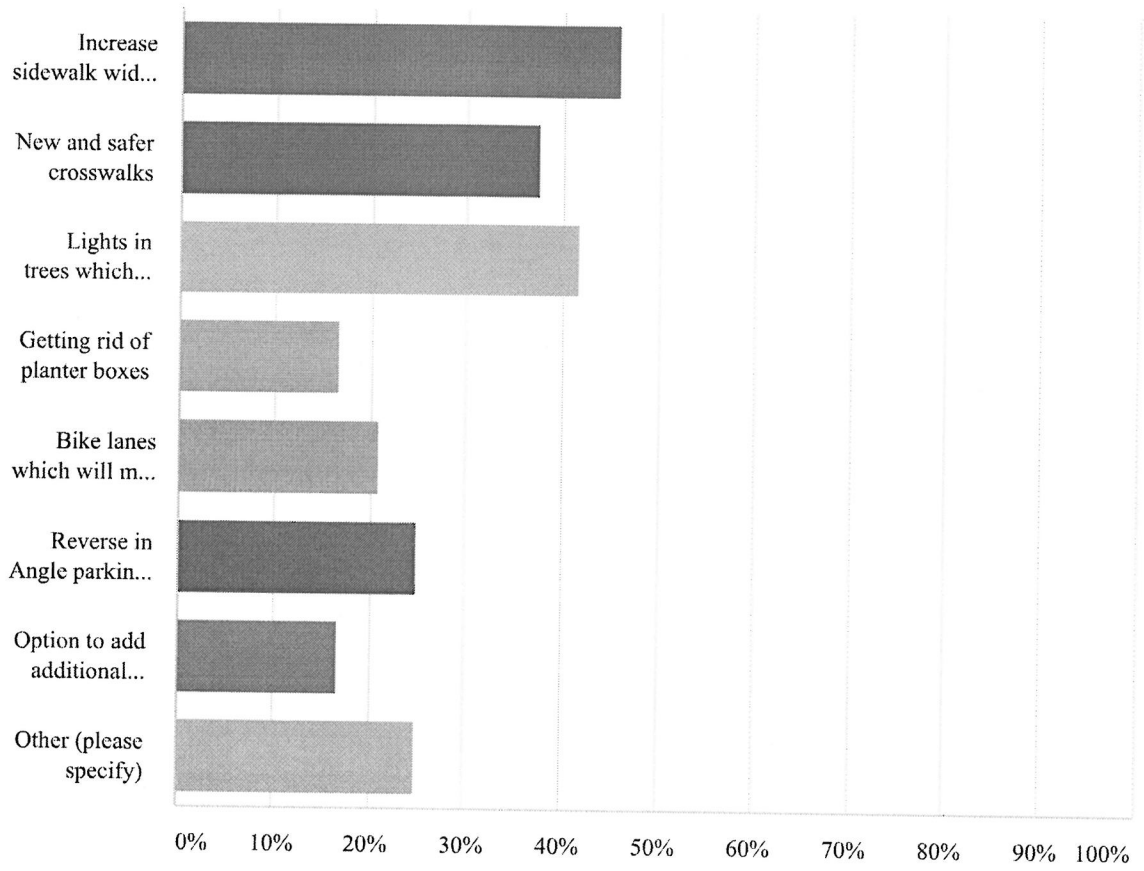
7/30/2019 1:58 AM

Word of mouth

7/30/2019 1:44 AM

What do you like most about this project? (check all that apply)

Answered: 24 Skipped: 4



ANSWER CHOICES		RESPONSES	
Increase sidewalk width for outdoor seating		45.83%	11
New and safer crosswalks		37.50%	9
Lights in trees which will make the town more quaint		41.67%	10
Getting rid of planter boxes		16.67%	4
Bike lanes which will make it safer for cars and cyclists and increase bike tourism		20.83%	5
Reverse in Angle parking which increase the number of spots on the street and make getting in and out faster than current parallel set up.		25.00%	6
Option to add additional outdoor seating by having a patio in the parking spots for certain times of the year.		16.67%	4
Other (please specify)	Responses	25.00%	6

I like nothing about this plan

7/31/2019 10:35 PM

Honestly, the whole thing seems pretty wonky. I just started my business, and I truly hope I am able to grow and attract new clientele during what I'm sure will be a year or more of construction.

7/31/2019 4:13 AM

Removing the power lines for WFD. Please keep the boy scout flags.

7/30/2019 8:56 PM

There is absolutely nothing I like about this project. The idea that increasing bike tourism in the area will improve any aspect of Willamette is, at best, a joke. Where will these bikers come from? Willamette Falls Drive? HA! Or will they ride down Salamo...yeah right. I won't even get into how disruptive this will be for local businesses. The entire project is nothing but a feel-good, do-nothing project designed to waste money.

7/30/2019 4:55 PM

Simply need more parking

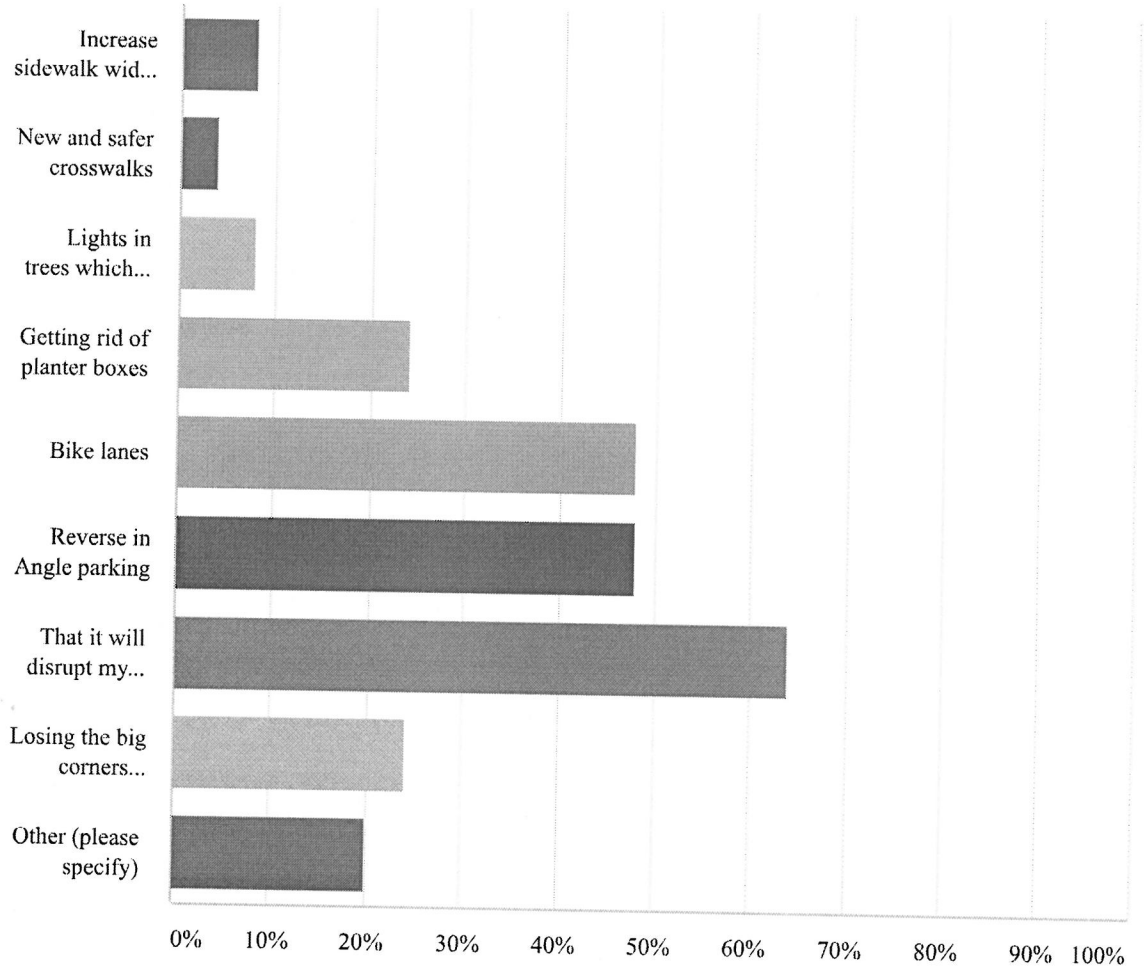
7/30/2019 5:12 AM

I'm only seeing this for the first time and there is no info on anything except parking.

7/30/2019 2:19 AM

What do you like least about this project? (check all that apply)

Answered: 25 Skipped: 3



ANSWER CHOICES	RESPONSES	
Increase sidewalk width for outdoor seating	8.00%	2
New and safer crosswalks	4.00%	1
Lights in trees which will make the town more quaint	8.00%	2
Getting rid of planter boxes	24.00%	6
Bike lanes	48.00%	12
Reverse in Angle parking	48.00%	12
That it will disrupt my business for several months	64.00%	16
Losing the big corners currently being used for outdoor seating	24.00%	6
Other (please specify) Responses	20.00%	5

-Crossing bike lanes will be unsafe for servers if we have a patio in the parking spaces. The parking space patio will look tacky, how will it be fenced off? -Bike lanes should be less wide. -Current planter boxes provide a nice buffer for the patio. I worry about kids wandering into the street from the patio.

7/31/2019 10:41 PM

I don't like the fact that this is already set in stone. The City engineers are working on final drawing. I feel the Historic Mainstreet is not looking out for the businesses on WFD.

7/30/2019 8:56 PM

Waste of MONEY that could be better spent elsewhere.

7/30/2019 4:55 PM

Do we need to increase bike tourism and town quaintness?!. Don't we need customers to be able to get to the shops as easy as possible? Have you ever actually parked in a reverse angle? Go to Eugene and see how fun it is to park when the car riding your @&* doesn't give you enough room to actually back in to the parking spot!

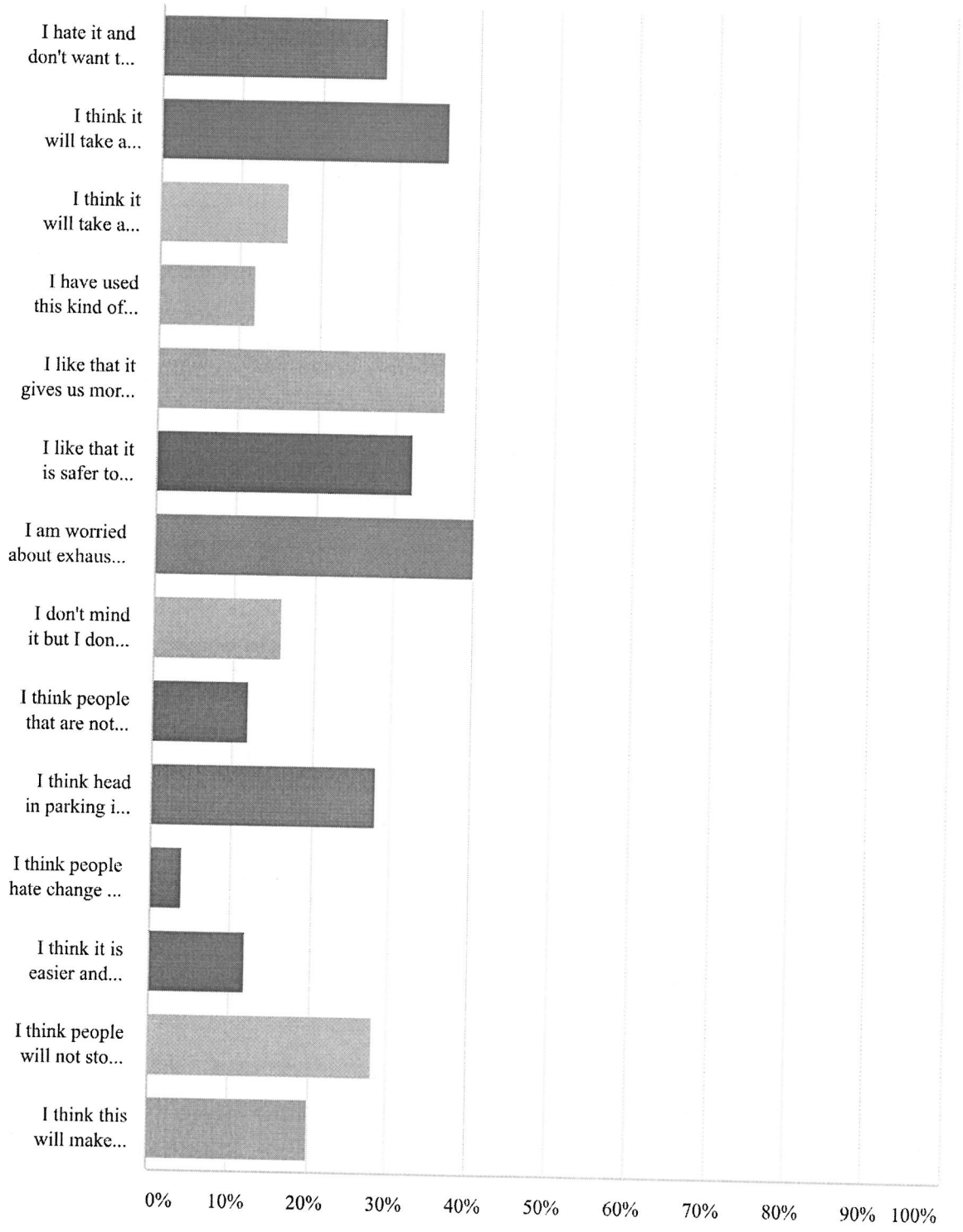
7/30/2019 5:10 AM

See above. Maybe a brief outline of proposed changes would have helped.

7/30/2019 2:19 AM

Reverse in angle parking seems to be the biggest controversial part of this plan. After hearing the arguments (at the start of this survey), what are your thoughts about this kind of parking? (select as many as apply)

Answered: 25 Skipped: 3



ANSWER CHOICES	RESPONSES	
I hate it and don't want to see this kind of parking	28.00%	7
I think it will take a long time for people to get used to and don't know if it is the best option.	36.00%	9
I think it will take a long time for people to get used to but once people get used to it, I think people will learn to see the safety benefits.	16.00%	4
I have used this kind of parking in the past and it is easy to do or not as hard as people may initially think.	12.00%	3
I like that it gives us more parking spaces	36.00%	9
I like that it is safer to pull out into moving traffic	32.00%	8
I am worried about exhaust from engines toward the sidewalks (note sidewalks will be about 8 feet away from the back of cars)	40.00%	10
I don't mind it but I don't think most people will like it	16.00%	4
I think people that are not comfortable backing will be able to find spaces to park on side streets	12.00%	3
I think head in parking is safer	28.00%	7
I think people hate change so we shouldn't make them change their ways	4.00%	1
I think it is easier and faster than parallel parking	12.00%	3
I think people will not stop to let me back into a space but will stop to let me back out of a space	28.00%	7
I think this will make traffic slower	20.00%	5

- Sometimes it is difficult for people to back in because people are following too closely behind the car trying to park. Is there signage to inform people to watch for people trying to park?

7/31/2019 10:41 PM

I had not thought about the exhaust in the seat areas... ewe.

7/30/2019 8:56 PM

There are a large number of drivers who can not back into spots. This will cause congestion as drivers take more time to center their car in the parking spot.

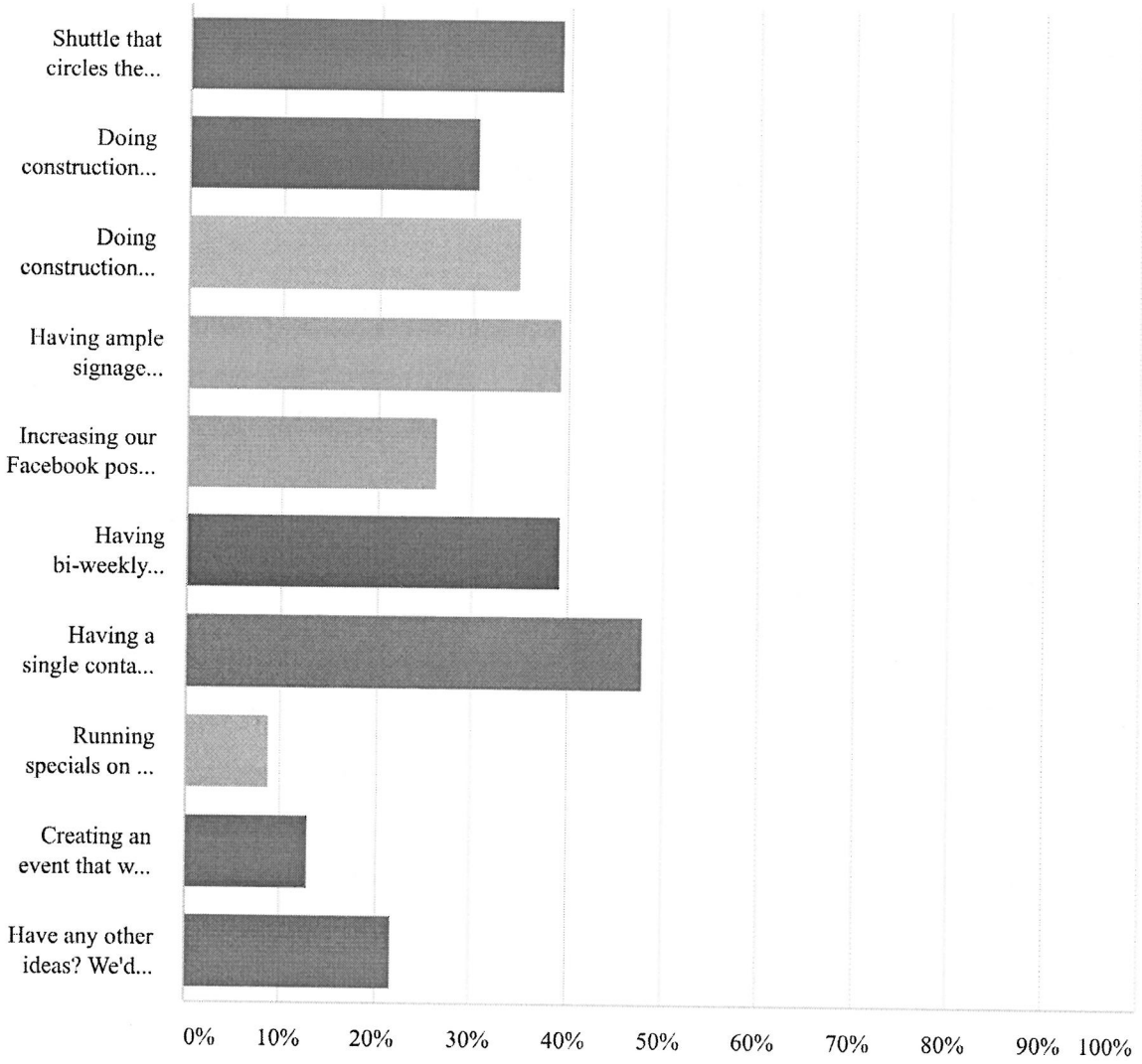
7/30/2019 3:08 PM

I think more people will park on the side streets in front of our houses

7/30/2019 1:54 AM

The other biggest concern businesses have is having to deal with the construction process. These are some ideas we have to help minimize the inconvenience. Please check which ones you would like to see happen.

Answered: 23 Skipped: 5



ANSWER CHOICES	RESPONSES	
Shuttle that circles the park where there is ample parking and Willamette Falls Dr. so customers and employees can still park without having a long walk.	39.13%	9
Doing construction in two phases. Either half the street or half the blocks. This will take longer and cost more but will only affect one section of businesses at a time.	30.43%	7

ANSWER CHOICES	RESPONSES	
Doing construction all at once. This will be faster and more cost effective but may mean the most inconvenient for customers and businesses.	34.78%	8
Having ample signage reminding people that businesses are open during construction	39.13%	9
Increasing our Facebook posts to remind customers that businesses are open during construction	26.09%	6
Having bi-weekly update emails to let businesses know what is going on and if the project is running on time	39.13%	9
Having a single contact person that businesses can contact without any concerns	47.83%	11
Running specials on our Facebook page for our partner businesses to push people to your business	8.70%	2
Creating an event that will drive traffic to the street during this time when there are normally no events going on in town	13.04%	3

Have any other ideas? We'd love to hear them! Responses

Doing construction block by block. This will reduce downtime of sidewalks being shutdown from traffic.

8/2/2019 12:23 AM

Leave it alone

7/31/2019 10:35 PM

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not due it, Fix what is currently there for ADA and move ahead. Less money

7/30/2019 8:56 PM

CAN THE PROJECT. ZERO BENEFIT, aside from a line item on a project manager's resume. Waste of MONEY. Shut it down before the real money is spent.

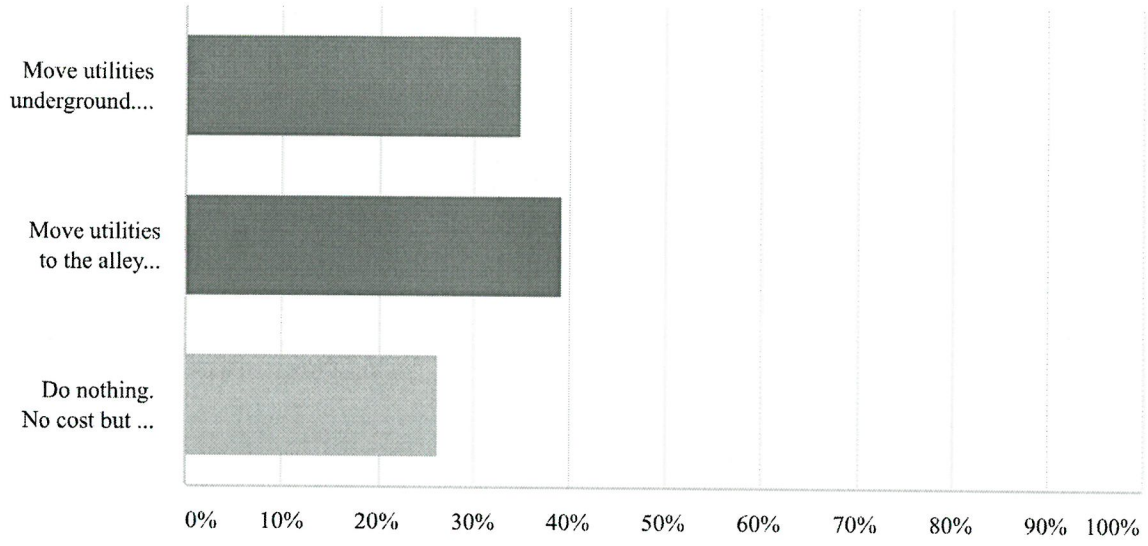
7/30/2019 4:55 PM

Leave it the way it is and do t disrupt anything!

7/29/2019 8:08 PM

Part of the original goal was to underground utilities. However this has a few roadblocks. Please let us know what you prefer as the best option that we advocate to council:

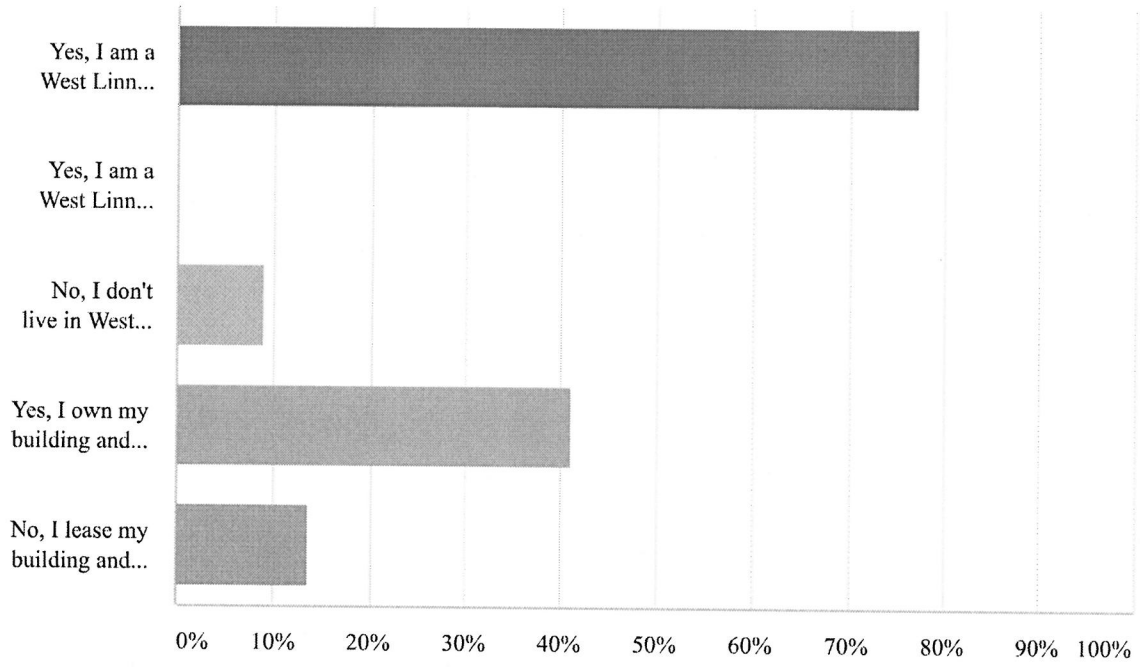
Answered: 23 Skipped: 5



ANSWER CHOICES	RESPONSES	
Move utilities underground. This will make the street more aesthetically pleasing. However, this will be expensive at about $1M that we would have to convince council to spend the money. It could also mean that older buildings (and businesses) would need to upgrade their electrical panels. This may cost a few thousand dollars to the business owner or property owner.	34.78%	8
Move utilities to the alley. This would still cost the city about $500K and would need council approval for this. However, this will again make it more pleasing to look at and have no cost to business/property owners. Downtime will be minimal for businesses.	39.13%	9
Do nothing. No cost but we continue to have to look at the power lines and have big power poles taking up sidewalk real estate. It is possible that cable lines could be placed underground so only the power lines are visible but they are much higher up so would be better looking that it is now.	26.09%	6
TOTAL		23

Do you live in West Linn or do you own your building?

Answered: 22 Skipped: 6



ANSWER CHOICES	RESPONSES	
Yes, I am a West Linn Resident and pay property taxes on my residence	77.27%	17
Yes, I am a West Linn resident but I lease my property and don't pay property taxes	0.00%	0
No, I don't live in West Linn	9.09%	2
Yes, I own my building and pay property taxes	40.91%	9
No, I lease my building and don't pay property taxes	13.64%	3

Total Respondents: 22

There should have been more of a review process for the initial design. Options should have been presented, not just the one option forced on everyone.

7/31/2019 10:41 PM

What would be the harm in spending less money by removing the power on WFD and making the existing curbs ADA compliant. No back in parking. No Back in parking.

7/30/2019 8:56 PM

SHUT DOWN THIS PROJECT. IT IS AN ABSOLUTE WASTE OF MONEY. BIKE TOURISM?! FROM WHERE? TO WHERE? THE ADDITIONAL PARKING IS A FANTASTIC IDEA, AS IT IS BADLY NEEDED. THE ADDITIONAL LINE ITEMS ASSOCIATED WITH THIS PROJECT ARE AN EMBARRASSMENT AND WILL DO NOTHING TO IMPROVE THE WILLAMETTE AREA.

7/30/2019 4:55 PM

See my comments above

7/30/2019 2:19 AM

I think the city needs to have a parking lot for the business

7/30/2019 1:54 AM

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not sure it's related, but was at the same planning meeting. Do not agree with the proposed right turn only at 8th Ave and 10th St. Would much rather see a round-about or Oval-about (from Willamette to 8th Ave) that provides easy access to both sides or 8th Ave and 8th Ct without hindering access to customers.

7/29/2019 8:35 PM

CITY OF
West Linn

Public Comment Form

I wish to speak during **Public Comment** on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): Bolton Fire Hall Renovation

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

GO Bond - Gail section

Please print:

Name: Jennifer Eustaquio

Phonetic spelling, if difficult to pronounce: Ey-oo-sta-key-oh

Address (Optional):

City: West Linn State: OR Zip: 97068

Email (Optional): Phone (Optional): [redacted]

Please submit this form to the City Recorder along with copies of any material to be handed out to the Council.

This form is subject to public records laws. If requested, it may be disclosed to another party unless exempt from disclosure under Oregon Public Records Law.

CITY OF
West Linn

Public Comment Form

I wish to speak during **Public Comment** on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): Ethics

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

Please print:

Name: BRENDA PERRY

Phonetic spelling, if difficult to pronounce:

Address (Optional):

City: WEST LINN State: OR Zip: 97068

Email (Optional): Phone (Optional):

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CITY OF West Linn

Public Comment Form

I wish to speak during **Public Comment** on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): BRUSH REMOVAL AT THE WHITE OAK SAVANNA

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

Please print:

Name: DAVID BAKER

Phonetic spelling, if difficult to pronounce:

Address (Optional): 6210 HAVERHILL COURT

City: WEST LINN State: OR Zip: 97068

Email (Optional): [redacted] Phone (Optional): [redacted]

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CITY OF West Linn

Public Comment Form

I wish to speak during **Public Comment** on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): Crosswalk at Pedestrian Safety in Willamette

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

Public Comment

Please print:

Name: Seaneen Rudkin-Manning

Phonetic spelling, if difficult to pronounce: Shawn-neen Rudkin

Address (Optional): 14277 S. Donovan Rd

City: Oregon City State: OR Zip: 97045

Email (Optional): Phone (Optional):

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CITY OF
West Linn

Public Comment Form

I wish to speak during **Public Comment** on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): Willamette Falls Drive Planning Process

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

3.

Please print:

Name: Jerry Offer

Phonetic spelling, if difficult to pronounce:

Address (Optional): 1825 Fifth Ave

City: W.L. State: OR Zip:

Email (Optional): [redacted] Phone (Optional):

Please submit this form to the City Recorder along with copies of any material to be handed out to the Council.

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CITY OF
West Linn

Public Comment Form

I wish to speak during **Public Comment** on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): Streetscape

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

B.

Please print:

Name: Shannen Knight

Phonetic spelling, if difficult to pronounce:

Address (Optional):

City: State: Zip:

Email (Optional): Phone (Optional):

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CITY OF West Linn

Public Comment Form

I wish to speak during **Public Comment** on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): _____

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

6e. AB 2019-08-05-05 Neighborhood Association Grant Policy

Please print:

Name: Karie Oakes

Phonetic spelling, if difficult to pronounce: _____

Address (Optional): _____

City: West Linn State: _____ Zip: _____

Email (Optional): _____ Phone (Optional): _____

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CITY OF West Linn

Public Comment Form

I wish to speak during **Public Comment** on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): Agenda Bill 2019-08-05-06 Mainstreet

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

_____

Please print:

Name: Jody Carson

Phonetic spelling, if difficult to pronounce: _____

Address (Optional): _____

City: WL State: _____ Zip: _____

Email (Optional): _____ Phone (Optional): _____

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CITY OF
West Linn

Public Comment Form

I wish to speak during **Public Comment** on a topic not related to an agenda item (comments are limited to five minutes):

Please specify topic (*required*): Open House Willamette Falls Dr.

I wish to speak on the agenda item listed below (comments are limited to five minutes):

Please specify agenda report number(s) or topic(s) (*required*):

Post card not sent to person of contact for WNA. Lack of communication again.
Clarification: costs not to businesses, should be landowners

Please print:

Name: Kathie Halicki

Phonetic spelling, if difficult to pronounce: _____

Address (Optional): _____

City: West Linn State: _____ Zip: _____

Email (Optional): on file Phone (Optional): _____

Please submit this form to the City Recorder along with copies of any material to be handed out to the Council.

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

CITY COUNCIL AGENDA

Monday, August 5, 2019

4:00 p.m. – Executive Session – Rosemont Room

Per ORS 192.660(2)(h) To consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed

5:00 p.m. – Pre-Meeting Work Session – Rosemont Room

6:30 p.m. – Special Meeting – Council Chambers

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1. Call to Order and Pledge of Allegiance to the Flag
2. Approval of Agenda
3. Public Comments [10 min]
4. Announcements, Proclamations, and Recognitions
    a. City Bee Name Proclamation
5. Consent Agenda [5 min]
    a. Agenda Bill 2019-08-05-01: Draft Meeting Notes for June 24 and July 8, 2019
    b. Agenda Bill 2019-08-05-02: Arts & Culture Commission Mission and Goals
6. Business Meeting [90 min]
    c. Agenda Bill 2019-08-05-03: ***Public Hearing:*** Parks Master Plan Update and Adoption
        i. ORDINANCE 1693, ADOPTING THE WEST LINN PARKS, RECREATION, AND OPEN SPACE PLAN UPDATE AS AN ATTACHMENT AND SUPPORTING DOCUMENT OF THE WEST LINN COMPREHENSIVE PLAN; AND AMENDING THE WEST LINN COMPREHENSIVE PLAN GOALS 2, 5, AND 8.
        ii. ORDINANCE 1694, AMENDING THE COMMUNITY DEVELOPMENT CODE CHAPTERS 2 AND 56.
    d. Agenda Bill 2019-08-05-04: Nuisance Code Changes
        i. ORDINANCE 1699, RELATING TO NUISANCES, INCLUDING NOXIOUS VEGETATION, VIOLATIONS, POSTING NOTICE, AND ABATEMENT, AMENDING WLMC SECTIONS 5.470, 5.495 - 5.515, AND 5.525
    e. Agenda Bill 2019-08-05-05: Neighborhood Association Grant Policy
        i. RESOLUTION 2019-14, ESTABLISHING A POLICY AND PROCEDURES FOR MAKING NEIGHBORHOOD ASSOCIATION GRANTS

f. Agenda Bill 2019-08-05-06: Willamette Main Street Streetscape Project: Additional Allocation of GO Bond Funds

g. Agenda Bill 2019-08-05-07: City Attorney Contract Renewal

7. Mayor and Council Reports [20 min]
    a. Citizen Advisory Group Appointments
    b. Volunteer Recognition BBQ Event Update
    c. September Town Hall Topic
8. City Manager Report [10 min]
9. City Attorney Report [5 min]
10. Adjourn

Meeting Notes:

ADA Accommodations: *The Council Chambers is equipped with an induction loop and a limited number of neck loops for the hearing impaired. Please let the City know if you require any special assistance under the Americans with Disabilities Act, please call City Hall 48 hours prior to the meeting date, 503-657-0331.*

Public Comments: *General public comment is established to allow members of the public to speak for five minutes at the beginning of each Council/Planning Commission meeting and work session on any community matter other than specific agenda items. The Mayor/Chair may adjust comment time according to the length of the agenda or the number of requested speakers.*

Business Meeting Comments: *Members of the public are invited to speak for five minutes on any specific agenda items. The Mayor/Chair may adjust comment time according to the length of the agenda or the number of requested speakers.*

Persons requesting to speak must first submit a completed testimony form to Staff. A separate slip must be turned in for each item. Verbally abusive or slanderous comments are not allowed. When called upon, speakers shall first state their name and city of residence. Copies of written comments and materials are to be handed to Staff to deliver to the Council/Commission. If a speaker wishes to show a presentation, the presentation must be delivered to Staff 48-hours prior to the meeting.

Councilors/Commissioners are not expected to engage in discussions while receiving comments; however may ask clarifying questions with the Presiding Officer's permission. Later, during the business portion of the meeting, Councilors/Commissioners may discuss concerns and direct questions to the City Manager with the understanding that answers from staff may not be immediately available.

A neighborhood representative may speak as an individual as well as the neighborhood representative when presenting items voted upon by the neighborhood association. When presenting items on behalf of the neighborhood association, the designated representative will be allowed up to 10 minutes for this testimony.

Consent Agenda: *Consent Agenda items are routine and will not be allotted individual hearing time. The items may be passed in one blanket motion. Any Member may remove an item for discussion or questions by requesting such action prior to consideration.*

Executive Session: *When needed, the Council will meet in Executive Session pursuant to ORS 192.660.*

Sensitivity: *Please help us to accommodate citizens who are chemically sensitive to fragrances and other scented products. Thank you for not wearing perfume, aftershave, scented hand lotion, fragranced hair products, and/or similar products.*

PROCLAMATION

West Linn, Oregon

WHEREAS, pollinator species, such as bees, are essential partners in producing much of our food supply; and

WHEREAS, pollination plays a vital role for the trees and plants of our community, enhancing our quality of life, and creating recreational and economic development opportunity's; and

WHEREAS, to honor these species and all they do for our community, The City of West Linn has adopted a bee mascot and held a contest to name the new bee; and

WHEREAS, all names were submitted, voted on by the West Linn Community, and the name with the most votes was announced at the West Linn Old Time Fair on Sunday, July 21, 2019.

NOW, THEREFORE, BE IT PROCLAIMED BY THE CITY COUNCIL OF THE CITY OF WEST LINN, the name of the bee shall be

WILLA THE WEST LINN BEE

The City of West Linn is an affiliate of

Bee City USA ®

DATED THIS 5TH DAY OF AUGUST, 2019

_____

MAYOR RUSSELL B. AXELROD

ATTEST:

_____

KATHY MOLLUSKY, CITY RECORDER

City of West Linn

Agenda Bill 2019-08-05-01

Date: July 23, 2019

To: Russ Axelrod, Mayor
Members, West Linn City Council

From: Kathy Mollusky, City Recorder *KM*

Through: Eileen Stein, City Manager *ES*

Subject: Draft Meeting Notes

Purpose:
Approval of City Council Meeting Notes.

Question(s) for Council:
Does Council wish to approve the attached City Council Meeting Notes?

Public Hearing Required: None required.

Background & Discussion:
The attached City Council Meeting Notes are ready for Council approval.

Budget Impact: N/A

Sustainability Impact:
Council continues to review minutes online, reducing paper waste.

Council Goal/Priority:
Guiding Principle #0: Core Services of West Linn City Government. Continue to record and document the proceedings of the West Linn City Council.

Council Options:
1. Approve the Council Meeting Notes.
2. Revise and approve the Council Meeting Notes.

Staff Recommendation:
Approve Council Meeting Notes.

Potential Motions:
I move to approve the June 24 and July 8, 2019 Council Meeting Notes.

Attachments:
1. June 24, 2019 Council Meeting Notes
2. July 8, 2019 Council Meeting Notes

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

WEST LINN CITY COUNCIL MEETING NOTES June 24, 2019

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Call to Order

Council Present:
Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.

Staff Present:
City Manager Eileen Stein, Finance Director Lauren Breithaupt, City Attorney Tim Ramis, Assistant to City Manager Dylan Digby, and Accounting Manager Josh Kam.

Approval of Agenda

Council President Teri Cummings moved to approve the agenda for the June 24, 2019, West Linn City Council Meeting. Councilor Bill Relyea seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Public Comment [10 min]

There were no public comments.

West Linn Old Time Fair Ambassadors Proclamations [15 min]

Proclamations

Council President Cummings read the proclamation.

Council Business [60 min]

Agenda Bill 2019-06-24-01: Public Hearing: 2020-2021 Budget Adoption

Agenda Bill & Budget Summary

Draft Budget

RESOLUTION 2019-06, DECLARING THE CITY OF WEST LINN'S ELECTION TO RECEIVE STATE REVENUE SHARING FUNDS (GENERAL FUNDS OF THE STATE) IN THE 2020-2021 BIENNIUM

RES 2019-06 SRS

Finance Director Breithaupt gave the staff report stating that this resolution is required by the state to receive state revenue sharing funds.

Mayor Axelrod opened public hearing. There were no public comments.

Mayor Axelrod closed public hearing.

Council President Teri Cummings moved to approve Resolution 2019-06 declaring that the City continues its election to receive State Revenue Sharing funds for the 2020-2021 budget biennium. Councilor Jules Walters seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.

Nays: None.

The motion carried 5 - 0

RESOLUTION 2019-07, CERTIFYING THE CITY OF WEST LINN IS ELIGIBLE IN THE 2020-2021 BIENNIUM TO RECEIVE STATE SHARED REVENUES (CIGARETTES, LIQUOR, 911, AND HIGHWAY GAS TAXES) BECAUSE IT PROVIDES FOUR OR MORE MUNICIPAL SERVICES

RES 2019-07 Eligible SRS

Finance Director Breithaupt gave the staff report stating this resolution is necessary to receive state shared revenues on cigarettes, liquor, 911 and highway gas taxes.

Mayor Axelrod asked if there was any public testimony. There was none.

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Council President Teri Cummings moved to approve Resolution 2019-07 certifying that the City is eligible to receive State Shared Revenues because it offers four or more required municipal services. Councilor Jules Walters seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

RESOLUTION 2019-08, REVISING FEES AND CHARGES AS SHOWN IN ATTACHMENT A AND UPDATING THE MASTER FEES AND CHARGES DOCUMENT OF THE CITY OF WEST LINN
RES 2019-08 Master Fees & Charges

Finance Director Breithaupt gave the staff report stating that the Tri-City pass through rates will be added. She discussed all the changes in red in the document.

Mayor Axelrod stated that some people complain about how much we pay. If you look at the chart we are the third lowest in the comparable cities. At $103 we are at the bottom of the fee schedule. He thanked staff for working to keep our fees low.

Councilor Walters asked if there are programs for low income residents and she appreciates that some Library fees have gone down, so everyone can participate.

Finance Director Breithaupt replied yes, it is about a 50 percent reduction and the information is on our Finance webpage.

Councilor Relyea stated Council listened to the public and reassessed the Planning fees so the annexation fee decreased 50 percent. A lot of work went into this and he appreciates the work the Finance Department did.

Mayor Axelrod asked if there was any public testimony. There was none.

Council President Teri Cummings moved to approve Resolution 2019-08 revising fees and charges as shown revised Master Fees and Charges document. Councilor Bill Relyea seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

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RESOLUTION 2019-09, ADOPTING THE CITY OF WEST LINN BUDGET AND CAPITAL IMPROVEMENT PLAN FOR THE BIENNIUM COMMENCING JULY 1, 2019 (2020-2021 BIENNIUM), MAKING APPROPRIATIONS, LEVYING AD VALOREM TAXES, AND CLASSIFYING THE LEVY PURSUANT TO SECTION 11b, ARTICLE XI OF THE OREGON CONSTITUTION.

RES 2019-09 Budget & CIP

Finance Director Breithaupt gave the staff report, going over the issues and options changes.

Councilor Sakelik asked where the $10,000 for neighborhood association grants is.

Finance Director Breithaupt replied it is a line item under non-departmental. It includes the grants and the postcard amounts, so the total is $29,000.

Mayor Axelrod stated that he would like to get information out regarding the Backyard Habitat program.

Mayor Axelrod opened public hearing. There were no public comments.

Mayor Axelrod closed public hearing.

Council President Teri Cummings moved to approve Resolution 2019-09 adopting the City's budget and Capital Improvement Plan, making appropriations and levying a property tax for the 2020-2021 biennium. The permanent tax rate is $2.12 per $1,000 for each fiscal year of the biennium. The bonded debt levy will be $1,638,300 and $1,691,500 for fiscal years 2020 and 2021 respectively. Councilor Bill Relyea seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Agenda Bill 2019-06-24-02: Public Hearing: RESOLUTION 2019-10, ADJUSTING THE BUDGET FOR THE 2018-2019 BIENNIUM BY ADOPTING THIS SUPPLEMENTAL BUDGET AND REVISING APPROPRIATIONS AND BONDED DEBT PROPERTY TAX LEVY

RES 2019-10 Supplemental Budget Information

Finance Director Breithaupt gave the staff report, explaining the reasons for the supplemental budget.

Mayor Axelrod opened public hearing. There were no public comments.

Mayor Axelrod closed public hearing.

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Council President Teri Cummings moved to approve Resolution 2019-10 adjusting the budget for the 2018-2019 biennium by adopting this supplemental budget and revising appropriations and bonded debt property tax levy. Councilor Jules Walters seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Agenda Bill 2019-06-24-03: Approval of Community Grants for Fiscal Year 2020
Community Grant Information
Public Comment

Accounting Manager Kam gave the staff report stating that there were 16 applications for a total of $38,994 in requests and we only have $25,000 available.

Finance Director Breithaupt stated that the committee recommends giving grants to all programs, except one. The total allocation recommendation is $23,650.

Accounting Manager Kam stated that nine individuals provided testimony in support of their grant applications. In the evaluation of the applications, the committee considered: history, culture, education, diversity, arts, community needs, civic engagement, community leadership, and programs that provided benefits to the youth and elderly.

Mayor Axelrod asked what the committee said about supporting school programs.

Finance Director Breithaupt stated that they talked about West Linn Preschool and High School Robotics. The committee was concerned about funding school programs due to the president it would set and volume of school programs.

Public Comment
Claudia Davis for Maddox Woods. They requested $4,000 because they are out of lights. She spoke about the 2015 tourism grant and other grants they have received. They would like to do the full lighting and may have to pull off one of the trails or not light an area in the park. They are open to the public for free. The lighting makes the park available to residents in the wintertime. They did a fundraiser in 2015; however, the neighborhood asked us not to do that again because parking was difficult.

Alma Coston for Maddox Woods. They have interpretive history in the woods, the history of Maddox boat building, Dorothy's garden, and the animals in lights represent the ones that are found on the property.

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Beth Hanson for West Linn High School Robotics clubs. She spoke about the robotics club and STEM education. The members learn software, business skills, and STEM curriculum. They have events for the West Linn residents, including at the Old Time Fair and library, and reach over 1,000 students, and run camps for students. The $40,000 budget for the robotics team all has to be raised by the students. Part of the ask includes scholarships for low income students to join the club.

Councilor Walters asked about the camps.

Ms. Hanson replied they are for 8th and 9th graders in our district.

Mayor Axelrod thanked the kids for their work in the program.

Mayor Axelrod mentioned the West Linn Community Preschool email today, that they wanted more of the funds than they received. There is $1,350 left to be allocated by the Council. It could be split among all three or put it in one or another. The West Linn Preschool is admirable and he wants to consider part of the funds for them.

Councilor Relyea asked if Council can increase the grants from $20,000 to $30,000 so we can fund all three.

Finance Director Breithaupt stated that Council just adopted the budget so would have to move funds from another year or another place in the budget.

Councilor Sakelik stated that last year Council increased the grants from $20,000 to $25,000. He wants to give the remaining $1,350 to West Linn Community Preschool. Maddox has received funds in the past years. His daughter was on the robotics team in high school; however, he does not want to set a precedent for all 30 or 40 afterschool activities.

Council President Cummings would love to fund all the organizations; however we cannot. She would like to fund the preschool and Maddox Woods. She does not want to fund the robotics program because she does not want to set a precedent for funding school programs.

Councilor Walters stated that the West Linn High School robotics team is the only group not getting funding. She likes that they are exposing girls to STEM and she would like to put some money towards them.

Councilor Relyea wants to move the amount up to $30,000. This would result in $1,800 for the Preschool, $2,000 for Maddox Woods, and $2,550 for robotics.

Mayor Axelrod asked if we can get some funding for Maddox Woods from the Parks Budget.

City Manager Stein stated that there are not really discretionary funds; however, sometimes

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there are savings in the budget. She is not sure how some of our energy efficiency projects will do in terms of savings. The City is trying to achieve budget savings for future deficits.

Mayor Axelrod does not want to increase the community grant amounts.

Councilor Sakelik stated that the robotics students could be seasonal workers for the Parks and Recreation Department to raise funds.

Mayor Axelrod wants to respect what the committee recommended as far as not providing funds to the school programs. He will make himself available to come to an event and raise money for them.

Councilor Richard Sakelik moved to Allocate the last bit of the $25,000 - $1,350 to the West Linn Community Preschool in favor of their needs and that they did not receive any funding last year as they requested. Council President Teri Cummings seconded the motion.

Councilor Walters stated that it was not appropriate to separate out the West Linn Robotics team to work as if they are in a different category than any other group asking for money.

Council President Cummings asked Council to follow Robert's Rules of Order and not engage in personal attacks.

Councilor Walters restated she just believes it is odd to separate out one particular group from the others.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, and Councilor Richard Sakelik.
Nays: Councilor Bill Relyea and Councilor Jules Walters.
The motion carried 3 - 2

Council President Teri Cummings moved to approve the recommendations of the Citizens' Budget Committee for Community Grant allocations as amended by the Council for FY 2020. Councilor Richard Sakelik seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, and Councilor Richard Sakelik.
Nays: Councilor Jules Walters.
The motion carried 4 - 1

Agenda Bill 2019-06-24-04: Intergovernmental Agreement (IGA) with Oregon Department of Transportation (ODOT) Oregon Motor Carrier Safety Action Plan (MCSAP) Agreement #33533 – July 1, 2019 – June 30, 2020

IGA Information

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City Manager Stein gave the staff report stating that it is just a renewal of a one year agreement.

Council President Teri Cummings moved to approve the renewal to the IGA #33533 with ODOT and authorize the City Manager to execute the agreement. Councilor Jules Walters seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Agenda Bill 2019-06-24-05: Council Rules Changes [10 min]
Council Rules Information

City Manager Stein gave the staff report stating that there are a couple of questions remaining. On page 13, under (8) Consent Agenda, if any councilor can move an item from the Consent Agenda, why does it need Council approval?

Council discussed if individual councilors can remove an item from the Consent Agenda and agreed to remove, "with the approval of the Council" and just have it say, "Any Councilor can request to move an item from the Consent Agenda to the regular Agenda for further discussion."

City Manager Stein stated that on Page 16, under (15) Minutes, Mr. Imperati noted that he moved up the last sentence from the yellow highlighted section.

Council President Cummings does not think it is appropriate to have written minutes and would like that language removed so all Council meetings have to be audio or video recorded.

Council discussed that advisory boards and neighborhood association meetings follow Council rules and it would be okay for them to have written minutes. They do not audio record their meetings and that minutes are acceptable for certain meetings such as advisory boards or neighborhood associations. This is under Section H: Boards, Committees, Citizen Advisory Groups and Neighborhood Associations.

Council President Teri Cummings moved to Delete the sentence that says Council may determine that written minutes are sufficient for a specific meeting. Councilor Richard Sakelik seconded the motion.

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Ayes: Council President Teri Cummings, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: Mayor Russ Axelrod and Councilor Bill Relyea.
The motion carried 3 - 2

Council President Teri Cummings moved to adopt the Council Rules as revised. Councilor Jules Walters seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Council/Manager/Attorney Reports [15 min]

City Manager Stein reminded Council that she will be out of the office the rest of week.

City Attorney Ramis stated that his report will be at the next executive session.

Councilor Walters presented a request for $5,000 for the multi-city equity summit for this year. Lake Oswego, Tigard, Tualatin and West Linn-Wilsonville are sponsoring it. If there are remaining funds, they will be used to sponsor next year's event. The West Linn Alliance for Inclusive Community (WLAIC) has been involved in this, they were going to apply for a grant for this; however, they applied for a grant for what they need for their own organization. She would like our community to support the event, like the other cities are.

Council President Cummings stated that Council identified a goal to find ways to embrace, educate, and be involved in activities that help our community understand the underlying issues that have to do with equity and inclusiveness. Instead of going through WLAIC, Council wants direct involvement as a city and hopes that West Linn will host an event in the future.

Councilor Relyea asked how other cities are funding this event.

Councilor Walters replied that Lake Oswego's council, Lake Oswego's school district, and the West Linn-Wilsonville School District have pledged $5,000. She does not know the figures on Tigard, Tualatin, or Wilsonville; however, she can find out how much they pledged.

Councilor Sakelik asked about details of the event.

Council President Cummings stated that she sent an email with the details. This is a high profile, four hour event that is expecting 300 people.

Councilor Sakelik asked about the equity of West Linn residents to attend the event. Are we

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guaranteeing a certain number of tickets for West Linn residents? It is not fair if we are not guaranteeing admittance to West Linn residents.

Councilor Walters stated that it is an event bright type event, there is no cost, you just reserve a spot. There was talk about having capacity for 300 people for the inaugural event, it is being held in the Lake Oswego auditorium. Some other partners are Respond to Racism, LO for Love, and the police department in Lake Oswego and the West Linn police department.

Council President Cummings added we can bring back more information.

Mayor Axelrod stated it is more than just an event, it is the foundation of a program in terms of equity.

Councilor Sakelik is all for equity, he does not want to commit until there is more detail, he wants the citizens of West Linn to have equal access. Council gave the WLAIC a $2,000 grant and some of that was for Equity Summit expenses. He asked if there is timeframe.

Councilor Walters asked if it needs to be done before the end of the fiscal year.

City Manager Stein stated that is a convenient time; however, it does not necessarily need to be done this fiscal year. The planning committee is at the point of deciding whether to have the event or not, October is not that far away and commitments need to be made.

Council President Cummings stated that $25,000 to 28,000 was the initial event budget; however it did not include seed money for the next event. Some of this is to have money to work on the next event.

Councilor Jules Walters moved to Give direction to the City Manager to provide $5,000 for the Multi-city Equity Summit. Council President Teri Cummings seconded the motion.

Mayor Axelrod stated that this is in our goals and the adjacent cities and school districts have committed to develop this program. It is not a lot of money and is symbolic to West Linn's commitment to equity. It is important that we support it foundationally and put our money where our mouth is in terms of social equity.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Mayor Axelrod stated that Greg Shelton, with the United States Postal Service, will be here tomorrow at 5:00 p.m. The Mayor has shared how important the post office is to this community, he is expecting a packed room. There is an opportunity for written comments if

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they are unable to get through all the verbal comments. Council's Town Hall will follow that meeting to answer questions and for Council to listen to our community. At the second Portland General Electric (PGE) open house, it was noted that a group of investors is planning to start up the former West Linn Paper Mill. This will bring about 80 jobs back to West Linn. This took PGE off guard, they did not think this would happen, but it has. Planning for the Waterfront is still happening and PGE is committed to this. The investors of the Mill are interested in our Main Street Plan. The investment group will be putting out a press release this Friday with more information. Also, the Federated Tribe of the Grande Ronde purchased the Blue Heron Mill in Oregon City. He has talked to them about their plans and is guessing environmental considerations will be a part of their plan. We are trying to build synergy on both sides of the river between these projects.

He went to the American Water Works Association convention on resilience and emergency preparation, new water quality requirements, snowpack/hydrograph changes, and algae blooms. He was asked to serve on the National Climate Change committee and will discuss that at the upcoming South Fork Water Board (SFWB) meeting. He is working on his notes and could fill Council in on the details. Water management issue is a big deal in terms of climate change. We are fortunate to have one of the most senior water rights on the river along with Oregon City. SFWB provides drinking water for about 85,000 people. SFWB''s budget was just approved along with capital improvements to the treatment plant. We have one of the cheapest water rates in the metro region and have good quality water.

Councilor Sakelik stated that the testing requirements were moved from three to five years so that saved money.

Mayor Axelrod stated that a grant was approved by Metro for a transportation study of the Stafford area. Council received a letter from Metro and the County that they are rescinding the grant because they interpreted the five and three party Intergovernmental Agreements (IGA) to state there was a ban on development. Tualatin took exception to them withdrawing the grant money. They have a request into them to rescind their decision. It does not make sense to spend money on a transportation study when we do not know what we are going to do in the future.

Council President Cummings asked Council what their consensus is on this. Do we support Mayor Bubenik's position on this? It does not make sense to undergo the process at this point, it is not what is laid out in the IGA. The IGA is worded to have a need for certainty on I-205. If we go through planning without knowing the I-205 plans, it is a waste of money and staff time.

Mayor Axelrod stated Council should talk about this at a future meeting.

Councilor Relyea stated that we need a home for a water treatment trailer and need a work session for this. He wants water rights to the Willamette River as a back-up water source, either the City Attorney to look into it or to discuss at a future work session because I-205 improvement are not being funded by ODOT and that waterline is our primary source of water.

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Mayor Axelrod wants to talk to the board first; however, these are definitely areas of discussion.

Councilor Relyea did talk to the board and they were surprised West Linn has not done anything to gain water rights to the Willamette River.

Mayor Axelrod thinks it will be hard to gain water rights on the river nor does he want to drink the Willamette River.

Councilor Walters supports having a work session on this. If we have a seismic event, and do not have water, we are in big trouble.

Mayor Axelrod mentioned the Lake Oswego intertie that we do have access to was recently seismically upgraded. Our intertie agreement is around six million gallons per day. We will get this on a future work session. He thanked staff for their budget work and told the robotics team we will find a way to support them.

Adjourn

Draft Notes

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

WEST LINN CITY COUNCIL MEETING NOTES July 8, 2019

DRAFT

Call to Order and Pledge of Allegiance to the Flag

Council Present:
Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.

Staff Present:
City Manager Eileen Stein, Assistant to the City Manager Dylan Digby, City Attorney Tim Ramis, and Public Works Director Lance Calvert.

Approval of Agenda

Council President Teri Cummings moved to approve the agenda for the July 8, 2019, West Linn City Council Meeting as amended, moving Item 6.g. City Attorney Contract Approval to the July 15 Work Session and removing Item 7.a. to a future meeting. Councilor Jules Walters seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Public Comments [10 min]

Diana Cubbage spoke about the June 25 post office meeting. She wants to be sure we have a site that serves West Linn. She hopes Council is reminding people to send their letters to the post office. Citizens want to know when they are going to know something.

Proclamations, Recognitions and Scheduled Presentations to the Council [30 min]

Parks and Recreation Month Proclamation

Proclamation

Councilor Sakelik read the proclamation.

Consent Agenda [5 min]

Agenda Bill 2019-07-08-01: Approve Draft Notes for May 6, 21 and June 6 and 10, 2019

Draft Notes Information

Council President Teri Cummings moved to approve the Consent Agenda for the July 8, 2019, West Linn City Council Meeting, which includes the meeting notes as revised for May 6 and 21, June 6 and 10, 2019. Councilor Bill Relyea seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Business Meeting [1 hour]

Agenda Bill 2019-07-08-02: Public Hearing: RESOLUTION 2019-11, REVISING THE TRANSPORTATION SYSTEM DEVELOPMENT CHARGES

RES 2019-11 Transportation SDC Information

Public Works Director Lance Calvert gave the staff presentation. The City contracted with the FCS Group to review the methodology and FCS Group gave a presentation to Council in April detailing the fee updates which is included in the packet. All public notices were done in accordance with the state statutes. The System Development Charges (SDCs) are going down since the project list has shrunk considerably and it is updated with future development in the City.

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Mayor Axelrod opened the public hearing. There were no public comments.

Mayor Axelrod closed the public hearing.

Councilor Relyea asked if the changes were mandated by law and if the consulting company used that information to move the City in the direction of how the SDCs should be updated.

Public Works Director Calvert confirmed this is a standardized, set process, dictated by the statute.

Mayor Axelrod asked about the timeframe of when the City needs to revisit this.

Public Works Director Calvert stated that SDCs are typically reviewed and updated after the Transportation System Plan update or any of the City's Master Plans. When the Sewer and Storm Master Plans are approved by Council, staff will update the SDCs for that infrastructure. When there is a major legislative change or impact, staff will update them at that time also.

Councilor Relyea thanked the Transportation Advisory Board (TAB), FCS Group, and Public Works. A lot of work goes into these reports.

Public Works Director Calvert stated that the TAB does a great job vetting all that material.

Council President Teri Cummings moved to adopt Resolution 2019-11, Revising the Transportation System Development Charges. Councilor Richard Sakelik seconded the motion.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Agenda Bill 2019-07-08-03: RESOLUTION 2019-12 ADOPTING UPDATES TO THE CITY OF WEST LINN ADDENDUM TO THE CLACKAMAS COUNTY MULTI-JURISDICTIONAL NATURAL HAZARD MITIGATION PLAN

RES 2019-12 Natural Hazard Plan Information

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Public Works Director Lance Calvert gave the staff report. Clackamas County is required to maintain this Plan with all the cities as a federal requirement. All the cities in Clackamas County update this Plan every five years. This was posted on the City's website for public comment and was presented at a prior Council work session. Staff updated the facility lists and fixed some grammatical errors. FEMA has conditionally approved this Plan as presented pending Council's formal adoption tonight.

Mayor Axelrod mentioned that in the pre-meeting, there was a question about page 13, that states all the commercial areas are served by transit which we are not. He would prefer to remove this from the Plan.

Public Works Director Calvert stated we could note that and update it the next time. Staff has been talking to TriMet about adjusting the route to cover the top of the hill. The Southwest Regional Plan shows a potential realignment of Bus 154 to capture that area.

Mayor Axelrod said we do not have to change it at this time since it is minor. Let's get it noted and change it in the future.

Council President Cummings asked if they could put in the words "almost all" or "except the hilltop area" since we do not have transit to this area.

Public Works Director Calvert will make that request with the County, we could say "a majority of" instead of all.

Council President Teri Cummings moved to adopt Resolution No. 2019-12, adopting the City of West Linn Addendum to the Clackamas County Natural Hazard Mitigation Plan. Councilor Richard Sakelik seconded the motion.

Councilor Relyea read the letter received regarding Wilderness Park.
Public Comment re: Wilderness Park

Councilor Sakelik stated that there was a recent discussion about Firewise at the Savanna Oaks. Director Worcester was going to check with Tualatin Valley Fire and Rescue (TVFR) about the proper cutback. He would like TVFR to go out and do a review of that area in Wilderness Park to make it safer.

City Manager Stein stated that she would like to follow up on this with Parks staff and TVFR. There are a lot of items in that letter.

Councilor Sakelik stated that having people wanting to volunteer is nice.

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Council President Cummings also appreciates this spirit of volunteerism.

Councilor Relyea wants to look into getting fire heads in the park that start spraying water as soon as they detect heat to fight fires. He would like to write a letter back to the letter writers and invite them to attend a Parks Advisory Board meeting to address their concerns and show we do communicate and want their involvement.

Councilor Walters mentioned that the Green Team and Environmental Science Club at the High School would be good partners in this endeavor since they are adjacent to Wilderness Park. They already partner with SOLV and work in Mary S. Young.

Mayor Axelrod stated that these items are already being considered by staff and the Parks Board. We have a preference to minimize signage unless there is a problem. He agrees they should bring this to the Parks Board and have a discussion about the status and they can learn more about the opportunities and how to get involved and engaged. He thanked them for sending the letter.

Councilor Relyea wants changes to the Community Development Code (CDC) so that homes next to these natural areas should be built with firefighting equipment, like sprinkler systems.

Public Works Director Calvert stated that coordination with TVFR is highlighted in the Natural Mitigation Plan.

Stacy Epsteen, Chair of the Parks and Recreation Advisory Board, appreciates that people identify issues and come up with solutions and ideas. She thinks it is important to reply to this letter and is happy to be involved in conversations regarding what was brought up in this letter. There are so many issues brought up in the letter. She agrees with City Manager Stein that they should meet with the Parks and Recreation Board and staff. We do limit signage because people do not like a lot of signs.

Councilor Sakelik is going to call these people to invite them to the Parks and Recreation Board meeting.

Ms. Epsteen stated that the Parks and Recreation Board takes the next couple of months off because of all the parks activities. She can meet with them along with staff to communicate with them.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.

Nays: None.

The motion carried 5 - 0

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Agenda Bill 2019-07-08-04: RESOLUTION 2019-13 Charter Amendment

Charter Amendment Information

City Attorney Ramis gave the staff report explaining this Charter amendment is to address issues related to the authority to retain legal advisors for the City. At the Work Session, Council directed him (1) to prepare a measure for consideration that puts back into the Charter language that was removed in 2013. Specifically, language that authorizes Council to retain legal advisors. (2) To include a statement of legislative intent that clarifies that Council will retain all legal advisors and that the City Attorney would manage legal advisors and that the City Manager would be in a coordinating function with Council and the City Attorney. He prepared two versions of the measure. The key documents to put something on the ballot are (1) a resolution, (2) ballot title, and (3) the explanatory statement. The important part in the first resolution is Exhibit A, which is the ballot title language. It says a yes vote: 1) restores to the Charter the following: "The Council may retain legal advisors as it deems prudent. The legal advisors shall report to and serve at the discretion of the Council;" and 2) clarifies management of the City Attorney. The effect of the measure is to:

- place appointment of all City legal advisors within City Council authority,
- place management of all City legal advisors under the Office of City Attorney,
- retain Charter Section 23A establishing the Office of City Attorney, and
- clarify that the City Manager shall coordinate with Council and City Attorney on all legal matters.

Version two of the resolution amends not just Section 8, but also 23 which addresses the City Manager's authority which says, "The City Manager shall have no control, however, over the office of City Attorney or the strictly judicial activities of the Municipal Judge." Currently that language is there in respect to the Municipal Judge, but not the City Attorney.

Councilor Relyea reminded Council the previous work session version discussed the City Manager and her role as far as legal service. With the alternative language, we are trying to capture that more succinctly by adding a couple of words to Section 23.

Council President Cummings read the email submitted last week from Ed and Roberta Schwarz supporting the Charter amendment.

Public Comment re Charter Amendment

Karie Oakes urged Council to vote on the alternative draft measure presented tonight that clarifies that the City Manager shall have no control over office of the City Attorney. Simply restoring just 8f leaves ambiguity. There is no reason to delay the decision tonight, she has been following this issue for eight years and looks forward to a

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time when we do not have a second attorney under the City Manager, the hybrid model. This makes it clear we have an Office of City Attorney under the City Council and an Office of City Manager and they are separate and should be. This structure is the most direct line for citizens to hold Council accountable.

City Attorney Ramis stated that in the draft alternative, in the summary, there is room for 10 more words. We could add "and modify Section 23 establishing the office of the City Manager" so it would be clear there was a modification to that section.

Mayor Axelrod asked for a modification to Section 5 stating that the City Attorney is preparing the materials.

City Attorney Ramis stated that the explanatory statement usually follows Council decision to put something on the ballot. In the earlier versions it stated staff is directed to prepare; however, it could be altered from staff to City Attorney.

City Manager Stein stated she would like to change the title. Technicality the resolution does not amend the Charter, the resolution submits the measure to the voters to amend the Charter.

Mayor Axelrod wants to see the ballot title, resolution title, and explanatory statement as part of the packet so Council can consider them as well as the public to review and give feedback. This is part of the process that we follow for all Council items. We just got this tonight and he has not read it all or fully considered it. We owe it to ourselves and the community to review it all as a package. He does not want to rush this. He wants to discuss this later this month at another meeting.

Councilor Walters does not want this to be like the prior issue where it was rushed and became an issue. Two citizens emailed Council today wanting to see this information and it was not posted until this afternoon due to technical reasons at the City Attorney's office. She wants Council to take the time and do it right.

Mayor Axelrod stated that due to our Council Rules, and this coming in so late, we could not post it.

Councilor Bill Relyea moved to postpone this to the July 22 Special Meeting so it will give time to Council to prepare the final documentation and make a decision the matter. Council President Teri Cummings seconded the motion.

Councilor Sakelik would like to take a consensus of the Council. His preference is that City Attorney Ramis use the draft alternative so the resolution and everything will be clean, final documents when Council looks at it and votes on the 22nd.

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Council President Cummings would like more time to get this right and get public comment on it.

Councilor Walters would like more time to review the different versions before directing the City Attorney to go with one over the other. She would like both presented at the July 22 meeting.

Council President Cummings suggested devoting some time at the July 15 work session to this.

Mayor Axelrod asked City Attorney Ramis if it would not be too much work to prepare the materials for both.

City Attorney Ramis stated that he can do that. We will continue with both and write explanatory statements that are adjusted for each one.

Councilor Bill Relyea moved to amend the motion to have both items prepared. Council President Teri Cummings seconded the motion.

Council discussed the July 15 and July 22 meetings and what would or would not be scheduled on them and in what order the items would be in on the agendas.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Agenda Bill 2019-07-08-05: Clackamas County Offender Work Service Crews Intergovernmental Agreement

Clackamas IGA

Mayor Axelrod stated that staff is not available to present at the meeting; however, staff were at the pre-meeting to address questions. The pre-meeting audio may be listened to if anyone is interested. He clarified that this is not the youth offender program.

Councilor Relyea stated that supervision is provided by the County, not the City. The IGA provides for removal of invasive plant species in our parks at a lower cost per acre and so it saves the City money.

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Council President Cummings appreciates that this gives people with incarceration issues something productive to do.

Council President Teri Cummings moved to approve the IGA with Clackamas County Corrections to continue the invasive plant removal in our parks and open spaces and authorize the City Manager to sign the IGA. Councilor Bill Relyea seconded the motion.

Councilor Sakelik suggested they start in Wilderness Park.

Councilor Walters stated that this is a social justice issue and people who are incarcerated and participating in these work service programs are doing so because they could not pay their fees and this contributes to this vicious circle of poverty and incarceration. She does not think it is appropriate for municipalities or any government agency to use that type of labor to save money.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, and Councilor Richard Sakelik.
Nays: Councilor Jules Walters.
The motion carried 4 - 1

Agenda Bill 2019-07-08-06: Mary S. Young Drainage Project Contract Award

Mary S. Young Information

Mayor Axelrod stated that Parks and Recreation Director Worcester has been working hard to get this project scope within budget and he thanked him for that. He wanted to make sure the drainage was being addressed fully. There are sloped areas between the fields that put a lot of water on the fields. It is a challenge to collect all that water. He asked if the state would contribute because West Linn maintains the park, but does not own the park. Staff clarified that the state might not contribute to this type of improvement in a state park.

Councilor Walters stated that a lot of people are excited about this project so they are not knee deep in mud. She thanked the prior council for ensuring it was included on the GO Bond.

Council President Cummings said she is looking forward to this, to extend the season and get rid of sogginess.

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Council President Teri Cummings moved to authorize the City Manager to enter into a contract with FieldTurf USA Inc. to construct the Mary S. Young Park Athletic Field Drainage Project. Councilor Jules Walters seconded the motion.

Councilor Relyea thanked staff for all their work in putting this together and for pulling the project cost back down to where they were originally projected by taking advantage of piggyback bidding which allows them to place this contract with a contractor who has previously provided these types of services without having to go out for a public bid. This is going to save the City a substantial amount of money.

Council President Cummings thanked the voters.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

Agenda Bill 2019-07-08-07: Boating Facility Grant Intergovernmental Agreement with the Oregon State Marine Board

Boating Facility Grant IGA
Mayor Axelrod explained this is a project to repair the dock moorage at Willamette Park. The project cost is $157,000. We are receiving a grant for $113,000. The City is making a portion of a match to meet the budget.

Council President Teri Cummings moved to approve the IGA with the Oregon State Marine Board accepting the grant for the Bernert Landing Boarding Float Replacement Project and authorize the City Manager to sign the IGA. Councilor Richard Sakelik seconded the motion.

Councilor Relyea thanked staff. This is an example of where the Parks and Recreation Department was able to use their expertise. This was a statewide competitive grant process. The City is required to supply limited matching funds to qualify for the grant.

Ayes: Mayor Russ Axelrod, Council President Teri Cummings, Councilor Bill Relyea, Councilor Richard Sakelik, and Councilor Jules Walters.
Nays: None.
The motion carried 5 - 0

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~~g. Agenda Bill 2019-07-08-08: City Attorney Contract Approval~~

This was pulled from the agenda.

Mayor and City Council Reports [20 min]

~~a. Citizen Advisory Group Appointment(s)~~

Mayor Axelrod stated that they removed the Citizen Advisory Group appointments because they were not ready to appoint them.

Council President Cummings reminded citizens to get on the City website to participate in the bee naming contest.

Mayor Axelrod was hoping to hear about the Post Office today. He did not so he will be making phone calls tomorrow. He did talk to Congressman Schrader's office today and they are continuing with their advocacy. There is the possibility of an opportunity involving the two properties adjacent to current post office that is being looked into. The City can continue to put updates on the website and he encourages everyone to provide comments to the Post Office by July 25. He wants the post office to be in or close to West Linn during relocation or rebuild process.

Council President Cummings thanked Mayor Axelrod for his extra work on this and stated that Council was behind him if there is anything they can do.

Councilor Sakelik asked if Gramor or the Post Office are buying the two properties.

Mayor Axelrod thinks it might be Gramor working on the purchase and working on a deal with the Post Office to utilize the space.

Councilor Walters stated that it is important for the public to be writing letters. Tualatin went through a similar experience years ago and the news reports credit the letter writing campaign for making a difference. She thanked Congressman Schrader, Senator Merkley, staff, and Mayor Axelrod.

Councilor Sakelik stated that all neighborhood associations should do resolutions to the Post Office like Savanna Oaks Neighborhood Association did.

Mayor Axelrod asked Councilor Sakelik to mention this at the Neighborhood Association President's meeting.

City Manager Report [10 min]

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City Manager Stein is going to be at the City Manager's summer conference next week. She verified with Council that the fitness court at Tanner Creek Park is continuing, she has not received direction to stop the project.

Mayor Axelrod heard that the fitness court would be covered.

Councilor Relyea stated that the cover is going over the tennis courts for pickleball. The party that spoke against the fitness court got what they are looking for with the cover over the tennis courts, so the issue with the fitness court may no longer be an issue.

Councilor Sakelik mentioned that the dashboard shows covered pickleball courts and fitness courts.

Mayor Axelrod stated that this Saturday is the Street Dance, he will make kickoff comments. There will be food and festivities, it is a fun event. The following weekend is Old Time Fair and the parade will be July 20.

Councilor Walters mentioned that the Farmers Market is on Wednesdays in Willamette.

City Manager Stein stated that we are experiencing bugs with our business license module and are working on it.

Councilor Walters said she will check in with the Economic Development Committee and the Chamber when she meets with them this week.

Mayor Axelrod had problems registering his own business. He thanked IT Director Boyle for his work.

Councilor Relyea stated that the July 22 meeting is crammed. He would like to start the executive session at 3:00 pm.

Council discussed the scheduling and topics for the July 22 meeting.

Mayor Axelrod brought up the legislatures' harassment policy and using it to guide the Council's code of conduct. He asked City Attorney Ramis to put this on his radar.

City Attorney Ramis stated that there was a meeting this morning about this. They are trying to get more information from the legislature. He will prepare a memo that describes a potential process and will identify policy questions for the Council to address. Based on Council's discussion, he could prepare an ordinance.

~~9. City Attorney Report [5 min]~~

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This item was not discussed.

Adjourn

Draft Notes

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Agenda Bill 2019-08-05-02

Date Prepared: July 23, 2019

For Meeting Date: August 5, 2019

To: Russ Axelrod, Mayor
West Linn City Council

From: Doug Erickson, Library Director *DE*

Through: Eileen Stein, City Manager *ES*

Subject: Arts & Culture Commission Mission Statement and Goals

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Purpose:
Council approval of the Arts & Culture Commission Mission Statement and Goals.

Question(s) for Council:
Will the West Linn City Council approve the Arts & Culture Commission's Mission Statement and Goals?

Public Hearing Required:
None required. The public has been given the opportunity to comment on the Mission Statement and Goals by responding to the posting via email.

Background & Discussion:
The City Council met with the newly formed Arts & Culture Commission on July 15, 2019, wherein the Commission presented a proposed Mission Statement and Goals. Comments were given and the Council suggested providing a time period for public comment. The public has been notified via the City's website beginning July 17. Comments are due back by July 31st.

Budget Impact:
There is no budgetary impact direct or indirect for this adoption.

Sustainability Impact: N/A

Council Goal/Priority:
Guiding Principle #5: Cultural Diversity, Education and the Arts. This item supports this City Council Goal for 2019 to facilitate start-up of the new Arts & Culture Commission.

Council Options:
1. Approve the Mission Statement and Goals for the new Arts & Culture Commission.
2. Further modify the Mission Statement and Goals.
3. Do not approve the Mission Statement and Goals and send it back to the Commission for further refinement.

Staff Recommendation:
Staff recommends Council approve the Arts & Culture Commission Mission Statement and Goals

Potential Motion:
I move to approve the Mission Statement and Goals for the Arts & Culture Commission

Attachment:

1. Arts & Culture Commission Mission Statement and Goals

City of West Linn
Arts & Culture Commission Mission Statement and Goals

The Arts and Culture Commission of the City of West Linn promotes arts and culture as a vital element in the quality of life for all residents of and visitors to the City.

The functions of the Arts and Culture Commission are: to advance the arts in a way that promotes communication, education, appreciation, and collaboration throughout the City of West Linn; to preserve, celebrate, and share the arts and culture of the many diverse groups, peoples, and history of the area; to create partnerships with business and government; to increase understanding between all people through many aspects of art and culture, including, but not limited to, visual arts, music, dance, language, theatre arts, and all cultural attributes; and to advise the City Council on matters and issues relevant to arts and culture and follow the City of West Linn resolution reaffirming the City of West Linn as a place of inclusion & acceptance. (Resolution No. 2016-16).

The Arts and Culture Commission is committed to advancing equity and diversity. We strive to foster an atmosphere of inclusivity, creativity, and respect so all feel inspired to participate and express themselves and their identities. The Commission believes the variety of cultures in our region enriches our lives. We seek to create space for dialogue that includes and connects all members of our community.

Goals

- Increase access to the arts for all members of our community, regardless of age, income, ability, background, or prior experience with the arts, through affordable, inclusive, and diverse displays, events, and performances.
- Advocate for and partner with artists, arts organizations, and cultural heritage groups by providing opportunities to showcase and educate others about their work
- Preserve and promote our heritage by hosting events that celebrate the intersection of the arts and culture, including opportunities for local people with diverse backgrounds to share their heritage
- Empower our community to experience art, value art spaces, appreciate diversity, and participate in the creative process

City of West Linn

Agenda Bill 2019-08-05-03

Date: August 5, 2019

To: Russ Axelrod, Mayor
Members, West Linn City Council

From: Ken Worcester, Parks and Recreation Director *KW*

Through: Eileen Stein, City Manager *ES*

Subject: Parks Master Plan Update and Adoption

Purpose
A request for City Council to consider adoption of the West Linn Parks, Recreation, and Open Space Plan update along with proposed amendments to Comprehensive Plan Goals 2, 5, and 8; and Community Development Code Chapters 2 and 56.

Question(s) for Council:
What additional direction if any, does the Council wish to provide Staff with regard to the final language for the plan is the major policy question to consider?

Public Hearing Required: Yes

Background & Discussion:
The adoption process has been underway for over a year and there is now a significant amount of meeting material and background available (link: **https://westlinnoregon.gov/planning/parks-master-plan-update**). In this time, the Planning Commission (PC) and the Parks and Recreation Advisory Board (PRAB) have each held discussions with the City Council about the wording of the Plan.

On March 18, 2019, the City Council held a work session with the PRAB members, where the Board presented a re-worked version of the draft plan with language designed to resolve prior concerns from identified by both the PC and the PRAB. The Planning Commission also received a copy of the re-worked version. Specific items to be resolved were:

- Community Centers – Language that help envision what are they and how should Parks and Recreation be operating them e.g. Community Resource Centers and other options that meet the recreational needs of the entire community.

- Aquatic Facility - There is a minor mention of aquatics in the plan that discusses a potential long-range phasing scenario to possibly enter into partnerships and develop an operations plan that could result in the potential construction of future pool in West Linn.

Most recently, at a City Council work session on July 22, 2019, the Council made recommendations to change The White Oak Savanna park classification form Active-Orientated Park to Passive-Orientated

Park. The Council also asked for wording change in Appendix D, Section B. at the 5th bullet in regards to the three other small buildings owned by the City.

Proposed Comprehensive Plan Amendments

In addition to adopting the West Linn Parks, Recreation, and Open Space Plan, a number of amendments are proposed to the West Linn Comprehensive Plan. The proposed amendments will ensure consistency and compliance with regional and state plans and policies, and include the following:

- Update to Exhibit Figure 2-1 (map) in Goal 2- Land Use Planning
- Update to Exhibit Figure 5-3 (map) in Goal 5- Intergovernmental Coordination
- Update language in the Background and Findings section of Goal 8- Parks and Recreation
- Update language in the Policies section of Goal 8- Parks and Recreation
- Update language in the Recommended Action Measures section of Goal 8- Parks and Recreation
- Update to Exhibit Figure 8-1 (map) in Goal 8- Parks and Recreation

Proposed Community Development Code Amendments

Amendments are proposed for the West Linn Community Development Code definitions. The purpose of the proposed amendments are to eliminate inconsistencies within the code. The proposed amendments include:

- Update 02.030 Specific Words and Terms – Passive-oriented parks definition and title
- Update 56.015 Categories of Parks and Natural Resource Facilities – park categories and renumbering
- Update definition of Active-oriented parks – 56.015 Categories of Parks and Natural Resource Facilities
- Update definition and title of Passive-oriented parks – 56.015 Categories of Parks and Natural Resource Facilities
- Update definition and title of Special use parks – 56.015 Categories of Parks and Natural Resource Facilities
- Add Multi-use parks category and definition – 56.015 Categories of Parks and Natural Resource Facilities

Budget Impact:

This is a master plan and does not serve as a budget document. As such, there is no budget impact in the adoption of this plan or code changes. As projects are envisioned and moved forward, they will be incorporated into the City's Capital Improvement Plan and Biennial Budget.

Sustainability Impact:

Similar to budget impact, only specific projects will be designed with the City sustainability goals in mind.

Council Goal/Priority:

Guiding Principle #2: Land Use & Quality of Life and Guiding Principle #4: Sustainability. This action supports these guiding principles.

Council Options:

1. Accept the current draft plan, language, and code changes as they exist, and move for adoption.

2. Suggest any final language or other suggestions before adoption.
3. Reject the current draft plan and refer it back to the PRAB with suggestions for final format, language etc.

Staff Recommendation:
Staff recommends Option 1. There has been considerable public review and comment on this plan over the last couple of years. It is time to bring this project to conclusion.

Potential Motion(s):

1. Move to adopt Ordinance 1693 adopting the West Linn Parks, Recreation, and Open Space Plan and amendments to the Comprehensive Plan Goals 2, 5, and 8.

2. Move to adopt Ordinance 1694 adopting the amendments to the Community Development Code Chapters 2 and 56.

Attachments:

1. Ordinance No. 1693
2. Ordinance No. 1694
3. Parks Master Plan Clean Version
4. Proposed Exhibit Figure 2-1 (map) in Goal 2- Land Use Planning
5. Proposed Figure 5-3 (map) in Goal 5- Intergovernmental Coordination
6. Proposed Exhibit Figure 8-1 (map) in Goal 8- Parks and Recreation
7. All public testimony received on the record for PLN-18-01 as of July 25, 2019

ORDINANCE 1693

AN ORDINANCE ADOPTING THE WEST LINN PARKS, RECREATION, AND OPEN SPACE PLAN UPDATE AS AN ATTACHMENT AND SUPPORTING DOCUMENT OF THE WEST LINN COMPREHENSIVE PLAN; AND AMENDING THE WEST LINN COMPREHENSIVE PLAN GOALS 2, 5, AND 8.

Annotated to show deletions and additions to the code sections being modified. Deletions are ~~**bold lined through**~~ and additions are **bold underlined**.

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; and

WHEREAS, Information was distributed throughout the process via the project website, through social media and email, a stakeholder open house, public survey, and discussions at Parks Advisory Board meetings; and

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

SECTION 1. West Linn Parks, Recreation, and Open Space Plan. The West Linn Parks, Recreation, and Open Space Plan, attached as Exhibit A, is adopted as an attachment and a supporting document of the West Linn Comprehensive Plan.

SECTION 2. West Linn Comprehensive Plan amendment. West Linn Comprehensive Plan Goal 8: Parks and Recreation, is amended to read as follows:

BACKGROUND AND FINDINGS

A variety of recreational opportunities exist in the City of West Linn. Over time, the Willamette and Tualatin Rivers have created bluffs that provide many spectacular view-points; water flowing from higher elevations to these rivers has, in turn, created scenic view corridors. There are over nine miles of shoreline in West Linn along the Willamette and Tualatin Rivers. There are eight public access points to the water, some of which have beaches and boat ramps. Some of the best sports fishing on the Willamette are found near the Willamette's confluence with the Clackamas River.

West Linn contains a hierarchy of parks, each type offering a specific mix of recreational opportunities. The park system includes neighborhood, community, regional, and linear parks, mini-parks, and special use facilities, landscaped areas, and natural and open space areas. The City owns and**/or** manages ~~**approximately 373**~~ **over 500** acres of parks and natural open spaces ~~**the state and the Nature Conservancy own an additional 168.6 acres**~~ within the City limits (Figure 8-1).~~**The state-owned Mary S. Young Park consists of 128 acres.**~~

~~**Results from a survey conducted for the 1998 Park, Recreation and Open Space Plan noted that walking, jogging, nature walks, and hiking participation were rated higher among West Linn residents than the average in the Pacific Northwest. Currently, the City has trail systems within five major parks, but no pedestrian linkages between them. The 2013 West Linn Trails Plan: A 50 Year Vision for the Future identifies gaps in the City's existing trails network and recommends solutions to eliminate these gaps.**~~

The City's natural beauty and parks system afford residents access to a rich variety of recreation resources, including boating, athletics, hiking, biking, and ample opportunities for naturalists and photographers. Despite West Linn's increased urban development in recent years, wooded hillsides and the preservation of natural areas continue to give City neighborhoods a park-like setting.

…
POLICIES

…

4. Provide a range of active/passive and structured/non-structured recreation experiences.
5. Provide for specialized recreation needs such as soccer fields, baseball diamonds, tennis courts, swimming pools, senior centers, and other facilities that have City-wide demand, based on the ~~**2007**~~ Parks, Recreation and Open Space Plan and the ~~**2013**~~ West Linn Trails Plan.
6. Design City parks to encourage best use consistent with their natural features and carrying capacity.
7. Reduce noxious weeds and vegetation, as appropriate, on City-owned land.
8. Require land divisions and major developments to set aside or dedicate land based on standards that provide for:

    a. An area composed of developable lands that may provide active recreational space;
    b. An adequate passive open space area to protect natural resources at the site and protect development from hazard areas; and,

    c. A link between existing public-owned parks or open space areas and/or public rights-of-way.

~~**3.**~~ **9.** Plan for park usage of a quiet, contemplative nature as well as for more active uses such as athletics.

RECOMMENDED ACTION MEASURES

1. Continue an aggressive program for acquisition and development of a park and open space system to provide an adequate supply of usable open space and recreational facilities, directly related to the specific needs of the local residents, based on the park classification system and standards in the ~~**2007**~~ Parks, Recreation and Open Space Plan and the ~~**2013**~~ West Linn Trails Plan.
2. Continue cooperation between the West Linn-Wilsonville School District and the City's Parks and Recreation Department.

3. Update the City's Community Development Code to ensure implantation of the ~~**2007**~~ Parks, Recreation and Open Space Plan and the ~~**2013**~~ West Linn Trails Plan, consistent with industry best standards.
4. Integrate those trail recommendations from the ~~**2013**~~ West Linn Trails Plan that occur within the public right-of-way or that serve primarily a transportation function, into the analysis and evaluation of pedestrian, bicycle, transit and other non-motor vehicle alternatives in the City's Transportation System Plan.
…

SECTION 3. 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 4. 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 5th day of August 2019, and duly PASSED and ADOPTED this _____ day of _____, 2019.

_____
RUSSELL B. AXELROD, MAYOR

ATTEST:

_____
KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

_____
CITY ATTORNEY

ORDINANCE 1694

AN ORDINANCE AMENDING THE COMMUNITY DEVELOPMENT CODE CHAPTERS 2 AND 56.

Annotated to show deletions and additions to the code sections being modified. Deletions are ~~**bold lined through**~~ and additions are **bold underlined**.

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; and

WHEREAS, Information was distributed throughout the process via the project website, through social media and email, a stakeholder open house, public survey, and discussions at Parks Advisory Board meetings; and

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

SECTION 1. Amendment. West Linn Community Development Code Chapter 2 Definitions, section 2.030 Specific Words and Terms is amended to ready as follows:

02.030 SPECIFIC WORDS AND TERMS

Passive-oriented ~~recreation and~~ parks. ~~The focus is upon unstructured play, relaxation, environmental interpretation, family picnics and similar activities. Support facilities, such as covered picnic, play structures or playing fields, etc. are discouraged or limited. Restrooms, trails and interpretive facilities would be appropriate.~~ **Passive-oriented parks are more natural sites that provide trail-related recreation opportunities and passive outdoor activities such as wildlife watching, nature interpretation and picnicking. Accessory uses can also be (but not limited to) provided in this type of park, such as picnic areas, nature play features, trailheads, and environmental education facilities, provided they are accessory to the park's passive uses. Amenities should be limited to those appropriate for the numbers and types of visitors the area can accommodate, while retaining its resource value, natural character, and the intended level of solitude.**

SECTION 2. Amendment. West Linn Community Development Code Chapter 56, Parks and Natural Area Design Review, section 56.015 Categories of Parks and Natural Resource Facilities is amended to ready as follows:
56.015 CATEGORIES OF PARKS AND NATURAL RESOURCE FACILITIES

There are eight categories of park and natural resource facilities as established in the Parks Master Plan. The categories are:

1. Active-oriented parks.

2. Passive-oriented parks.

~~**3. Mini-parks.**~~

~~**4.**~~ **3.** Special use ~~areas~~ **parks**.

~~**5.**~~ **4.** Linear parks/open space.

~~**6.**~~ **5.** City beautification areas.

~~**7.**~~ **6.** Pathways and trails.

~~**8.**~~ **7.** Natural resource areas.

8. Multi-use parks.

Active-oriented parks. ~~**An a**~~**A**ctive-oriented **parks are** ~~**park's primary focus is providing playing fields and other facilities that can be used for team and individual sports and activities. An active-oriented park is intended to serve a large area. As a result, it will require more support facilities such as restrooms, playgrounds, shelters and parking.**~~ **developed sites that support recreation opportunities including sports and play with facilities, often featuring restrooms, picnic shelters and tables.**

Passive-oriented parks. Passive-oriented parks~~**' focus is upon unstructured play, relaxation, family picnics and similar activities. These parks are often within walking or biking distance of most users; the activities they support often become a daily pastime for neighborhood children. Support facilities, such as covered picnic or play areas, etc. are discouraged unless the facilities of a more community-wide nature are included at the park.**~~ **are more natural sites that provide trail-related recreation opportunities and passive outdoor activities such as wildlife watching, nature interpretation and picnicking. Several sites also provide river views or river access.**

Special use **parks**~~areas~~. Special use **parks** ~~**areas are public recreation areas occupied by a single-purpose facility or containing activities that do not fall into the other categories. In West Linn, typical examples include the McLean House and the City's boat ramps. Another example might be an enclosed leash-free dog park. Design of these facilities should be specific to the needs of that facility and intended user group. These uses are not considered essential to the development of a basic parks inventory and should only be considered when full cost benefit analysis and understanding of operation and maintenance costs are understood and justified.**~~ **are single-purpose developed sites that include specialized facilities such as a community center, boat ramp, or fishing dock or other unique use.**

Linear parks/Open space. Linear parks are open space areas that often bring together patchworks of City-owned lands, stream corridors, and rights-of-way to create a linear facility whose primary goal is to provide a passive recreation experience.

…

Since the emphasis is upon the protection of the resource, the facilities should be limited. Typically, these facilities include interpretive centers, restrooms, trails, vehicular access, and parking lots. Active recreation facilities, such as organized playing fields, are discouraged. They should only be accommodated if the park is large enough and there is adequate separation between the activity area and the natural resource. At all times, the central philosophy is deference to the natural resource over human needs. (Ord. 1604 § 54, 2011)

Multi-use parks. Multi-use parks mix developed and natural areas and offer both active and passive recreation opportunities, ranging from active sports to quiet nature strolls. Several of these parks also have amenities and facilities to support large group gatherings and events.

SECTION 3. 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 4. 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 5th day of August 2019, and duly PASSED and ADOPTED this _____ day of _____, 2019.

_____
RUSSELL B. AXELROD, MAYOR

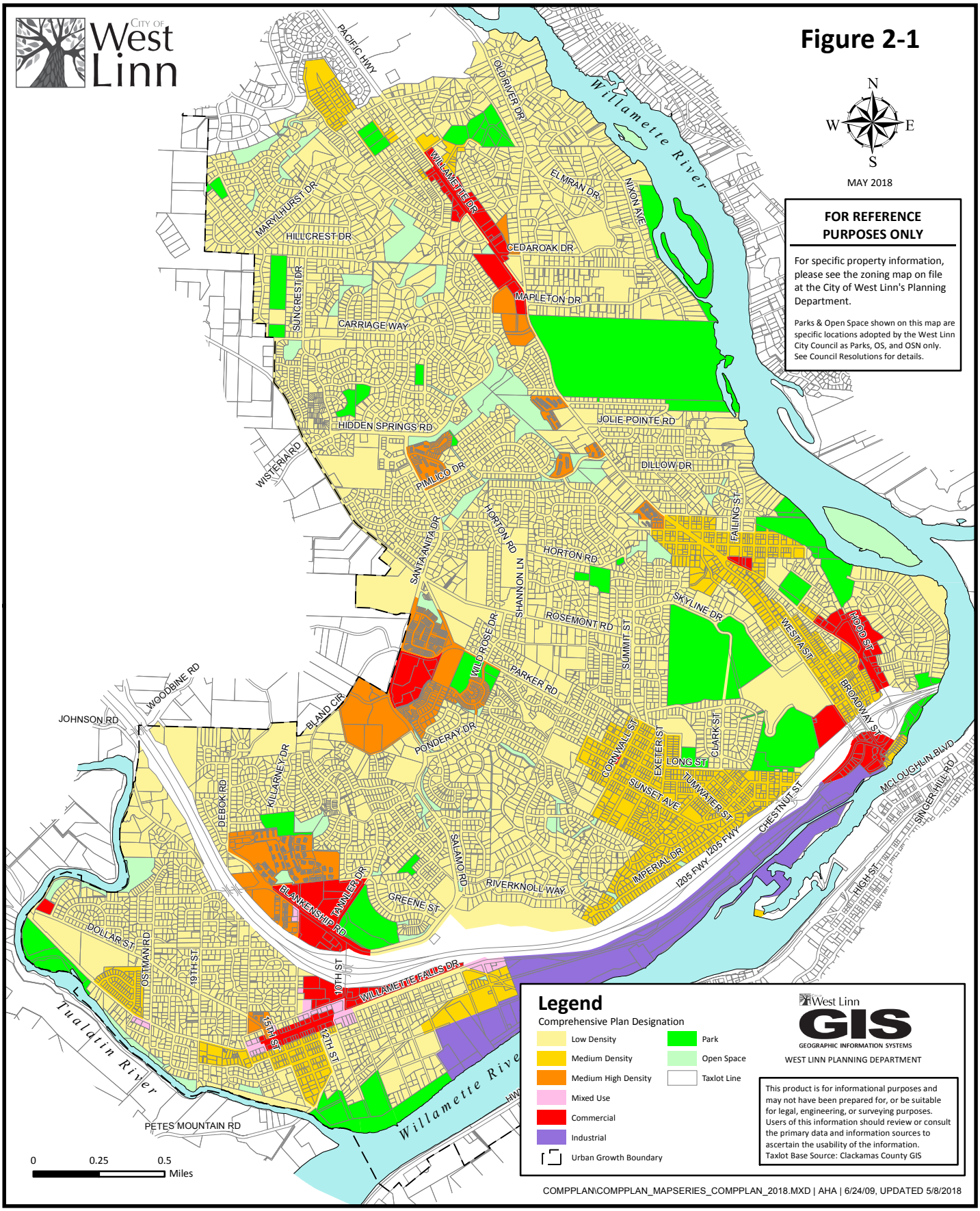
ATTEST:

_____
KATHY MOLLUSKY, CITY RECORDER

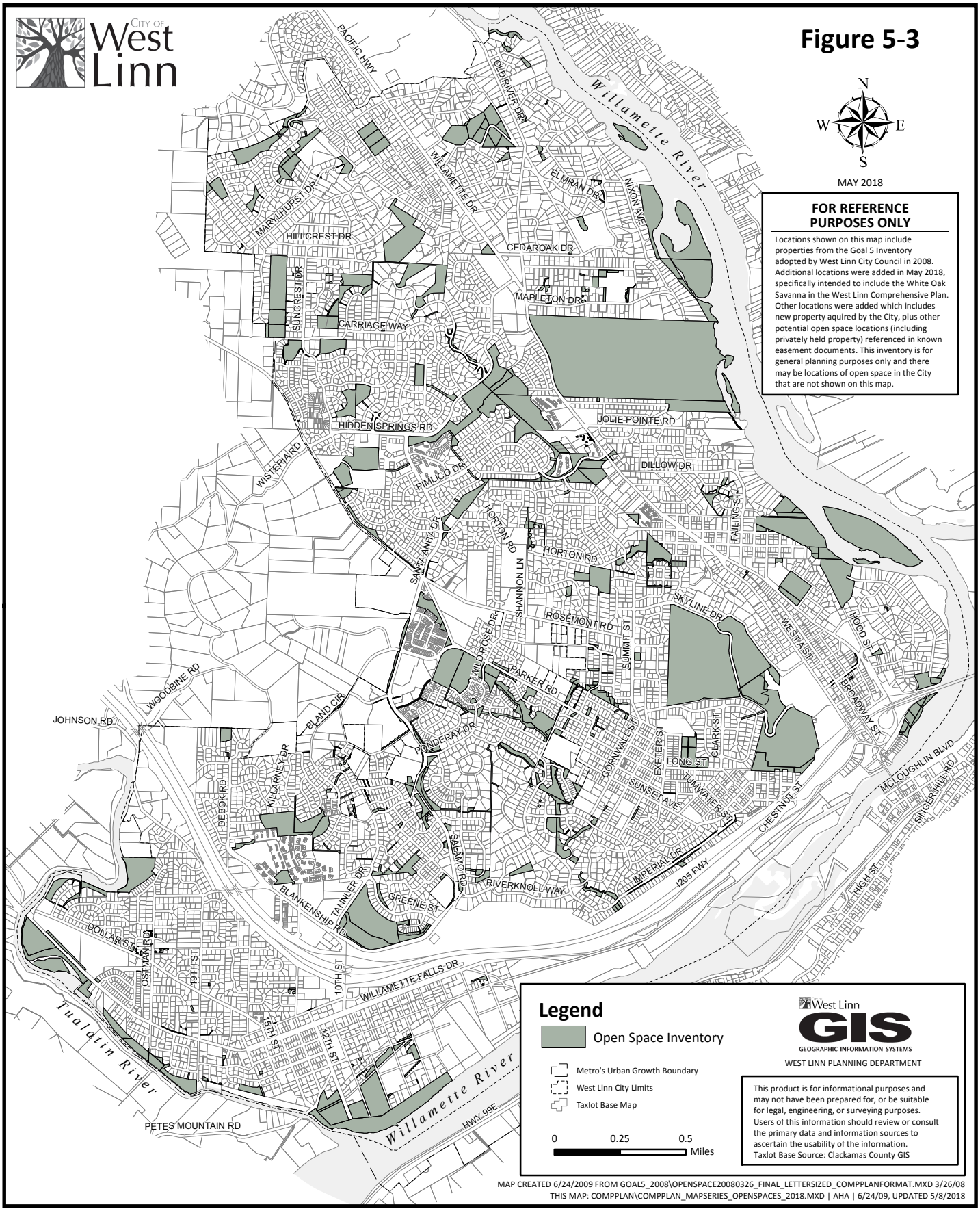
APPROVED AS TO FORM:

_____
CITY ATTORNEY

Comprehensive Plan



Open Spaces



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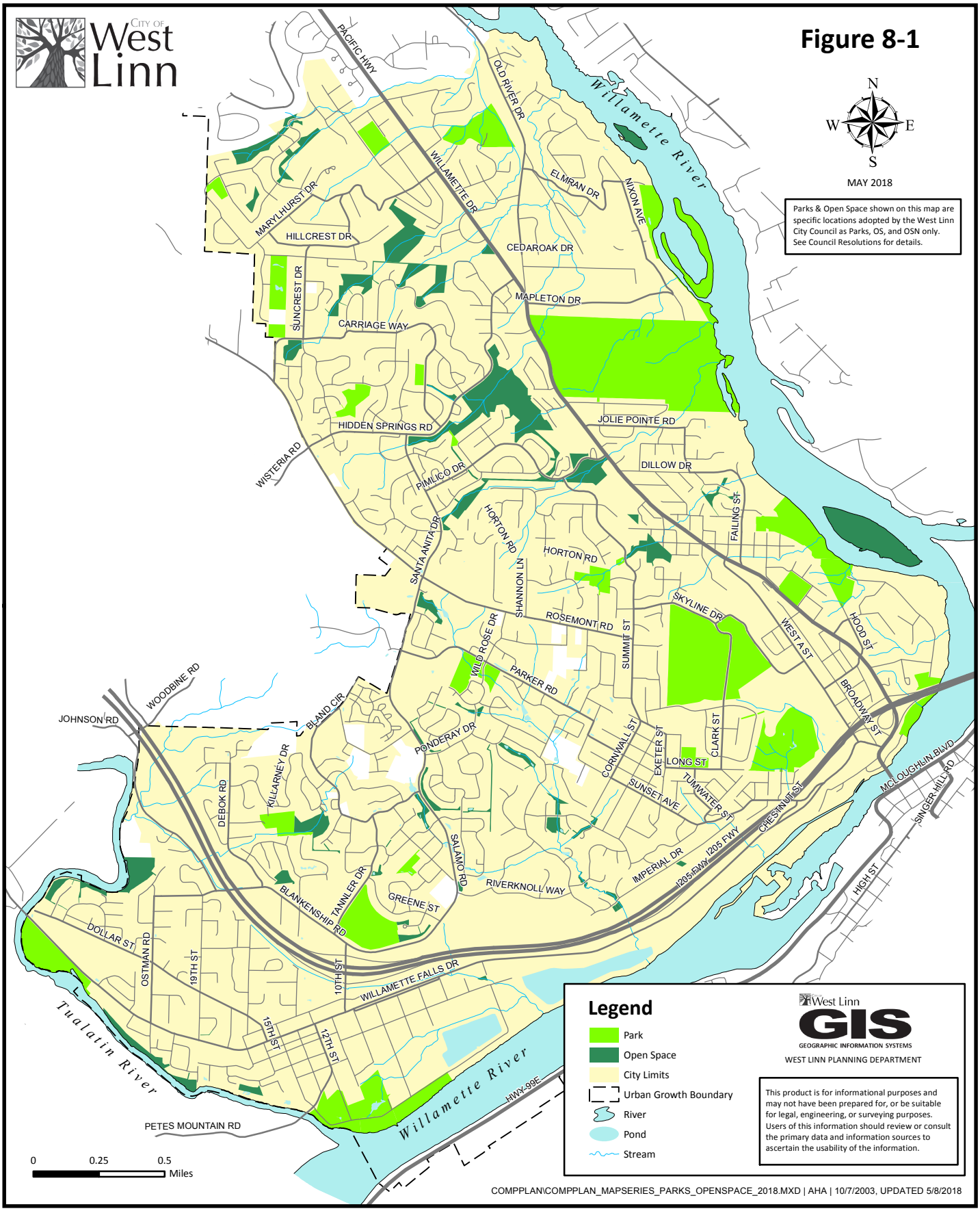
Parks and Open Space



City of

West Linn

20 Year Master Plan for West Linn Parks, Recreation and Open Space

| March 2019

City of West Linn

20 Year Master Plan for West Linn Parks, Recreation and Open Space

| March 2019

Prepared by:

MIG

815 SW 2nd Avenue | Portland, OR 97204
503.297.1005 | www.migcom.com

In cooperation with:
Ballard*King & Associates

Acknowledgements

The City of West Linn greatly appreciates the efforts of community members and Advisory Board members, City staff, and other City leaders who contributed to this planning effort. Your interest and support will continue to foster the success of our park and recreation system.

City Council

Russ Axelrod, Mayor
Teri Cummings, Councilor
Brenda Perry, Council President
Richard Sakelik, Councilor
Bob Martin, Councilor

Parks and Recreation Advisory Board

Stacey Epsteen
Scott Etheridge
Vicky Handy
Don Kingsborough
David Kleinke
Steve Miesen
Sarah Silvernail

Project Management Team

Ken Worcester, Parks and Recreation Director
Ken Warner, Assistant Director Parks & Recreation

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Executive Summary

Executive Summary: 20 Year Master Plan for West Linn Parks, Recreation and Open Spaces

Introduction

What is a "Master Plan?"

A Master Plan is intended to be a long-term vision of the future based on community wants, analysis of current status and best practice management of Parks and Recreation to meet the needs of future. A Master Plan is not a project plan, a budget or a guaranteed list of actions; it articulates a hope for the future based on input, analysis and research. In any given year when a Parks and Recreation initiative is to be considered for implementation, the planning process will be followed, including an analysis of budgetary considerations, community engagement, feedback from impacted residents, environmental impact and best practice for that specific action.

This Master Plan provides a comprehensive look at the City's current resources, citizen input for future directions and an outline of possible directions for investment and a sustainable approach to building the systems of tomorrow.

Methodology

Experts in planning for parks and recreation, MIG Consultants facilitated the planning process which included:
Part One: What do we have?

- Comprehensive analysis of current resources
- Comparisons of resources to like communities
- Analysis of trends in future planning for like communities

Part Two: What do we want?

- Multiple community forums engaging citizens envisioning what types of parks and recreation resources they want or see a need for the community
- Extensive community survey with close to 2000 respondents to narrow the vision for future investment

Part Three: Expert Report on Findings and Recommendations

- All findings and recommendations are found in the "20-Year Master Plan for West Linn Parks, Recreation, and Open Spaces" (Master Plan)
- Presentations to Parks and Rec. Advisory Committee
- Presentation to West Linn Planning Commission

Current State Analysis and Findings Executive Summary

Following extensive analysis, MIG provided in-depth descriptions of our current assets and their conclusions. This brief summary is expanded upon in the full Master Plan.

Table 1: Parks Summary by Classification

Classification	Size Range (in acres)	# of Existing Sites	Total Park Acreage	Examples
Active-Oriented Parks	0.1 - 9.1	12	45.1	Benski, Marylhurst Heights, Sunset, Tanner Creek
Special Use Parks	0.6 - 19.7	7	38.7	Adult Community Center, Bernert Landing Boat Ramp
Multi-Use Parks	5.2 - 136.0	6	207.5	Mary S. Young, Fields Bridge, Willamette
Passive-Oriented Parks	0.1 – 64.4	41	213.9	Maddox Woods, Swiftshore Park, Ibach Nature Park
Natural Resource Areas	0.2 – 13.1	25	43.1	Arran Open Space, Troon Open Space, many unnamed sites
Totals		***91***	***548.30***	

West Linn's current assets and activities are summarized in Tables 1 and 2. Analysis indicates the following conclusions:

1. West Linn's parks currently emphasize trails and natural areas.
2. We have high usage and demand for athletic fields and facilities.
3. The parks with play features are heavily used.
4. Our total park acreage at 548 acres demonstrates a strong commitment to the park assets for our community.
5. The total staff per acre ratio is extremely low compared to like communities.
6. The Department has limited staff as well as limited space to support indoor programming. These factors affect the types and magnitude of recreation programs and services that are offered.
7. Indoor facilities are programmed to capacity.
8. Recreation programs and services are generally delivered out of the Adult Community Center (ACC), Sunset Firehouse, or West Linn/Wilsonville School District facilities.
9. Many of the community's special events attract people from across the City, and in some cases beyond.
10. Survey results indicate the greatest need is indoor recreation and water sports.
11. Community events have the highest participation.

Table 2: City Recreation Facilities

Facility Type	# of Existing Facilities
Outdoor Recreation	
Play Features	16
Flexible Use Lawn	22
Covered Picnic Shelter	6
Skate Park / Spots	2
Spray Parks / Water features	5
Athletic Facilities	
Rectangular Fields	8
Ball Fields	7
Basketball Courts (Outdoor)	12
Tennis Courts	5
Volleyball Court	2
Trails/Natural Features	
Natural Areas & Wildlife Viewing	25
Trails	52
River Access	14
Interpretive Features	3
Specialized	
Community Gardens	1
Boat Ramps	2
Special Use Buildings	3

Table 3: Recreation Participation Rates by Category (FY 2016-2017)

Area	Classes/Camps Offered	# of Participants
Recreation Programs	814 classes	4,117
Adult Volleyball	2 programs	1,115
Summer Camps	55 camps	780
Skyhawk's Sports Camps	38 camps	606
Youth Basketball	68 teams	730
Safety Town	2 sessions	120
Special Needs Dances	3 events	150
Drivers Education	4 classes	120
Special Events	13	32,125
ACC Adult and Senior Programs	Varied	15,691
Total		55,554

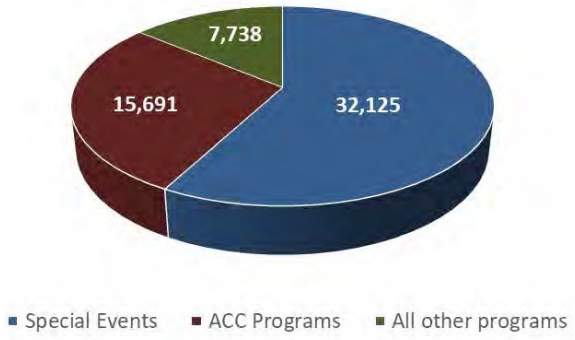
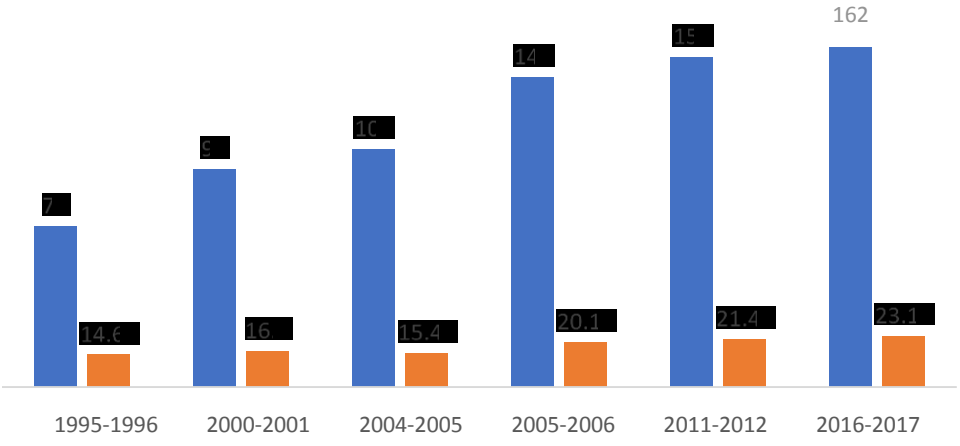


Figure 3: Participants at City Programs and Events (FY 2016-2017)

Figure 4: Increase in Developed Acres and Maintained Acres per Staff Person Since 1995.



What do we want? Citizen Engagement

Survey Results

1. Survey participants included all ages with 1900 respondents; 55% of respondents were over 45 years old; 60% have children under the age of 18 living with them; only 7.5% are K-12 school age.

2. What is currently seen as "excellent"?
   a. 85% of respondents believe our parks and outdoor facilities are currently excellent/good.
   b. 28% of respondents believe our indoor recreation facilities are currently excellent/good.
   c. 83% of respondents believe our natural areas and open spaces and trails are currently excellent / good.

3. Suggestions for improvement prioritized:

Answer	Count
Provide indoor/all-season indoor center	220
Provide swimming pool / aquatic facilities	188
Improved maintenance/cleanliness	108
Improve, enhance and/or develop trails and sidewalks	98
Improve, enhance and/or develop recreation programs	92
Improve, enhance and/or develop sports fields/ courts	53
Improve, enhance and/or develop natural areas/ open space	52
Improve parks and recreation department and communication with residents	47
Provide more spaces for dog and/or enforce leash laws	32
Provide community events	31
Provide amenities (benches, lighting, parking, covered spaces, etc.)	28
Improve safety of parks and trails	25
Orient land uses away from housing and toward parks and economic development	18
Improve access to parks and trails	12
Improve West Linn's offerings to meet or exceed neighboring communities	9

4. Actual Use: "*Within the past year, did you or a family member participate in any of the recreation events, classes and programs listed below, offered by the City of West Linn or another provider? (Select all that apply)*

Answer	Count	Percentage based on number of respondents
Community events and festivals	**765**	54.1%
Hiking or biking on trails	**742**	52.5%
Sports leagues, camps, classes, activities	**623**	44.1%
Music, concerts and cultural events (attending)	**601**	42.5%
River programs or activities (boating, fishing, paddleboarding, kayaking, etc.)	313	22.2%
Summer day camps and programs	288	20.4%
Nature programs or activities (gardening, wildlife watching, environmental education / interpretation, nature play, etc.)	193	13.7%
Fitness classes (yoga, Zumba, spin, weight lifting, etc.)	163	11.5%
Dance, theater or other performing arts (performing in)	141	10.0%
Before or after school programs	109	7.7%
Arts and crafts	97	6.9%
Programs for older adults and seniors	75	5.3%
Other*	56	4.0%

*"Other" comments include a variety of individual responses such as meditation, cooking classes, events at the library and volunteering.

5. *What activities would you most like to see more of in West Linn's parks, recreation and open space system? (Select your top two)*

Answer	Count	Percentage based on number of respondents
Swimming or water play (indoor or outdoor)	**525**	**39.7%**
Walking/biking	**410**	**31.0%**
River access for activities (such as fishing, kayaking, scuba, paddleboarding, boating, etc.)	241	18.2%
Artistic or cultural expression (music, theatre, visual arts, public art, etc.)	207	15.7%
Nature observation and interpretation	176	13.3%
Fitness and wellness	171	12.9%
Social gathering (community events, picnics, parties, etc.)	161	12.2%

Adventure activities/programs (zipline, canopy tours, rafting)	143	10.8%
Playing (running, sliding, climbing, etc.)	131	9.9%
Organized team or individual sports	122	9.2%
Casual sports or games	88	6.7%
Skateboarding	9	0.7%

MIG Summary of Community Input from Survey and Focus Groups

Nearly 2,000 members of the community were involved in developing the plan, sharing their insights and preferences to help shape recommendations. Based on community input, the 2018 *Park, Recreation, and Open Space Plan* identifies new priorities for parks and recreation in West Linn. The following key themes emerged from public comments.

Activating the City's Waterfront While Respecting Community Context

West Linn's location along two rivers is a big part of the City's identity and a major draw for recreation. To improve access and connectivity along the Willamette River between Willamette Park and West Bridge Park, nearly 70% of questionnaire respondents want an off-street multi-use path along the river. There is additional interest in an improved bike/pedestrian route along Willamette Falls Drive.

Participants in the Vision Workshop identified the river frontages as a major opportunity to enhance the City of West Linn's identity. Participants suggested developing waterfront trails and facilities that support water sports and recreation such as kayaking, boating and jet skiing. Priorities included designing quality community gathering spaces along the river to provide social and economic benefits.

Participants suggested a community esplanade along the river where people can walk, bike, shop and gather. Some participants suggested small boat (non-motorized) launch facilities, swimming docks and rentals.

Protecting a System of Natural Areas

Opportunities to be outdoors or in nature was identified as a top benefit offered by West Linn's parks and recreation system, as noted in Online Questionnaire results. Workshop participants emphasized the need to invest in natural area protection, especially in light of pressure from new development. Suggestions included acquiring natural areas near developing properties and restoring compromised wetlands and other environmentally sensitive areas.

Participants also emphasized that riparian habitat and sensitive natural areas along the water should be preserved.

Continuing to Connect Parks and Places with Trails

Trails and community connectivity continue to be a high priority for residents. Community members identified trails and connectivity as a primary reason for visiting parks or open space and expressed a need for better connectivity along the City's riverfront. Adding nature trails and multi-purpose trails was also identified as a high priority according to questionnaire respondents.

Increasing Recreation Variety

Residents want to see a greater variety of outdoor recreation facilities in West Linn, especially those that engage residents of all ages and can be enjoyed year-round.

Participants suggested adding swimming opportunities, small entertainment venues, tennis or pickleball courts, and facilities that promote youth participation such as climbing walls, ziplines and bicycle courses. Other ideas included enhancing existing parks with community gardens, reservable shelters, dog parks and amenities that can be enjoyed by active families.

Desired park characteristics

Residents noted that their favorite parks have several things in common. These include attributes such as convenient locations, natural character, shade, high quality amenities in good condition, riverfront or water access, trails and dog-friendly spaces.

Improving Indoor Options

Community members voiced a need for more year-round and indoor activities. Less than 30% of questionnaire respondents felt that the current quality of indoor recreation facilities provided by the City is good or excellent.

When asked what could be improved, many respondents noted the desire for new indoor recreation/community space. Survey results include an aquatic facility at some point. Existing or repurposed multi-purpose spaces need to support indoor sports and activities for all age groups.

Popularity of Community Events

Public events are very popular in West Linn. Community members feel it's important to continue or increase these activities. More than 54% of Online Questionnaire respondents or their family members participated in community events and festivals in 2016.

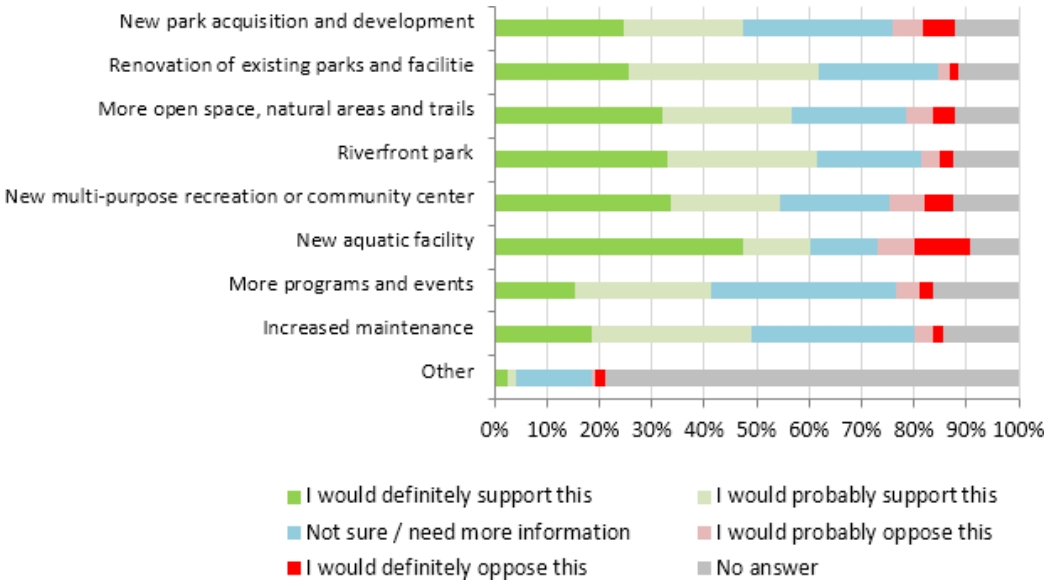
Offering Greater Flexibility in Recreation Classes and Programs

According to Online Questionnaire results, more programming options are needed.

Opportunities to increase program participation include providing more weekend programs, a greater variety of programs or events, more family-friendly options and flexible scheduling or drop-in opportunities. More activities for different age groups and better communication regarding upcoming opportunities would also be helpful. Overall, residents indicated that children (age 6-12), as well as older adults or seniors, had more recreation opportunities. However, other age groups need improved and a greater variety of recreation services.

Figure 7: Funding Preferences if the City Pursued a Future Tax Measure

Online questionnaire responses show some support for many different types of park and facility enhancements. While respondents showed the most definite support for an aquatic facility, this same facility also showed the most opposition. In comparison, renovating existing parks showed the most definite and probable support combined, along with the least opposition.

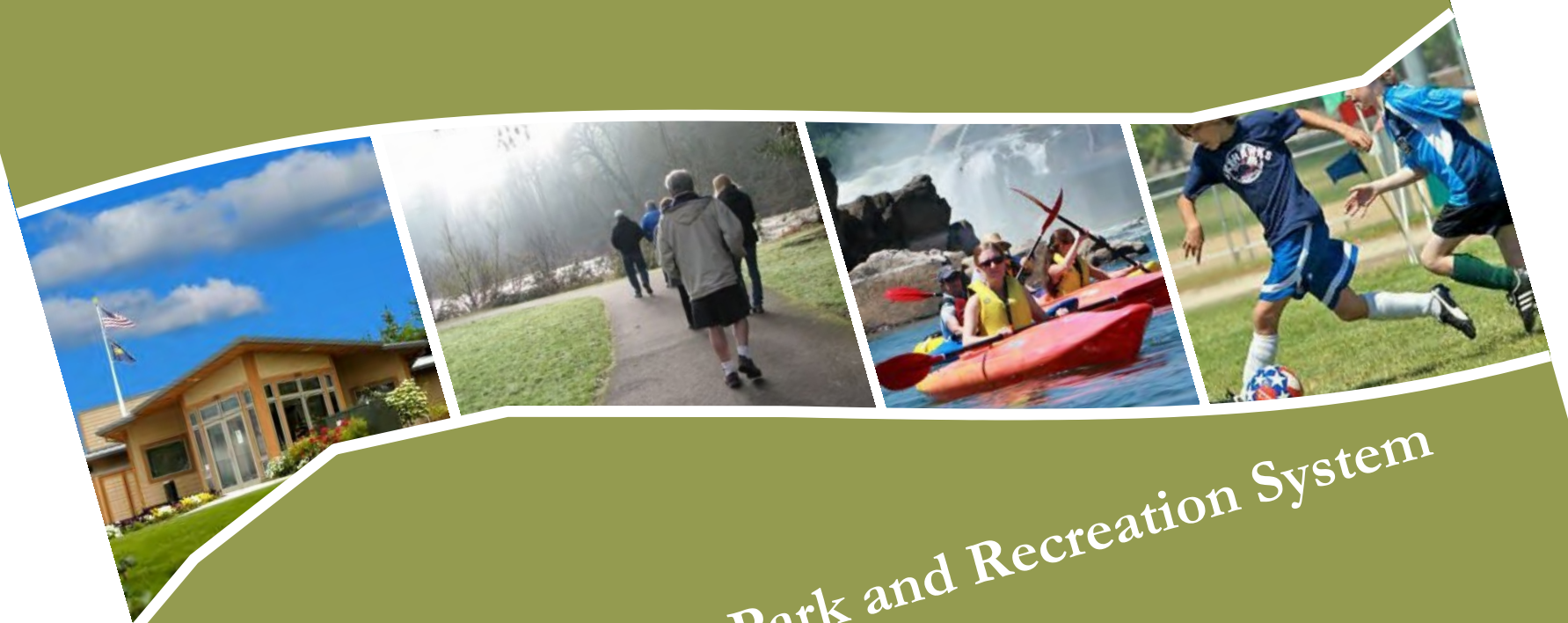


What do we envision for the future for West Linn Parks and Recreation?	
Goal 1 **Re-envision West Linn's Water Experience**	1. Prioritize trail improvements near or along rivers or connecting to riverfront parks. 2. Establish an esplanade along the river near Riverfront Park where people can walk, bike, shop, and view the Willamette Falls. 3. Develop non-motorized boat launches, swimming docks, boat rentals, and a boathouse with boat storage, lockers and concessionaire space. 4. Prioritize the preservation and restoration of riparian habitat and sensitive natural areas along waterfront and wetland areas. 5. Create designated fishing areas and enhance existing fishing opportunities, including waterfront near an eddy, near submerged trees or vegetation. 6. Enhance and maintain views of the rivers by maintaining breaks in vegetation and orienting viewpoints and seating areas towards river views. 7. Consider a riverfront access plan addressing parking management in conjunction with added amenities along the riverfront. 8. Identify properties that would increase water access, habitat and park land connectivity through an inventory of desirable properties and through conversations with willing property owners and potential partners. 9. Increase awareness of riverfront sites by adding consistent wayfinding signage that depicts the different features offered at each site. 10. Address increased programming needs associated with waterfront opportunities.
Goal 2 **Create social hubs that provide year-round gathering places for all West Linn Residents**	1. Develop flexible-use programming areas, such as spaces for special events, different types of outdoor classes, programs and activity practice space throughout the city. 2. Integrate accessible seating and gathering areas in existing parks, including reservable picnic shelters and pavilions, lookouts along rivers, and dispersed tables and seating areas in parks and along trails. 3. Design gathering spaces to shelter from the elements. Consider wind breaks, shade and shelters, and fire pits with defensible space from vegetation and structures. 4. Continue to program existing indoor spaces in meeting needs of nearby residents. 5. Integrate permanent and temporary public restrooms in parks that attract a high level of community use or attract users for extended time. 6. Activate gathering spaces to attract and retain users. Consider concessionaires (e.g., coffee stands, small boat rentals), farmers' markets and guided tours, classes and activities as part of site programming to contribute to livelier social or activity hubs 7. Improve connections and signage to encourage use of nearby park sites. Develop parks near schools to generate more activity from kids and families
Goal 3 **Create parks and open spaces that showcase West Linn's unique qualities.**	1. Identify priority sites for natural resources restoration and stewardship, including cites with high resource value, riparian corridors, wetlands, wildlife habitat, continuous tree canopy, and pollinator pathways. 2. Identify priority sites for natural resources restoration and stewardship, including cites with high resource value, riparian corridors, wetlands, wildlife habitat, continuous tree canopy, and pollinator pathways. 3. Support opportunities for historical, natural and cultural interpretation and wildlife viewing in parks. 4. Provide signage and facilities to support environmental education and interpretation in developed parks and natural areas, particularly at points of interest such as trailheads, waterfront sites, viewpoints and sensitive areas.

What do we envision for the future for West Linn Parks and Recreation?	
	5. Provide signage and facilities to support environmental education and interpretation in developed parks and natural areas, particularly at points of interest such as trailheads, waterfront sites, viewpoints and sensitive areas. 6. Facilities may include elements such as outdoor classrooms, kiosks, interactive and educational play features. 7. For parks with steep slopes or hill sides, incorporate facilities that accentuate the topography. These may include switchback trails, slides, viewpoints, vistas, steps or seating areas. 8. Establish a tree health monitoring protocol and tree replacement plan for existing parks. Pursue pilot projects to test new or innovative facilities in parks. Encourage volunteer-driven initiatives and ideas through an annual improvement campaign. 9. Build opportunities and options for increasing art in parks to reflect local history and context. 10. Design new facilities for sustainable energy efficiency, water conservation, ease of maintenance and minimized impacts to the natural environment.
Goal 4 **Provide new and extraordinary experiences in West Linn's parks**	1. Support new and emerging recreational facilities across the city. Consider adding activities for young adults and teens, such as parkour, climbing walls, bike skills areas, zip lines, pump tracks, and outdoor ping-pong. 2. Enhance play areas to feature fun and unique play sites not found in nearby parks. Consider nature play in addition to or as an alternative to traditional play equipment when replacing aging or worn structures. Prioritize accessible design. 3. Design park features around a common theme or style that showcases West Linn's unique natural areas and local history, providing settings that are comfortable, functional and engaging. 4. Open new or underused areas of parks where there is potential to add appropriate new recreational facilities, art installations, viewpoints, boardwalks or trails. 5. Increase low impact, social opportunities for adults and seniors in parks. Consider pickleball, lawn bowling, badminton, pentaquin, and outdoor exercise equipment. 6. Partner with schools to address sport field needs. Design synthetic-turf multipurpose fields suitable for traditional and newer emerging athletic activities. 7. Update the City's policies on park encroachment and use boundary markers and maintenance to delineate park boundaries where they abut residential uses. Conduct annual GIS park boundary surveys. Develop an annual reporting database of encroachment violations and actively enforce violations.

What do we envision for the future for West Linn Parks and Recreation?	
Goal 5 **Re-imagine West Linn's future indoor recreation opportunities.**	1. Invest in indoor facilities that provide a community-wide benefit and support multiple uses, including active and passive recreation. The highest need expressed is for a multipurpose recreation and community center. Continue to monitor the community's willingness to pay increased taxes to fund the building of this nature. Models analyzed indicate a profitable, self-sustaining on-going operation. This structure does not necessarily include an aquatics center. However, community input would like to see an aquatics center at some point in the long-term plan. 2. Encourage co-location of public facilities to leverage infrastructure such as parking and restrooms. 3. For neighborhood-scale indoor facilities, continue to analyze cost-effective management and maintenance models with uses in alignment with the needs as described by community input. This does not replace the need for a multi-purpose recreation and community center. 4. Allow drop-in times or open use of indoor facilities during designated times, especially after school/work hours and on weekends. 5. Program indoor facilities for seasonal or year-round activities and exhibits, such as art shows, plays, neighborhood gatherings and movie nights.
Goal 6 **Active parks with recreation programs and events that encourage social interaction and a sense of community.**	1. Consider testing new program options that provide a variety of choices, weekend options, flexible scheduling and drop-in opportunities. 2. Work with volunteers or private businesses to provide access to outdoor recreation programs and activities, including nature-based programs and environmental learning. 3. Offer additional programs catering to young adults and teens, including a greater variety of outdoor concerts and movies, as well as beginner classes and field trips to regional recreation and institutional destinations. 4. Direct resources to help recruit new program instructors or volunteers. Showcase providers when advertising events and programs to the public. 5. Promote West Linn's parks and recreation opportunities, partnerships and programs to a higher degree. This will help increase participation and also inform people about the benefits that are being created with their tax dollars. Retain specialists in advertising and social media to promote the full range of opportunities offered by the City and its partners, using already popular events to showcase the park system and its supporters. 6. The City should continue to collaborate with a range of partners to put on public events. This strategy is cost effective and reduces demand on City resources. 7. As new facilities are developed, program and activate these spaces. For example, be prepared to staff a new swimming area with lifeguards during peak times.

What do we envision for the future for West Linn Parks and Recreation?	
Goal 7 **Create a more connected and accessible environment for pedestrians, bicyclists and other recreation uses**	1. Using the Trails Plan for guidance, leverage the interconnected trail and greenway system as a major attraction, a recreation resource and a transportation asset. Prioritize pursuing a continuous multi-use path along the Willamette River (south of I-205). 2. Improve Willamette Falls Drive to include a separated bike/pedestrian route. Build trails and pathways within existing parks and natural areas to increase access to and interaction with natural areas, where appropriate. 3. Design chicanes or pockets alongside trails that include features for play, learning or relaxing. Consider natural or built materials to crawl under or climb over, engaging art pieces, seating and rest areas. 4. Create a comprehensive wayfinding system that is recognizable and understandable to all users. The system of signs should indicate where trails, bike routes and trailheads are located, distances between destinations, and safety and educational information. The system should conform to a consistent design theme that is durable and easy to maintain. 5. Locate park entrances and trailheads near transit stops, off-street parking areas, safe crossings and bike racks to promote connections to other transportation modes.



Chapter 1: Our Park and Recreation System

1 OUR PARK AND RECREATION SYSTEM

Purpose of the Plan

The people of West Linn are proud of their community and recognize parks and recreation are a major reason that residents enjoy such a high quality of life. There are over 500 acres of parkland that offer places to play, relax, learn and gather. Last year, more than 55,000 people took part in a City-sponsored special event or program. In addition, more than 2,000 community members, stakeholders and City leaders participated in developing this plan, providing new ideas and opportunities to consider for the future. Given the community's enthusiasm for parks and recreation, the *Parks, Recreation and Open Space Plan* (the Plan) provides a comprehensive look at City priorities today to create a committed and sustainable approach to building the system of tomorrow.

The *Parks, Recreation and Open Space Plan* provides renewed direction for West Linn's parks and recreation system. As an update to the 2006 Plan, this Plan continues the forward-thinking commitment to parks and recreation, by reassessing the City's park assets, revising the inventory to consider recent acquisitions and improvements and identifying current needs and future opportunities. This is a long-term plan, building on past planning and investment and looking into the two decades, outlining guidance to operate and sustain the envisioned system. This is a vision of the future based on analysis and community input. It is not a project plan, budget or guarantee of action.

A Planning Legacy

The City of West Linn has a long history of successfully planning park and recreation system improvements. Recommendations in the 1998 Plan led to a voter-approved bond measure that funded the acquisition and development of key park sites.

With priority projects completed, the 2007 Plan provided new direction for the enhancement of parks and facilities. Despite the Great Recession that followed, the City leveraged opportunities and prioritized investments by applying Plan policies and goals. Over time, the City carefully evaluated options for a recreation and aquatic facility in the 2011 *Recreation Center Concept Design and Operational Plan.* Plus, it adopted the 2013 *Trails Plan* to guide development of an integrated trail system.

Now a decade later, the people of West Linn continue to place a high value on parks and recreation as a primary ingredient in making West Linn a place to live and thrive. This 2018 Plan prioritizes park projects to address identified community needs.

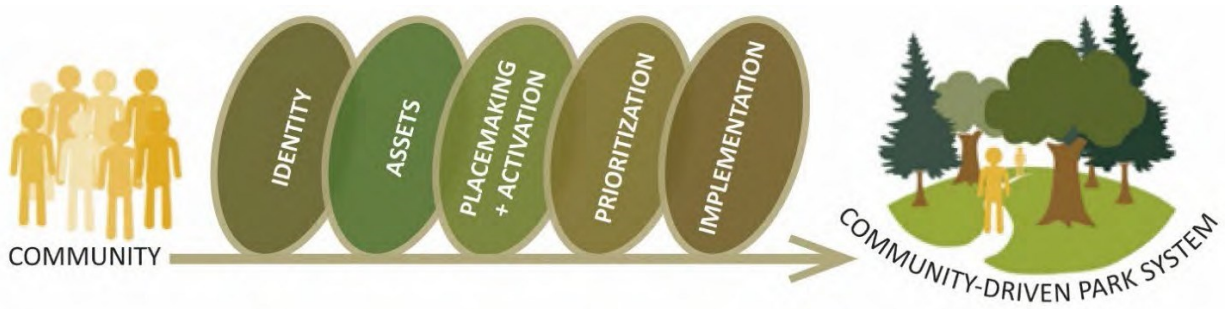
Community Involvement and Plan Development

The public process for West Linn's plan is built on multiple layers of input from the community, staff, neighborhood organizations and partner agencies. The process involved a combination of hands-on workshops, online questionnaires, website updates, and Neighborhood Association engagement.

Residents, stakeholders and community leaders have driven decisions throughout the planning process, resulting in a plan rooted in their vision, values and identity. The result is a community-driven plan that supports continued momentum and investment to create a unique park and open space system that is truly West Linn's. Figure 1 highlights the key steps in the planning process, which included:

- **Identity**, establishing a plan foundation focused on the unique character of West Linn;
- **Assets**, inventorying and evaluating the parks and recreation system;
- **Placemaking and Activation**, identifying recommended improvements and opportunities;
- **Prioritization**, addressing costs, funding, management and operations; and
- **Implementation**, identifying strategies to carry out Plan recommendations.

Figure 1: Community Involvement and Plan Development



State of the Park and Recreation System

The City of West Linn provides parks on a spectrum from more developed to more natural park sites. These parks support different recreation opportunities ranging from active and specialized uses to passive recreation. The City also owns open space areas focused on natural resource protection, with no recreation opportunities. Each of the City's parks integrate natural elements, ranging from developed parks with some natural elements, to natural resource areas with no developed uses.

Park Types

City parks and open space are classified in five categories (Table 1). Most park acreage is provided in Passive-Oriented Parks that are primarily natural or in Multi-Use Parks that provide a mix of developed space and natural areas. Highly developed Active-Oriented Parks account for 8% of the City's park acreage, and Special Use Parks account for another 7% of the City's park acreage. The fact that only 15% of the system is highly developed for recreation affects recreation opportunities and the character of park sites.

Figure 2: Park Spectrum

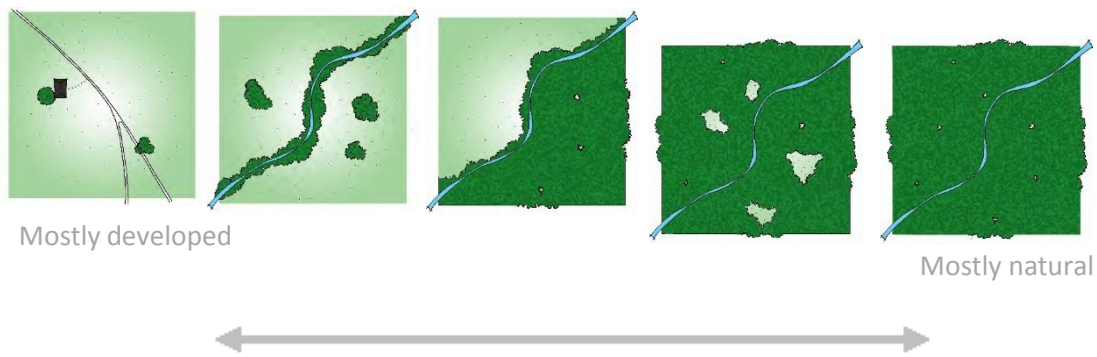


Table 1: Parks Summary by Classification

Classification	Size Range (in acres)	# of Existing Sites	Total Park Acreage	Examples
Active-Oriented Parks	0.1 - 9.1	12	45.1	Benski, Marylhurst Heights, Sunset, Tanner Creek
Special Use Parks	0.6 - 19.7	7	38.7	Adult Community Center, Bernert Landing Boat Ramp
Multi-Use Parks	5.2 - 136.0	6	207.5	Mary S. Young, Fields Bridge, Willamette
Passive-Oriented Parks	0.1 – 64.4	41	213.9	Maddox Woods, Swiftshore Park, Ibach Nature Park
Natural Resource Areas	0.2 – 13.1	25	43.1	Arran Open Space, Troon Open Space, many unnamed sites
Totals		***91***	***548.30***	

Note: See Appendix A for details.

Marylhurst Heights Park (Active-Oriented)

Active-Oriented Parks are more developed sites that support recreation opportunities including sports and play with facilities, often featuring restrooms, picnic shelters and tables.

Adult Community Center (Special Use)

Special Use Parks are single-purpose developed sites that include specialized facilities such as a community center, boat ramp, or fishing dock or other unique use.

Fields Bridge Park (Multi-Use)

Multi-Use Parks mix developed and natural areas and offer both active and passive recreation opportunities, ranging from active sports to quiet nature strolls. Several of these parks also have amenities and facilities to support large group gatherings and events.

Tualatin River Open Space (Passive-Oriented)

Passive-Oriented Parks are more natural sites that provide trail-related recreation opportunities and passive outdoor activities such as wildlife watching, nature interpretation and picnicking. Several sites also provide river views or river access.

Natural Resource Area

Natural Resource Areas are undeveloped open space areas that are not intended to serve as recreation resources. Instead, these sites provide habitat, green buffers for developed areas, and ecological value such as stormwater filtration.

Park Distribution

The City of West Linn has parks and open space distributed across the City (Map 1). These sites are supplemented by school facilities and other recreation and open space resources, such as sites provided by the Nature Conservancy, State of Oregon, Oregon Department of Transportation, and others. (See Appendix A.)

Table 2: City Recreation Facilities

Facility Type	# of Existing Facilities
Outdoor Recreation	
Play Features	16
Flexible Use Lawn	22
Covered Picnic Shelter	6
Skate Park / Spots	2
Spray Parks / Water features	5
Athletic Facilities	
Rectangular Fields	8
Ball Fields	7
Basketball Courts (Outdoor)	12
Tennis Courts	5
Volleyball Court	2

Recreation Facilities

West Linn's parks emphasize trails at 52 sites, along with facilities that provide access to natural areas. Many parks also support play, with open lawn areas, play features, picnic areas, and sports/recreation features, which makes some parks feel full of activities (Map 2).

Facility Type	# of Existing Facilities
Trails/Natural Features	
Natural Areas & Wildlife Viewing	25
Trails	52
River Access	14
Interpretive Features	3
Specialized	
Community Gardens	1
Boat Ramps	2
Special Use Buildings	3

Note: See Appendix A for detail

Park Differentiators

In January 2017, West Linn's parks were evaluated as part of the planning process. Five overarching observations emerged from the tour about the uniqueness, condition and opportunities that differentiate City parks.

- **River Frontage:** Fourteen of the City's parks are directly adjacent to the Willamette or Tualatin Rivers and provide river access. Two sites have boat ramps, two have fishing docks, and several have visual access to the water. Few cities can boast this type of water access.
- **Natural Features and Connectivity:** West Linn's parks strongly connect residents to nature. Wildlife viewing areas, trails and interpretive features are common. Many sites are covered in trees, include changes in topography, and/or are set amidst wetlands. City parks support extraordinary wildlife programs, such as the West Linn Beaver Ambassadors.
- **Park Character and Homogeneity:** A few City parks have unique and defining features, such as the Meteorite Trail at Fields Bridge Park, the giant hill slide at Sahallie Illahee Park, the basalt water feature at Robinwood Park, and art at several parks. However, many parks have a similar level and type of development that makes them feel relatively homogenous.
- **Recreation and Play:** There are 16 play areas in City parks, but most playgrounds are similar off-the-shelf pieces that are outdated and need modernizing. With the exception of some water play areas, current play equipment does not encourage unstructured, open-ended play, which is an important component of a rich play experience. Few sites have active recreation and sports facilities to support health and fitness. Schools provide most of the city's sports fields.
- **Maintenance and Facility Condition:** The City's parks are well maintained and reflect pride in the park system. Some site furnishings and recreation facilities are aging or outdated, which will require replacement for continued use. Winter storms have taken a heavy toll in the last few years, requiring clean-up of fallen trees and branches. This has pulled resources away from other general park repair and updates.

Programs and Events

West Linn supports key recreation activities, even though the City does not offer expansive recreation programs. In 2016-17, the City of West Linn served more than 55,554 participants through City programs and events (Table 3). The Parks & Recreation Department focuses most of its programming efforts on special events, youth sports, cultural arts, education, older adult/senior programs, and summer camps. Most recreation programs (approximately 90%) are offered by contract instructors, who provide youth sports, fitness, cultural arts, and education.

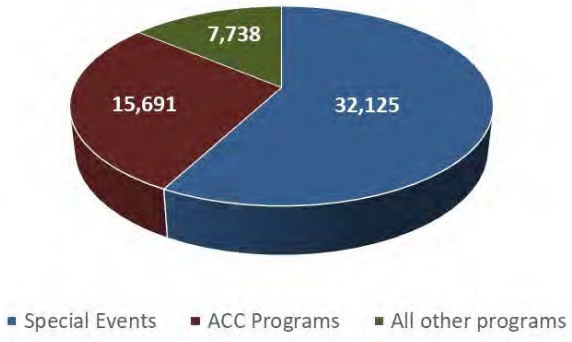
Table 3: Recreation Participation Rates by Category (FY 2016-2017)

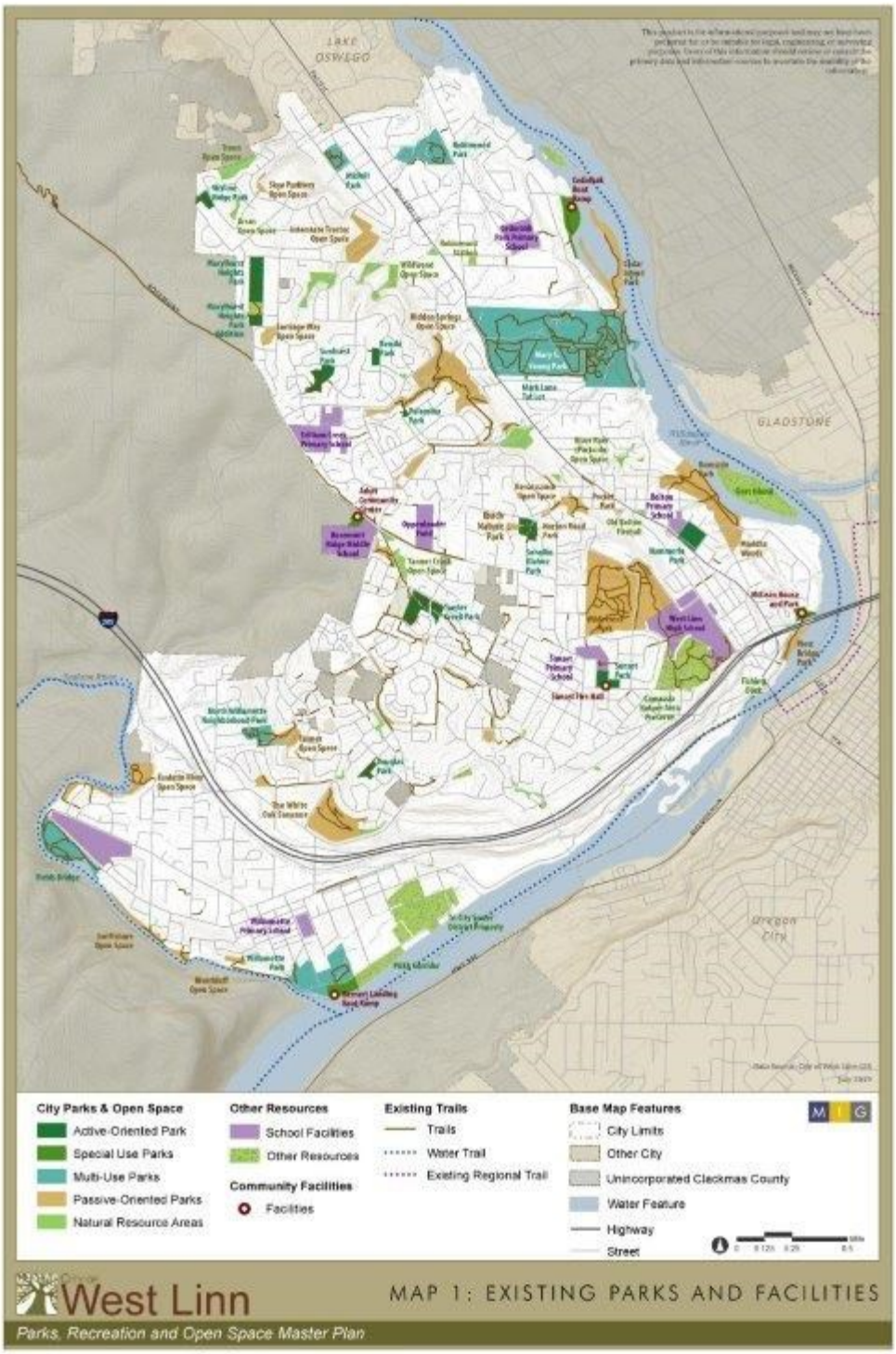
Area	Classes/Camps Offered	# of Participants
Recreation Programs	814 classes	4,117
Adult Volleyball	2 programs	1,115
Summer Camps	55 camps	780
Skyhawk's Sports Camps	38 camps	606
Youth Basketball	68 teams	730
Safety Town	2 sessions	120
Special Needs Dances	3 events	150
Drivers Education	4 classes	120
Special Events	13	32,125
ACC Adult and Senior Programs	Varied	15,691
Total		55,554

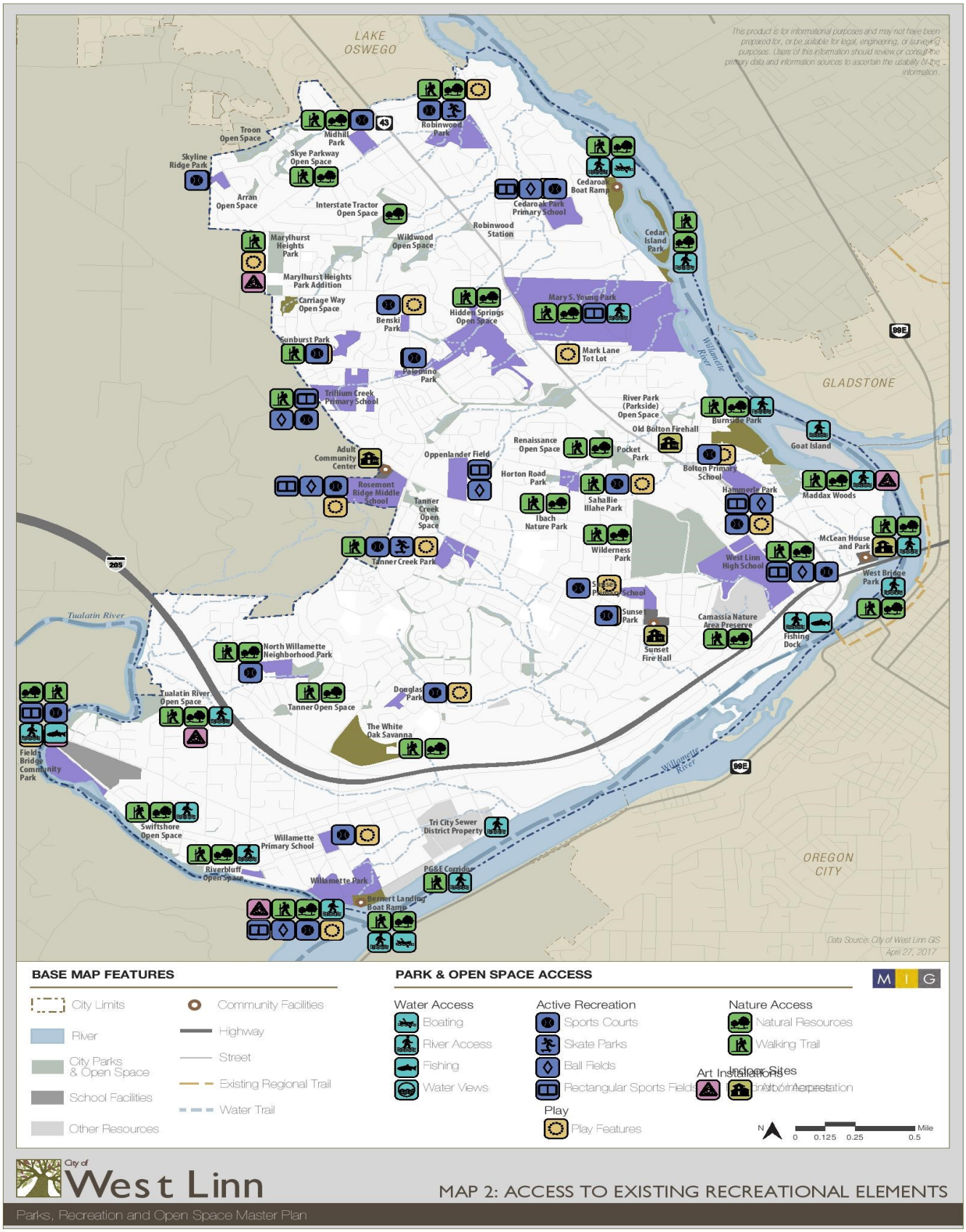
The Department has limited staff as well as limited space to support indoor programming. These factors affect the types and magnitude of recreation programs and services that are offered. Recreation programs and services are generally delivered out of the Adult Community Center (ACC), Sunset Firehouse, or West Linn/Wilsonville School District facilities. There has been a challenge in determining what types of programs to offer. Approximately 40% of classes last year had no registrants, and classes on average are 26% full. On the other hand, many of the community's special events attract people from across the City, and in some cases beyond. Indoor facilities are programmed to capacity.

Most of West Linn's residents have the resources to take advantage of private programs and programs offered in other areas. Based on expressed community interests and needs, it appears the City could attract residents with more outdoor recreation and nature programs, cultural arts, and fitness/wellness programs, as well as place a continued emphasis on special events and programs for older adults and seniors.

Figure 3: Participants at City Programs and Events (FY 2016-2017)




LAKE OSWEGO
GLADSTONE
OREGON CITY
City Parks & Open Space
Active-Oriented Park
Special Use Parks
Multi-Use Parks
Passive-Oriented Parks
Natural Resource Areas
Other Resources
School Facilities
Other Resources
Community Facilities
Facilities
Existing Trails
Trails
Water Trail
Existing Regional Trail
Base Map Features
City Limits
Other City
Unincorporated Clackmas County
Water Feature
Highway
Street
MIG
West Linn
MAP 1: EXISTING PARKS AND FACILITIES
Parks, Recreation and Open Space Master Plan


LAKE OSWEGO
GLADSTONE
OREGON CITY
Tualatin River
Willamette River
Troon Open Space
Skyline Ridge Park
Midhill Park
Skye Parkway Open Space
Robinwood Park
Arran Open Space
Interstate Tractor Open Space
Cedaroak Park Primary School
Cedaroak Boat Ramp
Robinwood Station
Cedar Island Park
Marylhurst Heights Park
Wildwood Open Space
Marylhurst Heights Park Addition
Carriage Way Open Space
Benski Park
Hidden Springs Open Space
Mary S. Young Park
Sunburst Park
Mark Lane Tot Lot
Palomino Park
Trillium Creek Primary School
River Park (Parkside) Open Space
Burnside Park
Old Bolton Firehall
Goat Island
Renaissance Open Space
Pocket Park
Adult Community Center
Oppenlander Field
Bolton Primary School
Horton Road Park
Rosemont Ridge Middle School
Tanner Creek Open Space
Sahallie Illahe Park
Hammerle Park
Maddax Woods
Ibach Nature Park
Wilderness Park
McLean House and Park
Tanner Creek Park
West Linn High School
West Bridge Park
Sunset Park
Camassia Nature Area Preserve
Fishing Dock
Sunset Fire Hall
North Willamette Neighborhood Park
Tualatin River Open Space
Douglas Park
Tanner Open Space
The White Oak Savanna
Fields Bridge Community Park
Swiftshore Open Space
Willamette Primary School
Tri City Sewer District Property
Riverbluff Open Space
Willamette Park
PG&E Corridor
Bernert Landing Boat Ramp
This product is for informational purposes and may not have been prepared for, or be suitable for legal, engineering, or surveying purposes. Users of this information should review or consult the primary data and information sources to ascertain the usability of the information.
Data Source: City of West Linn GIS
April 27, 2017
BASE MAP FEATURES
City Limits
River
City Parks & Open Space
School Facilities
Other Resources
Community Facilities
Highway
Street
Existing Regional Trail
Water Trail
PARK & OPEN SPACE ACCESS
Water Access
Boating
River Access
Fishing
Water Views
Active Recreation
Sports Courts
Skate Parks
Ball Fields
Rectangular Sports Fields
Play
Play Features
Nature Access
Natural Resources
Walking Trail
Art Installations
Indoor Sites
Interpretation
Mile
0 0.125 0.25 0.5
City of West Linn
MAP 2: ACCESS TO EXISTING RECREATIONAL ELEMENTS
Parks, Recreation and Open Space Master Plan

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Chapter 2: Our Vision

2 OUR VISION

Our Community

The community of West Linn is highly regarded as a great place to live and raise a family, with engaged neighborhoods and a rich history connected to the Willamette and Tualatin Rivers.

A City of Growth and Change

West Linn is primarily a residential community, characterized by 11 neighborhood associations, each with its own unique goals. It's important to respect that diversity while also focusing on larger citywide needs. The City is experiencing modest population growth focused in four neighborhoods, generally those with multi-family housing. While the population of West Linn was estimated at 25,615 in 2016, as many as 31,471 residents may live in the city by 2040, creating an increased demand for parks and recreation opportunities (data from the *Transportation System Plan)*. More than a third of residents are new since the 2007 *Park, Recreation and Open Space Plan* was adopted, reflecting changing needs and priorities in the community.

More than one-quarter of residents are young, ages 19 or under. However, that percentage has decreased on the last 15 years, while the population of residents age 65+ has increased from 7.8% to 14.5%. This also suggests that priorities may have changed since the last Plan was completed (Table 4).

Table 4: West Linn Age Breakdown

Age of West Linn Residents	2000 Census	2015 Census
Under 5	6.6	3.7
5-9	8.2	7.6
10-19	16.5	14.4
20-34	13.7	13.4
35-64	47.4	46.4
65 years or older	7.8	14.5

A Community with Unique Needs and Opportunities

Socioeconomic and demographic data helps us better understand the changing priorities and market preferences of West Linn residents. Table 5 summarizes the six primary socio-economic segments of West Linn, using ESRI's Tapestry data to categorize lifestyle choices, purchase options and recreation preferences. (See Appendix B for details.)

Overall, West Linn's population is savvy with a higher than typical spending on recreation and entertainment. Residents tend to live active lifestyles, including participating in sports and exercise, and have time to spend on personal interests, including the arts and travel. Three of the top market segments are family-oriented, suggesting a stronger market for this demographic.

Tapestry Segmentation

Tapestry Segmentation™ classifies U.S. neighborhoods based on their socioeconomic and demographic compositions to identify 65 unique market segments. Neighborhoods are sorted by more than 60 attributes, including income, employment, home value, housing types, education, household composition, age and other key determinates of consumer behavior. These attributes help us understand the preferences of West Linn residents.

Table 5: West Linn Tapestry Segments

Segment Type	Percent	Median HH Income
Savvy Suburbanites	35.2%	$104,000
In Style	27.0%	$66,000
Soccer Moms	20.1%	$84,000
Professional Pride	10.5%	$127,000
Exurbanites	5.3%	$98,000
Golden Years	1.8%	$61,000

Figure 4: Savvy Suburbanites. These families with empty nests (or soon to be) are characterized as spending 84% above the national average on entertainment and recreation.

Figure 5: In Style. These professional couples without children engage in the arts and travel. While they spend 25% more than the national average on entertainment and recreation, they are less engaged in active activities.

Public Involvement and Key Themes

Nearly 2,000 members of the community were involved in developing the plan, sharing their insights and preferences to help shape recommendations. Based on community input, the 2018 *Park, Recreation, and Open Space Plan* identifies new priorities for parks and recreation in West Linn. The following key themes emerged from public comments.

Activating the City's Waterfront While Respecting Community Context

West Linn's location along two rivers is a big part of the City's identity and a major draw for recreation. To improve access and connectivity along the Willamette River between Willamette Park and West Bridge Park, nearly 70% of questionnaire respondents want an off-street multi-use path along the river. There is additional interest in an improved bike/pedestrian route along Willamette Falls Drive.

Participants in the Vision Workshop identified the river frontages as a major opportunity to enhance the City of West

Protecting a System of Natural Areas

Opportunities to be outdoors or in nature was identified as a top benefit offered by West Linn's parks and recreation system, as noted in Online Questionnaire results. Workshop participants emphasized the need to invest in natural area protection, especially in light of pressure from new development. Suggestions included acquiring natural areas near developing properties and restoring compromised wetlands and other environmentally sensitive areas.

Participants also emphasized that riparian habitat and sensitive natural areas along the water should be preserved.

Continuing to Connect Parks and Places with Trails

Trails and community connectivity continue to be a high priority for residents. Community members identified trails and connectivity as a primary reason for visiting parks or open space and expressed a need for better connectivity along the City's riverfront. Adding nature trails and multi-purpose trails was also identified as a high priority according to questionnaire respondents.

Increasing Recreation Variety

Residents want to see a greater variety of outdoor recreation facilities in West Linn, especially those that engage residents of all ages and can be enjoyed year-round. Participants suggested adding swimming opportunities, small entertainment venues, tennis or pickleball courts, and facilities that promote youth participation such as climbing walls, ziplines and bicycle courses. Other ideas included enhancing existing parks with community gardens, reservable shelters, dog parks and amenities that can be enjoyed by active families.

Desired park characteristics

Residents noted that their favorite parks have several things in common. These include attributes such as convenient locations, natural character, shade, high quality amenities in good condition, riverfront or water access, trails and dog-friendly spaces.

Improving Indoor Options

Community members voiced a need for more year-round and indoor activities. Less than 30% of questionnaire respondents felt that the current quality of indoor recreation facilities provided by the City is good or excellent. When asked what could be improved, many respondents noted the desire for new indoor recreation/community space, potentially including an aquatic facility, or repurposed multi-purpose spaces to support indoor sports and activities for all age groups.

Popularity of Community Events

Public events are very popular in West Linn. Community members feel it's important to continue or increase these activities. More than 54% of Online Questionnaire respondents or their family members participated in community events and festivals in 2016.

Offering Greater Flexibility in Recreation Classes and Programs

According to Online Questionnaire results, more programming options are needed. Opportunities to increase program participation include providing more weekend programs, a greater variety of programs or events, more family-friendly options and flexible scheduling or drop-in opportunities. More activities for different age groups and better communication regarding upcoming opportunities would also be helpful. Overall, residents indicated that children (age 6-12), as well as older adults or seniors, had more recreation opportunities. However, other age groups need improved and a greater variety of recreation services.

Figure 6: Favorite Park or Facility

This word cloud emphasizes the responses mentioned most frequently in an online question where respondents were asked to write in their favorite parks and facilities. The most frequently mentioned sites, noted in larger type, tend to be larger multi-use parks that support a variety of recreation opportunities.

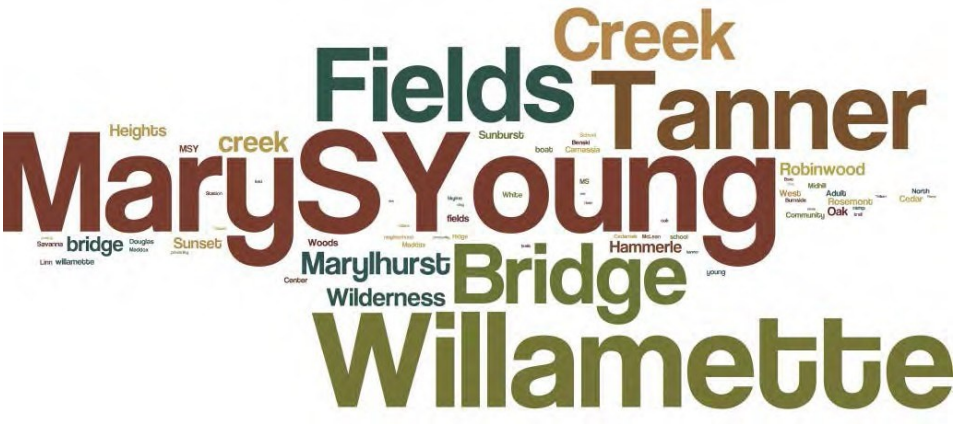
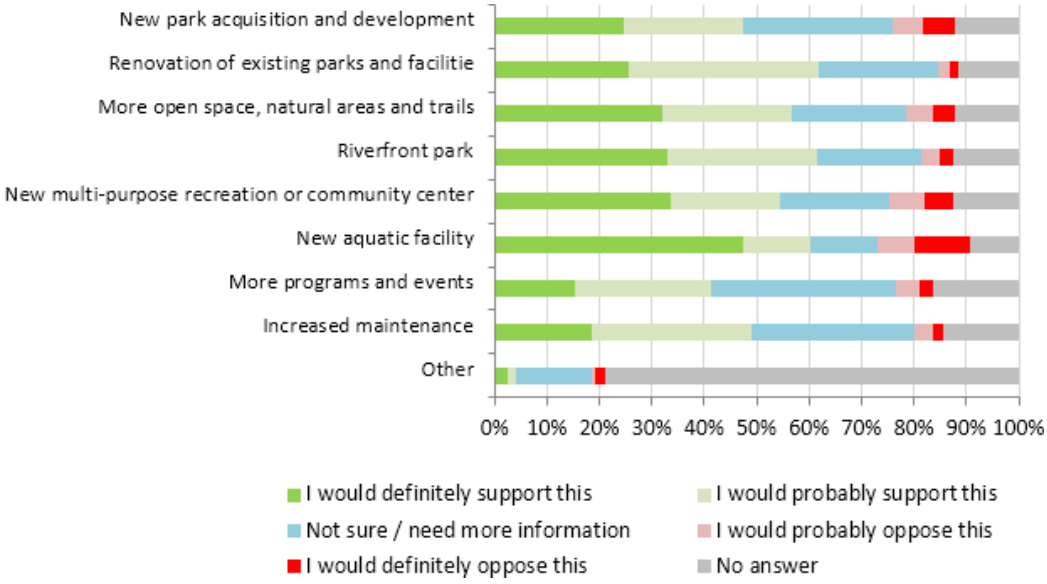


Figure 7: Funding Preferences if the City Pursued a Future Tax Measure

Online questionnaire responses show some support for many different types of park and facility enhancements. While respondents showed the most definite support for an aquatic facility, this same facility also showed the most opposition. In comparison, renovating existing parks showed the most definite and probable support combined, along with the least opposition.



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Chapter 3: Goals for the Future

3 GOALS FOR THE FUTURE

Based on the ideas and needs summarized in Chapter 2, seven overarching goals and related recommendations provide direction for enhancements to the park system. Key themes and priorities from the extensive community involvement process directly informed the following goals:

1. **Re-envision West Linn's water experience.**
2. **Create social hubs that provide year-round gathering places for all West Linn residents.**
3. **Create parks and open spaces that showcase West Linn's unique qualities.**
4. **Provide new and extraordinary experiences in West Linn's parks.**
5. **Re-imagine West Linn's future indoor recreation opportunities.**
6. **Activate parks with recreation programs and events that encourage social interaction and a sense of community.**
7. **Create a more connected and accessible environment for pedestrians, bicyclists and other recreation uses.**

Goal 1: Re-envision West Linn Water Experience

Overview

The Willamette and Tualatin Rivers are defining features of West Linn and important assets in the community. The rivers are also a big part of the City's history and identity. Parks and recreation play a vital role in bringing people to water, with ten city parks located along the Willamette or Tualatin Rivers, and several more with a river view.

Water-based resources provide access to the rivers and diverse recreation experiences, such as wildlife viewing, fishing, boating, swimming and strolling along the river.

Access to the water is a tremendous differentiator for West Linn's park system. Based on responses to the community questionnaire, parks near water are of the most popular park types in the city, including Mary S. Young, Willamette and Fields Bridge. Greater river access is desired. Equally important, sites with access to water have the potential to increase community identity, public interest and general park character, which are all important to residents.

Recommendations

1. Prioritize trail improvements near or along rivers or connecting to riverfront parks.
2. Establish an esplanade along the river near Riverfront Park where people can walk, bike, shop, and view the Willamette Falls.
3. Develop non-motorized boat launches, swimming docks, boat rentals, and a boathouse with boat storage, lockers and concessionaire space.
4. Prioritize the preservation and restoration of riparian habitat and sensitive natural areas along waterfront and wetland areas.
5. Create designated fishing areas and enhance existing fishing opportunities, including waterfront near an eddy, near submerged trees or vegetation.
6. Enhance and maintain views of the rivers by maintaining breaks in vegetation and orienting viewpoints and seating areas towards river views.
7. Consider a riverfront access plan addressing parking management in conjunction with added amenities along the riverfront.
8. Identify properties that would increase water access, habitat and park land connectivity through an inventory of desirable properties and through conversations with willing property owners and potential partners.
9. Increase awareness of riverfront sites by adding consistent wayfinding signage that depicts the different features offered at each site.
10. Address increased programming needs associated with waterfront opportunities.

Goal 2: Create social hubs that provide year-round gathering places for all West Linn residents

Overview
Overview

Social interaction is one of the most fundamental and inherent benefits of public parks: places that provide a chance for unexpected encounters, social cohesion, demonstration and celebration. Respondents of the questionnaire felt that parks are important for neighborhood and family gatherings, as well as for community events. Different scales of social spaces should be provided, ranging from smaller less-formal spaces (such as seat walls or open lawns), to larger-scale facilities (such as reservable shelters or amphitheaters). These social hubs will help create the types of environments where social interaction and gathering can occur and may support a network of indoor and outdoor gathering spaces for the community.

When outdoors, protection from rain, wind and sun are important considerations, such as at the six parks that provide a covered picnic shelter. Poor weather is one of the top reasons why people seldom use parks. Covered amphitheaters, program pavilions and community buildings are all facilities that provide year-round gathering spaces or serve as social hubs.

Recommendations

1. Develop flexible-use programming areas, such as spaces for special events, different types of outdoor classes, programs and activity practice space throughout the city.
2. Integrate accessible seating and gathering areas in existing parks, including reservable picnic shelters and pavilions, lookouts along rivers, and dispersed tables and seating areas in parks and along trails.
3. Design gathering spaces to shelter from the elements. Consider wind breaks, shade and shelters, and fire pits with defensible space from vegetation and structures.
4. Continue to program existing indoor spaces in meeting needs of nearby residents.
5. Integrate permanent and temporary public restrooms in parks thatattract a high level of community use or attract users for extended time.
6. Activate gathering spaces to attract and retain users. Consider concessionaires (e.g., coffee stands, small boat rentals), farmers' markets and guided tours, classes and activities as part of site programming to contribute to livelier social or activity hubs
7. Improve connections and signage to encourage use of nearby park sites. Develop parks near schools to generate more activity from kids and families

Goal 3: Create parks and opens spaces that showcase West Linn's unique qualities.

Overview

As public spaces, West Linn's parks and open spaces should reflect the very best of the City and its people, showcasing an identity that is unique to West Linn and to each park. West Linn has many unique qualities that can shine through local parks, such as neighborhood character, natural features and site history.
Most parks have some combination of open lawn area, wooded area, trails, play area, picnic area, and sports/recreation features, which makes the parks feel full of activities. However, this similarity also makes them feel relatively homogeneous, without distinct identities for each park.

A few parks have unique and defining features, such as the Meteorite Trail at Fields Bridge Park, the giant hill slide at Sahallie Illahee Park, the basalt water feature at Robinwood Park, and the new design features at Marylhurst Heights Park. Several parks have unique public art displays. There is an opportunity to create more site-specific, interpretive art outdoors.
Employing placemaking and park activation techniques in selected parks would help increase the variety of recreation experiences and would help transform these sites into distinctive, animated parks for all to enjoy.
Maintaining a more rustic, natural character at other sites would help differentiate park character in West Linn.

Recommendations:

1. Identify priority sites for natural resources restoration and stewardship, including cites with high resource value, riparian corridors, wetlands, wildlife habitat, continuous tree canopy, and pollinator pathways.
2. Identify priority sites for natural resources restoration and stewardship, including cites with high resource value, riparian corridors, wetlands, wildlife habitat, continuous tree canopy, and pollinator pathways.
3. Support opportunities for historical, natural and cultural interpretation and wildlife viewing in parks.
4. Provide signage and facilities to support environmental education and interpretation in developed parks and natural areas, particularly at points of interest such as trailheads, waterfront sites, viewpoints and sensitive areas.

Goal 4: Provide new and extraordinary experiences in West Linn's parks.

Overview

West Linn's parks offer incredible settings to support play, learning, exercise and relaxation. There are opportunities to maximize the full potential of parks to support a greater variety and diversity of recreation opportunities.
For example, most play areas are similar off-the-shelf pieces that do not encourage unstructured, open-ended play, which is an important component of a rich play experience.

Some parks lack defining features or memorable and unique recreation options. Parks also would benefit from a variety of facilities to serve youth, teens, young adults, adults, and older adults. Similarly, many sports fields and courts in parks are outdated, and additional active recreation opportunities are needed. In some parks, adjacent private property encroaches onto public space and detracts from the park character and erodes the necessary edge between public and private realms.

Recommendations

1. Support new and emerging recreational facilities across the city. Consider adding activities for young adults and teens, such as parkour, climbing walls, bike skills areas, zip lines, pump tracks, and outdoor ping-pong.
2. Enhance play areas to feature fun and unique play sites not found in nearby parks. Consider nature play in addition to or as an alternative to traditional play equipment when replacing aging or worn structures. Prioritize accessible design.
3. Design park features around a common theme or style that showcases West Linn's unique natural areas and local history, providing settings that are comfortable, functional and engaging.
4. Open new or underused areas of parks where there is potential to add appropriate new recreational facilities, art installations, viewpoints, boardwalks or trails.
5. Increase low impact, social opportunities for adults and seniors in parks. Consider pickleball, lawn bowling, badminton, pentaquin, and outdoor exercise equipment.
6. Partner with schools to address sport field needs. Design synthetic-turf multipurpose fields suitable for traditional and newer emerging athletic activities.
7. Update the City's policies on park encroachment and use boundary markers and maintenance to delineate park boundaries where they abut residential uses. Conduct annual GIS park boundary surveys. Develop an annual reporting database of encroachment violations and actively enforce violations.

Goal 5: Re-imagine West Linn's future indoor recreation center.

Overview

West Linn residents desire indoor public spaces that have the potential to fulfill some of the top needs identified by the community, including opportunities for all ages, year-round recreation, health and fitness activities, and social gatherings.

As noted in the public comments received, many residents feel that existing indoor facilities are not meeting their needs. What's lacking is a facility that supports indoor fitness, sports, recreation and drop-in community use. Questionnaire respondents indicated that a new indoor community/recreation center is one of their highest priorities. However, new indoor facilities are also costly—both for construction and ongoing operations. On the other hand, renovated indoor spaces are also costly, particularly if the resulting space lacks value for indoor recreation. The City needs a cohesive investment approach to evaluate indoor needs and create a strategic investment approach to capital improvements.

The City currently owns a mix of indoor facilities and buildings. Two function as current recreational assets supporting passive recreation programs and reservable space: Adult Community Center and Sunset Fire Hall. Two are considered Community Resource Centers that are operated by non-profits: the McLean House and the Robinwood Station. Two are not currently in use but represent Community Resource Opportunities if renovated and/or improved.

Recommendations

1. Invest in indoor facilities that provide a community-wide benefit and support multiple uses, including active and passive recreation. The highest need expressed is for a multipurpose recreation and community center. Continue to monitor the community's willingness to pay increased taxes to fund the building of this nature. Models analyzed indicate a profitable, self-sustaining on-going operation. This structure does not necessarily include an aquatics center. However, community input would like to see an aquatics center at some point in the long-term plan.
2. Encourage co-location of public facilities to leverage infrastructure such as parking and restrooms.
3. For neighborhood-scale indoor facilities, continue to analyze cost-effective management and maintenance models with uses in alignment with the needs as described by community input. This does not replace the need for a multi-purpose recreation and community center.
4. Allow drop-in times or open use of indoor facilities during designated times, especially after school/work hours and on weekends.
5. Program indoor facilities for seasonal or year-round activities and exhibits, such as art shows, plays, neighborhood gatherings and movie nights.

Goal 6: Activate parks with recreation programs and events that encourage social interaction and a sense of community.

Overview

West Linn residents enjoy opportunities to come together, connect with friends and neighbors and spend time with family. Based on questionnaire responses, many respondents indicated that the City already provides great community events, and more than half attended community events and festivals. Yet, according to the questionnaire, respondents rated the recreation programs, classes and events for young adults and teens poorly. Overall, programs, classes and events for children (age 6-12) and older adults or seniors were rated better than programs and classes offered for other population groups.

Parks and recreation facilities provide great places to accommodate social gathering and serve as venues for learning, celebrating, demonstrating and playing, together. Open and flexible hours and locations are a starting point to encourage a greater variety of events and programs. The City should lead the effort to further improve social gathering opportunities, actively testing different times and types of opportunities to better meet the diverse needs of West Linn.

Existing and new partners are also key to building and sustaining this important part of the park and recreation system. Recreation programs offered by the City should be expanded to increase opportunities for residents to interact and gather.

Recommendations

1. Consider testing new program options that provide a variety of choices, weekend options, flexible scheduling and drop-in opportunities.
2. Work with volunteers or private businesses to provide access to outdoor recreation programs and activities, including nature-based programs and environmental learning.
3. Offer additional programs catering to young adults and teens, including a greater variety of outdoor concerts and movies, as well as beginner classes and field trips to regional recreation and institutional destinations.
4. Direct resources to help recruit new program instructors or volunteers. Showcase providers when advertising events and programs to the public.
5. Promote West Linn's parks and recreation opportunities, partnerships and programs to a higher degree. This will help increase participation and also inform people about the benefits that are being created with their tax dollars. Retain specialists in advertising and social media to promote the full range of opportunities offered by the City and its partners, using already popular events to showcase the park system and its supporters.
6. The City should continue to collaborate with a range of partners to put on public events. This strategy is cost effective and reduces demand on City resources.
7. As new facilities are developed, program and activate these spaces. For example, be prepared to staff a new swimming area with lifeguards during peak times.

Goal 7: Create a more connected and accessible environment for pedestrians, bicyclists and other recreation uses.

Overview

The City of West Linn has a long history planning for trails and non-motorized connections. The City's adopted Trails Plan outlines a network of 62 miles of trail routes, including on-and off-street facilities. A larger, more robust trail network envisioned by the plan would make the entire city more walkable/bikeable and would connect people to the waterfront, schools, neighborhoods, the regional trail network and other community destinations.

Based on more recent interests and needs identified from the Master Plan, trails continue to be a top priority. Respondents to the community questionnaire identified several trial priorities, including an off- street multi-use path to connect Willamette Park and West Bridge Park, plus an overall desire for more nature trails and multi- purpose trails for hiking or biking.

Trail corridors can provide many of the same experiences that residents would expect from a local park and further improve access to recreation, as well as non-motorized transportation. Trails also provide places to learn, reflect, explore and play. Seating and interactive or interpretive art, as well as boulders, downed trees or other natural materials for play, can all be added next to trails.

Recommendations

1. Using the Trails Plan for guidance, leverage the interconnected trail and greenway system as a major attraction, a recreation resource and a transportation asset. Prioritize pursuing a continuous multi-use path along the Willamette River (south of I-205).
2. Improve Willamette Falls Drive to include a separated bike/pedestrian route. Build trails and pathways within existing parks and natural areas to increase access to and interaction with natural areas, where appropriate.
3. Design chicanes or pockets alongside trails that include features for play, learning or relaxing. Consider natural or built materials to crawl under or climb over, engaging art pieces, seating and rest areas.
4. Create a comprehensive wayfinding system that is recognizable and understandable to all users. The system of signs should indicate where trails, bike routes and trailheads are located, distances between destinations, and safety and educational information. The system should conform to a consistent design theme that is durable and easy to maintain.
5. Locate park entrances and trailheads near transit stops, off-street parking areas, safe crossings and bike racks to promote connections to other transportation modes.

MAPS:

West Linn's goals and recommendations can be achieved by enhancing and improving key park sites.

The following maps illustrate West Linn park sites where proposed improvements would support the Parks, Recreation and Open Space Master Plan goals detailed in this chapter. For more details on recommended improvement projects see Chapter 4.

Enhanced Water Experiences

Map 6: Potential Sites for Enhanced Park Experiences

Map 4: Potential Sites for Enhanced Social Hubs

Map 5: Potential Sites for Showcasing Unique Park Qualities

Map 7: Potential Sites for Programming Improvements

Map 8: Potential Sites for Enhanced Access and Connectivity

Chapter 4: Recommendations

RECOMMENDATIONS

West Linn's goals for parks and recreation identify key moves to promote the community's character through its park system. These moves together require a major investment in parks, facilities, programs and operations. Recent bond measures, however, have shown a reluctance to support some parks and recreation projects. For this reason, it's important to understand what types of investment residents truly support.

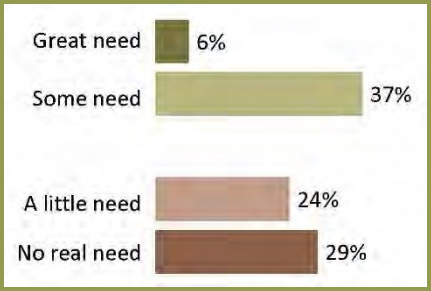
In December 2017 and January 2018, the City of West Linn surveyed 458 voters to identify priorities for a potential bond measure to improve to improve parks, trails, natural areas, streets, and community facilities. This chapter shares highlights from the West Linn Bond Measure Feasibility Study to define community support for parks projects. Considering these findings, the chapter also recommends site specific improvements and policies to enhance the development and management of West Linn's park and recreation system.

High Satisfaction Ratings

West Linn residents appreciate City parks and facilities. In the 2017 Online Questionnaire conducted for the Master Plan process, 85% of respondents rated the City's parks and facilities as good or excellent. The 2018 Bond Measure Feasibility Study survey also found high ratings for the Parks and Recreation Department (see sidebar). Because current satisfaction levels are

Bond Feasibility Study

- The Parks & Recreation Department has a stronger approval rating (85%) than the Streets Department, City Council, Neighborhood Associations and City management overall.
- Almost 70% of voters visit parks, natural areas and trails once a month or more.
- The Department does such a good job of maintaining sites that only 39% of respondents think that deteriorating and run-down parks are a serious problem. Parks issues overall are perceived to be less serious than other city issues.
- Fewer than half see a need for funding for neighborhood parks, trails, natural areas, and recreation facilities.



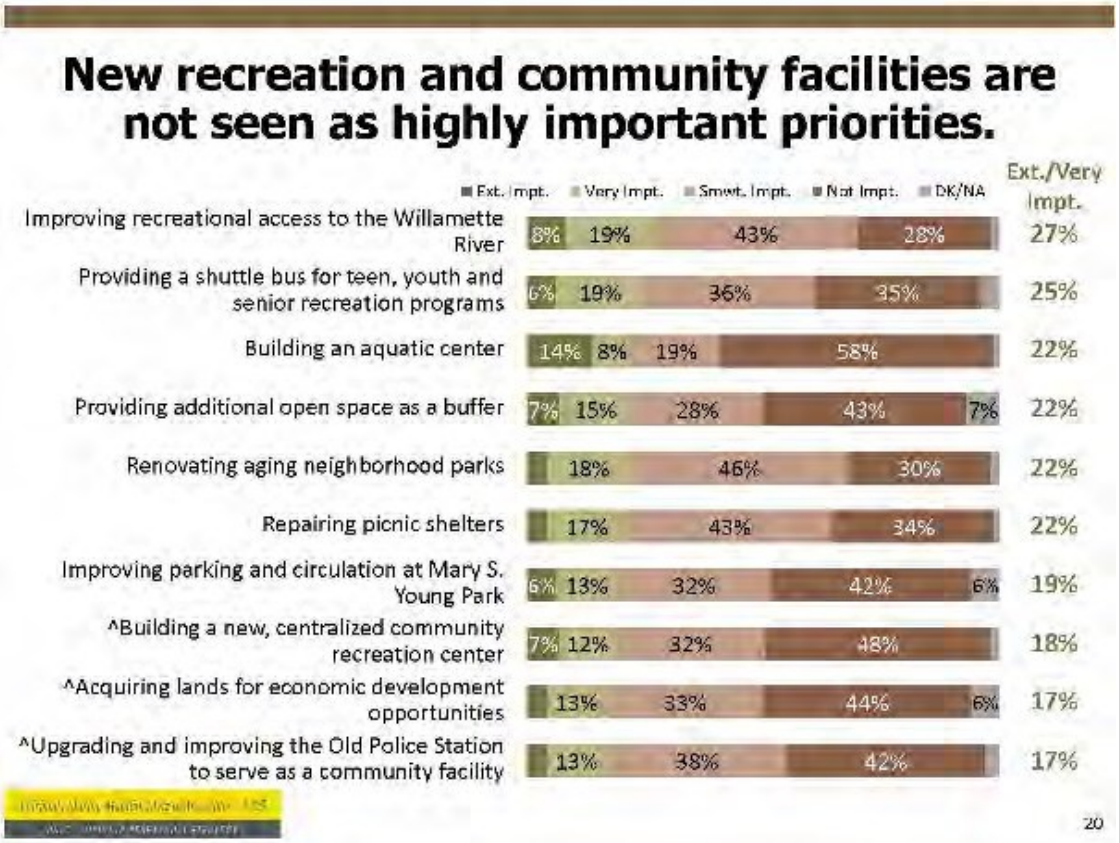
FM3: West Linn Bond Measure Feasibility Study

so high, however, few respondents saw a need for improved or new recreation and community facilities. Among a list of spending priorities tested, traffic/safety improvements are at the top (48-67% of respondents noting these as extremely or very important). Cycling, hiking, and park improvements are lower priorities, followed by new parks and facilities (Figure 8). However, one of the top reasons for supporting the bond measure is to invest in West Linn's quality of life.

Quality of Life Investment

The third most important reason for supporting a bond measure is that parks, natural areas, and recreation and community facilities provide people of all ages opportunities to relax, exercise and appreciate nature. Investing in parks and recreation improves our quality of life.

Figure 8: Bond Measure Study Findings on Facility Priorities



Increasing Maintenance and Operations Needs

The high satisfaction ratings mask the fact that the City's parks and recreation facilities are at a critical junction. The City's growing population is putting a greater demand on parks. Recreation program participation also has increased in recent years. Department staff have been scrambling to take care of and operate its parks and facilities. Staffing has not kept pace with increases in the City's population, developed park acreage and program participation through the years.

Currently, nine full time staff take care of 548.3 acres of City park land and natural areas, with some seasonal and volunteer support. Since there isn't enough funding to maintain all parks, staff wisely focus resources on developed park areas only. However, more staff are needed as park to maintain the system as it grows. As the amount of developed park acreage has grown since 1995, the numbers of acres that each staff maintains has continued to grow as well (Figure 9). This FTE per maintained acre is not sustainable.

Needed Maintenance

The combination of deferred maintenance, storm-related maintenance issues, aging and worn facilities, increasing park and facility use, and added new facilities has pushed West Linn parks maintenance to a tipping point.

Without an increase in staffing and funds for site stewardship and asset replacement, the Parks & Recreation Department will be unable to maintain its parks adequately. If the City wants to sustain its high public approval ratings for parks and recreation, the Master Plan strongly recommends increasing funding to address maintenance needs.

While the Department has been able to keep things looking good and operational, staff know they are facing the perfect storm. Increased maintenance funding and staffing are critically needed. A higher level of maintenance is needed at 18 existing sites (Table 6).

Figure 9: Increase in Developed Acres and Maintained Acres per Staff Person since 1995.

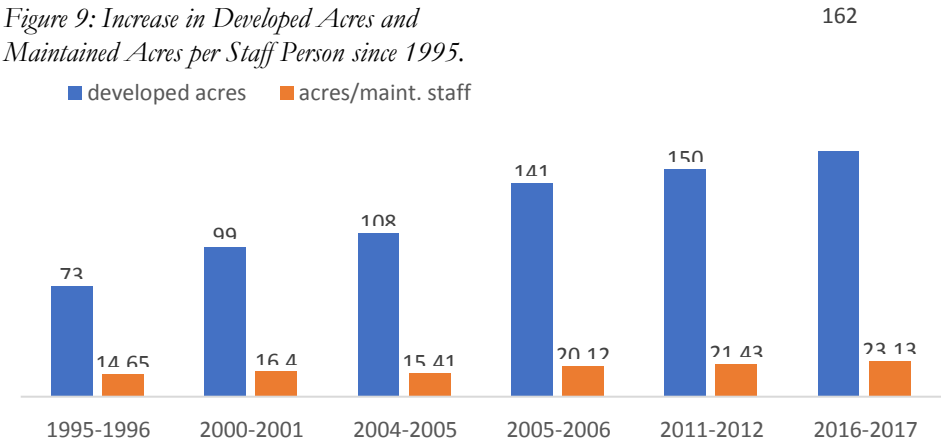


Table 6: Numbers of Sites Needing Improved Maintenance and Reinvestment

Maintenance Classification	Definition	# of Existing Sites	# of Proposed Sites	Examples
Basic Maintenance	A basic level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas and landscaping. At this level, the City provides routine maintenance for health and safety, but not specialized care for asset protection. All sites need at least basic maintenance.	50	8	All parks and natural areas
Standard Maintenance	More heavily or frequently-used sites require a higher standard of maintenance. These sites receive the types of maintenance provided at "basic" maintenance sites on a more frequent basis.	7	1	All boat ramps, Tanner Creek Park, White Oak Savanna, Mary S. Young Park, Midhill Park
Enhanced Maintenance	Enhanced maintenance is needed at sites that include specialized assets and are highly visible and heavily used. These sites are maintained at the highest level and receive priority during peak use times.	10	6	All indoor facilities, Fields Bridge Park, Willamette Park, proposed Riverfront Park
Reinvestment/Replacement	An allowance should be set aside annually to offset the costs of replacing facilities at the end of their lifecycles. In the timeframe of this plan, this applies to all sites.	41	9	All developed park sites

Note: See Appendix D for details.

Site Recommendations

The issue the City is facing is not just about park maintenance. To meet community expectations, aging parks and facilities need to be updated and refreshed, plus new recreation facilities should be developed to support changing recreation trends. The Master Plan includes a Park Site Recommendations Matrix that documents site by site needs for improvements and maintenance (Appendix C). It presents recommended capital projects for existing parks and potential future parks and facilities. It also identifies maintenance needs based on anticipated levels of site use. These recommendations are tied to Plan goals presented in Chapter 3 and consistent with the Design Use and Maintenance Standards presented in Appendix D.

Many existing sites need improvements (Table 7). Fortunately, most of them simply need minor facility enhancement and natural resource restorations. Deferred maintenance is a significant issue at nine sites.

Site Recommendations

There are five categories of recommendations for existing parks. Appendix G provides additional description of these terms.

- Major Enhancement: A feature that would affect roughly half of the developed portion of a site or add costly features.
- Minor Enhancement: A feature that would affect roughly one quarter of the developed portion of a site or add improvements with a moderate cost.
- Added Facility: A unique or specific feature recommended for a site.
- Deferred Maintenance: Providing upkeep to existing parks with known maintenance needs.
- Natural Resource Restoration: Attending to preservation, restoration or protection of natural resource areas of a site.

Table 7: Highlights of Recommendations for Existing Sites (# of sites needing improvements)

	Major Enhancement	Minor Enhancement	Added Facility	Deferred Maintenance	Natural Resource Restoration
Active-Oriented	2	5	4	2	0
Special Use	1	2	1	1	0
Multi-Use	2	4	0	5	1
Passive-Oriented	1	6	0	1	14
Natural Resource Areas	0	0	0	0	0
TOTAL Existing Parks	***6***	***17***	***5***	***9***	***15***

See Appendix C for all site recommendations.

Table 8 summarizes recommendations for proposed (new) sites that will add new recreation opportunities for West Linn residents and promote community livability. There are also opportunities to cost effectively partner at Oppenlander Field (potential partner site) to add sports capacity to West Linn. Map 9, on the next page, shows how these improvements advance the goals of this plan.

Table 8: Highlights of Recommendations for Proposed Sites (# of sites needing improvements)

	Acquire	Plan	Develop	Enhance	Sustain
Proposed park sites	6	6	6	3	1
Potential Partner Sites	0	0	0	1	0
Other Sites	0	0	0	1	0
TOTAL	***6***	***6***	***6***	***5***	***1***

See Appendix E for all site recommendations.

Project Types

Capital projects for proposed sites, potential partner sites and other sites include five types:

- Acquire: Obtain new land
- Plan: Create or revise a master plan, design or study
- Develop: Build a new park
- Enhance: Add a specialized feature or facility
- Sustain: Attend to the maintenance, restoration or preservation of site features

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Map 9: Recommended Park Projects by Goal

RELATED PLAN GOALS

- Enhance Water Experience
- Showcase Unique Qualities
- Create a Connected & Accessible Environment
- Create Social Hub
- Create New & Extraordinary Experiences
- Activate Parks

Note: Proposed trails are based on recommendations in the adopted 2013 Trails Master Plan.

Top Community Projects

Since the Master Plan includes more projects than the community can fund, projects were screened according to Master Plan goals and the community priorities noted in the Online Questionnaire and Community Workshop. The following projects are important to achieving Plan goals. These are not noted in priority order and should be prioritized along with other capital projects as part of the City's capital improvement planning process (see Chapter 5). Appendix E provides additional details for each top project.

Maddax Woods

Enhance Maddax Woods as a unique natural park site that better supports events and holiday festivals and provides opportunities for hiking, wildlife viewing, and environmental education.

Fields Bridge Park

Strengthen some of the best features of Fields Bridge Park to reinforce it as a one-of-a-kind destination park experience that offers a wide range of activities and environments for all ages and interests.

Sunset Park

Reinvest in Sunset Park by creating an outdoor neighborhood oasis that provides community spaces for play, gathering, and learning under the canopy of mature conifer trees.

Marylhurst Heights Park Addition

Develop the addition to Marylhurst Park to complete the overall park's design and installation.

Oppenlander Field

Explore a partnership or joint-use agreement with the School District to improve and manage this site as a high-level sports facility with artificial turf and field lighting.

Cedar Oak Boat Ramp

Add to the recent boat ramp improvements by enhancing existing features and introducing new ones that improve user comfort.

Sports and Games Activation

Strengthen West Linn's existing activity areas and sports facilities with diversified sports courts, challenge elements, and game features in two to three pilot sites. These outdoor sports courts and game areas should be designed to encourage community interaction, activate public spaces, promote play, and present opportunities for friendly competition and

intergenerational connection. Consider sites such as Tanner Creek Park, Hammerle Park, Marylhurst Heights Addition, and Robinwood Park.

Enhanced Play Experience at Targeted Sites

Target four to five sites to provide unique and extraordinary play experiences – ones that offer surprising, contextual, and open-ended experiences and that are designed for people of all ages and abilities.

User Comfort and Accessibility

Enhance user comfort and accessibility by providing a variety of accessible amenities with a special focus on priority projects. Clean, comfortable, and accessible parks are aesthetically pleasing and are a major contributor to the community's general quality of life.

Riverfront Park

Create a community destination and year-round social hub that provides an extraordinary riverfront experience. Acquire and adaptively reuse the Tri-City Sewer District Property into a new regional park that enhances the character of West Linn's riverfront. Include attractive plazas, a swimming dock, a non-motorized boat launch, a boathouse, a reservable shelter with gathering and social spaces and connect to nearby parks via a riverfront esplanade. This park will connect to the portion of the waterfront that is currently owned by PGE.

Willamette Greenway Trail

As recommended in the adopted 2013 Trails Master Plan, develop a riverside trail that provides visual and physical water access, connects riverfront parks, highlights natural resources, and transforms the riverfront area into a lively, usable, valuable treasure for the entire city. Along the Willamette River, create a riverfront trail extending from Bernert Landing Boat Ramp to Cedaroak Boat Ramp. Connect to the new Riverfront Park esplanade, as well as to the West Linn Public Fishing Dock, West Bridge Park/ MacLean House, Maddax Woods, Cedar Island Park, and Mary S. Young Park as feasible.

Land and Water Trailheads

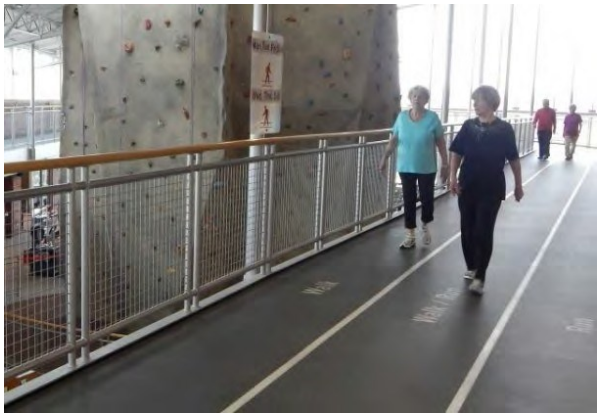
Design and develop new trailheads and support facilities as gateways to popular or prioritized future land and water trails. Focus on the new Riverfront Park, as well as existing Special Use and Multi-Use Parks with the largest demand or need for improved access, including the future Riverfront Trail.

West Linn Fishing Dock

Enhance the existing fishing dock by improving parking and access and by increasing use throughout the shoulder seasons.

A Multi-Purpose Indoor Recreation Space

Strategically prioritize investments to move towards the long-term goal of building an indoor community hub that supports active programming and enrichment activities for residents of all ages. As noted in the indoor facility recommendations in Appendix F, consider a phased approach to develop a community recreation center with indoor/outdoor programming space that could later be expanded. Also, maintain and improve the Adult Community Center to continue its emphasis on senior programs and, after hours, on passive community activities and rentals.



Recognizing the importance of other City-owned buildings such as the Robinwood Station, Bolton Fire Hall, and Old City Hall, create a comprehensive Public Facilities Master Plan to evaluate long-term community needs and investment strategies for all indoor facilities.

Programming Recommendations

The development of a new indoor recreation facility will significantly change the business of the Parks and Recreation Department to emphasize more recreation programming. In the short-term, however, the City must carefully consider ways to invest in increasing recreation programs and events. Increased activities in parks will increase maintenance demands as well. Consequently, the Master Plan recommends that the City increase programming as a revenue-generating opportunity, responding to West Linn's market considerations (see Appendix B). That includes focusing on cost recovery, specific types of programs, and a longer-term strategy for meeting indoor needs.

Cost Recovery and Program Reinvestment

Based on West Linn's market profile, residents are well above the national average in the funds they spend annually on recreation and entertainment. That means residents have a strong capacity to "pay to play" for recreation services provided by public, private and non-profit groups. Given the City's limited investment in recreation, the pricing policies and cost recovery established for programs and services is critical to being able to provide programming. Any revenues collected through City events and programs must be reallocated to the Parks and Recreation Department and re-invested in park maintenance and programs.

The City should revisit and update its pricing policies that define how fees are set for programs, events, and facility reservations. A comprehensive fee philosophy and cost recovery policy will:

- Ensure that facility reservation and use fees are based on time reserved and set to recover costs for labor and materials associated with staffing, equipment, janitorial services and utilities, plus some indirect costs as per market capacity.
- Increase fees to include a facility impact/capital replacement fee to offset the long-term impact of facility use.
- Address the different rates charged for City residents and non-residents and non-profits vs. other for-profit or private facility users.
- Address fees for special uses, such as vendors, alcohol and sound permit, special equipment rentals, application processing fees, reservation changes, added event monitors, etc., as well as deposits for cleaning and damage.
- Determine cost recovery rates based on the types of benefits provided. For example, activities that have individualized benefits have a higher cost recovery rate, potentially recovering 100% or more of direct costs. Events and programs with community-wide benefits, or provided by community partners in parks, may have lower cost recovery rates.

Revenues collected from all programs, as well as park and facility user fees, should be reinvested in the Parks and Recreation Department to support park maintenance, programs and operations.

Core Program Areas

Based on West Linn's market profile and needs identified in the Online Questionnaire, City staff should expand programs in the following areas:

Programming Recommendations

- Revenues collected through City events and programs should be reallocated to the Parks and Recreation Department and re-invested in park maintenance, programs and operations.
- Facility use fees should include a facility impact charge to apply towards repair or replacement as facilities wear and age.
- Activities that have individualized benefits should recover 100% or more of direct costs, unless it involves services to a targeted underrepresented group. Events and programs with community-wide benefits, or provided by community partners in parks, may have lower cost recovery rates as defined in an updated cost recovery and fee philosophy.
- Outdoor programs should be expanded in the following areas: Outdoor Recreation/Nature Programs, Cultural Arts, and Fitness/Wellness.
- Special Events and Older Adult/Senior programs should be continued.
- Additional program staff should be hired to phase in new programs and expand the recreation business prior to investing in a new indoor recreation and community facility.
- Park concessions should be added to generate revenues and increase recreation opportunities in the city.

Outdoor Recreation/Nature Programs, Cultural Arts, and Fitness/Wellness. The City should continue providing Special Events and programs for Older Adults and Seniors. Recognizing that current indoor facilities are at capacity, most of these programs will be held outdoors in City parks.

Indoor Program Expansion

As the City considers the development and phasing of a new community recreation center, as discussed in Appendix F, it should consider partnership opportunities as well as operation needs. Program expansion and cost recovery should be addressed to generate revenue and offset the cost of facility operations. This may require a substantial change in Department operations. Prior to new facility development or renovation of other City-owned building, the City should explore opportunities to expand facility use agreements with the West Linn-Wilsonville School District to initiate pilot recreation programs. Additional dedicated program staff would be needed to phase in new programs and expand the recreation business prior to investing in a new indoor recreation and community facility.

Park Concessions

The City should explore opportunities to add concessionaires in parks to generate revenues and increase recreation opportunities in the city. Preceding the development of a new regional park, the City should evaluate revenue-generating options to help make the Riverfront Park cost-neutral. This would require planning and operating this site similar to an enterprise facility, with all revenues collected and kept by the Parks and Recreation Department to support operations.

Chapter 5: Plan of Action

4 PLAN OF ACTION

As noted in Chapter 4, the path towards Master Plan implementation requires a clear understanding of costs, community priorities, and funding options. Chapter 5 outlines these ingredients, as well as criteria to guide the timing of these projects and implementation steps for carrying out the plan.

Cost Summary

The City of West Linn must be prepared to invest in its park and recreation system in four different ways. Costs will include:

- **Capital Costs:** Land acquisition, planning, development, and park improvements.
- **Reinvestment/Replacement Costs:** Annual cost to sustain recreation facilities.
- **Maintenance Costs:** Annual maintenance cost scaled to match park characteristics.
- **Recreation and Facility Operations Costs:** Annual costs to support programming, events and operations of existing indoor recreation facilities.

Assuming a stronger cost recovery and reinvestment program is implemented for operations and programming, the City must still fund a higher level of maintenance, the replacement of aging and worn facilities, and improvements to existing parks. The community also values new park development to support community livability.

Table 9, on the next page, summarizes planning level costs for all capital projects, maintenance

and reinvestment/replacement presented in this Master Plan, based on a cost analysis presented in Appendix G.

Table 9: Cost Summary

	Total Capital Costs (10 Years)	Total Reinvest./ Replace. Costs (annual)	Total Maint. Costs (annual)
Active-Oriented	$3,424,100	$192,400	$412,000
Special Use	$2,186,400	$93,200	$348,300
Multi-Use	$16,609,200	$891,600	$1,957,800
Passive-Oriented	$3,084,000	$124,000	$340,600
Natural Resource Areas	$0	$0	$66,400
Subtotal Existing Parks	$25,303,600	$1,301,100	$3,125,200
Proposed Parks	$47,990,000	$328,800	$606,500
Partner Sites/Other	$4,500,000	$0	$120,500
TOTAL	*$77,793,700*	*$1,630,000*	*$3,852,100*

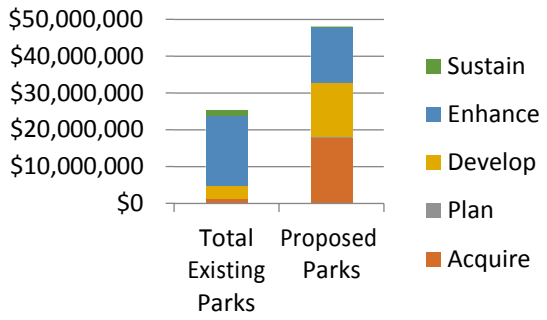
See Appendix G for a complete summary of costs.

As shown above, if all Plan recommendations were implemented, approximately $25.3 million would be needed to improve existing parks. An additional $1.3 million would be needed annually for reinvestment and replacement, and $3.1 million for annual maintenance.

Proposed parks would require approximately $47.9 million for land acquisition, planning and development. If added, these sites would increase the funds needed annually for park maintenance by $606,500. The annual set-aside allowance for facility reinvestment and replacement would increase by $328,800. If the City invested in potential partner sites, improvements would cost approximately $4.5 million, with $120,500 in annual maintenance costs.

Figure 10 compares costs for existing parks with proposed parks.

Figure 10: Cost Distribution for Existing and Proposed Parks



Prioritization

While all these improvements are desired, the cost is more than the City can afford and more than the community is willing to pay. The envisioned parks and recreation system will take time, resources and adaptability to achieve over the long term. Not all recommendations will be carried out in 10 years. So how does the City decide what to advance?

Prioritization Criteria

The decision-making criteria noted below can be used in the City's budgeting process to identify higher priority projects for funding. Projects that more closely meet the intent of these criteria should rise to the top of the list, while those that do not should be moved lower in the queue and considered at a later date. This process can also help decide what to include in citywide funding measures if put before voters for decision-making.

1. **Multiple Benefits:** Would the project help fulfill multiple plan goals?

2. **Community-Wide Value:** Does the project deliver high value for the cost or resource needed for the benefit of the greater community, relative to other projects?
3. **City Priority:** Does the project coincide with or support another City project, goal or City Council initiative that supports community wide services?
4. **Completing Connections:** Will the project result in improved connectivity as envisioned by this Plan and the Trails Master Plan?
5. **Replacement and Revitalization:** Will the project remove, replace or enhance facilities or landscaping in poor condition to ensure high quality parks and facilities compliant with current safety and ADA standards?
6. **Programming Options:** Will the project improve a facility or park area to support a program, class, camp, organized sport or event?
7. **New or Unique Opportunity:** Will the project add a new type of recreation facility to address changing recreation trends and support a greater variety of recreation opportunities in West Linn?
8. **All Ages, Abilities and Users:** Does the project serve several neighborhoods or the entire community, provide recreation opportunities for different age groups and people of all abilities and skill levels, and/or support activities targeting teens, young adults, and adults?
9. **Community Heritage and/or Natural Resources:** Does the project create engaging parks and facilities that reflect local heritage and history, and/or protect the urban forest, stream corridors, natural resources and open space?
10. **Sense of Community and Social Cohesiveness:** Does the project create social gathering places or respond to the City's demographic character, cultural diversity and community cohesion?

Project Sequencing

After identifying top community priorities using the prioritization criteria, the City should consider the following questions to determine when implementation is feasible. These questions will help decide which projects to include in the City's five-year CIP, which is updated annually, and which projects to implement when funding or other resources arise.

Capital and Resource Availability: Are there adequate resources to move the project forward and maintain it in the future?

Available Partnerships: Does the project have the committed support of one or more partners?

Timing: Is immediate action needed before the opportunity is lost?

Value: Is there potential to reduce costs or be more efficient by bundling projects?

Capacity: Is there adequate staff capacity to implement the project and support ongoing maintenance and operations?

11. **Local Economy:** Does the project increase opportunities to generate revenue or support community events and encourage tourism that indirectly supports local businesses?
12. **Sustainability:** Does the project reduce operations and maintenance costs or help achieve City sustainability goals?

Funding Alternatives

The City primarily relies on the General Fund to pay for parks and recreation. Ultimately multiple funding sources will be needed to fund both capital projects and operations. Some of most strategic funding moves are noted here.

General Fund

The City's General Fund budget is used to provide routine public services to the community. Given the role parks and recreation plays in supporting the City's high approval ratings, the City should strive to maintain and increase its General Fund allocations for parks and recreation services. Any revenues collected from parks and programs should automatically be reinvested in Department services to ensure high quality services.

Best for funding: park maintenance, capital replacement, management, administration and programming

Bond Measure

By 2021, the City's General Obligation Bond for parks will be fully paid off. Passage of a new bond with at least partial funds dedicated to parks projects could provide a major source of revenue to cover recommended capital improvements. While the Bond Measure Feasibility Study showed a reluctance to pass a May 2018 bond measure dedicated to parks projects alone, it did highlight the importance of community livability in voter decision-making. The voters who participated in the survey seems unaware of the pressing need to fund park improvements. This highlights the need for voter education before a parks bond measure is put before voters for renewal.

The City should continue to consider the right mix of park and non-park projects, as well as timing of the bond measure, to ensure its passage. Even if the City goes forward with a transportation-focused bond measure in 2018, it should consider strategies to bolster support for the parks system and to build a larger constituency that supports a bond measure for parks in the future.

Best for funding: park enhancements, new parks

System Development Charges

The City of West Linn should consider updating its parks and trails system development charges to ensure that any new development is paying their fair share for the increased demand and need for new facilities. Since residential growth is slowing, the City may consider whether charges for commercial and industrial impact fees may be warranted depending on plans for future growth.

Restricted for funding: capacity-enhancement capital projects

Operating Levy

Unlike the General Obligation Bond—which would only cover major construction projects—an operating levy would help pay for needed park maintenance and recreation operations over the lifetime of the levy. Maintenance and upkeep of parks and recreation assets are important to the public and such a levy could provide a valuable resource to pay for ongoing maintenance to the system. Additional operations funding is also needed to cover the additional community events and recreation services desired.

Best for funding: park maintenance and recreation events and programs

Maintenance Fee

The City should continue to rely on the park maintenance fee as part of the larger strategy to fund needed park maintenance. The City doesn't currently require a fee for commercial uses, though many businesses and workers in West Linn rely on nearby parks, trails and other recreation facilities during a lunch break or before or after work. The City should discuss the merits of assessing a fee to commercial uses to help offset the existing shortage of maintenance funding.

Best for funding: park maintenance

User Fees and Programming Fees

The City should redefine its pricing policies and cost recovery targets to increase revenues from programming fees, facility-use charges and where applicable, facility-entry fees. Facility use charges should cover all direct costs, and rates may also be set higher to subsidize parks maintenance and address the long-term impacts of facility use. Charges for programming should be based on a cost-recovery strategy or fee philosophy that identifies which programs and events can be subsidized, and where costs can be offset by revenue-generating programs that more than fully recover their cost. It's critical that these revenues return to the Parks and Recreation Department.

Best for funding: recreation programming and operations, maintenance

Concessions

Food, beverage and merchandise vendors or concessionaires that operate coffee kiosks, food carts, equipment rentals such as bicycles or kayaks or provide other revenue-generating facilities or services in parks can also generate excess revenues to support the park system. The City can set-up specific arrangements with vendors and concessionaires for these services. Vendors are also required to obtain a license from the City.

Best for funding: park maintenance and operations

Foundation Support

A new parks foundation can be a valuable asset that can raise money and garner support for development and stewardship of the park and recreation system. A parks foundation can leverage its non-profit status to make the most of tax-deductible donations and can use its independence from the City to put on a range of fundraising events. The tapestry segmentation for West Linn (Appendix B) suggests potential support for a park's foundation, with higher median income and other demographic indicators in West Linn, including residents with a likelihood to support charitable organizations and recreation expenditures.

Best for funding: specific projects

Private Contributions and Endowments

Cash contributions from private organizations can add up when successfully managed. The program must be thoughtfully designed so that potential contributors can see the results of their donations. Options to purchase benches, playground equipment, trees and other items are great ways to show that donations are making a difference. The program should also be prepared for larger endowments for playgrounds, picnic structures or entire parks. The City should seek contributions from estates and trusts and have the resources needed to accommodate more complex transactions.
Best for funding: park maintenance, new parks, partner sites

Going Forward

The path to leverage Master Plan recommendations will require deliberate action. The Parks and Recreation Department staff should work with the City Manager, parks and Recreation Advisory Board and City Council to undertake the following:

1. Revise City funding policies to ensure that all revenues generated in parks and from recreation programs, events and activities are placed in a special fund for the Parks and Recreation Department.

2. Increase the General Fund budget for park maintenance to hire more staff to reduce the staff-per-developed acre ratio and improve maintenance quality. Ensure that all sites receive basic maintenance to ensure public safety and that high-use sites and higher value assets receive the attention they need.

3. Ensure that at least one significant parks project is part of the package for the 2018 bond funding measure. Studies show that having a mix of projects typically garners broader support. The role that parks play in supporting community livability tested as the third most powerful message to support a May 2018 bond passage.

4. Create a "Support the Parks" campaign to highlight the importance of parks and recreation to West Linn's quality of life and character, plus raise awareness of the need to take care of assets, improve aging and deteriorating facilities, and enhance sites. The campaign will provide the level of awareness and "buzz" needed to gather support for future funding measures and for attracting new partners and sponsors. Involve Parks and Recreation Advisory Board members in being ambassadors for the park and recreation system. Continue to publicize success and popular parks projects and programs to build community interest.

5. Fund parks and recreation as essential services. The City is facing several competing funding priorities, and staff and City Council will need to make some significant decisions on overarching priorities. Both the Parks and Recreation Master Plan outreach and Bond Measure Feasibility Study show the importance of taking care of park assets to ensure community support and a high level of satisfaction in City services. As the City seeks to increase other funds, ensure that parks remain part of the funding package for essential services.

6. Purse an operations levy or utility fee to fund maintenance and recreation services. Ensure costs are recovered from recreation programs to have funding on hand to continue to re-invest in programming and operations.

7. Invest in priority projects that have the broadest benefit. Since funding is tight, the City must make strategic decisions to spend funds on critical projects and withhold funds from other requests to accumulate sufficient funding for larger priority projects.

8. Maintain a dedicated Parks and Recreation Department and staff. City parks are clearly valued assets. During transitions in park staff, it is important to ensure quality leadership and expertise in parks and recreation to guide the management and operations of West Linn's park and recreation system.

9. Acquire land for the riverfront regional park while the opportunity exists to do so. Create a master plan and market study to

develop the park as a cost-neutral site with revenue generation to offset operations.

10. Annually prioritize projects and update the Capital Projects List. Using the criteria listed in this chapter, review the capital projects and rank each project according to how well it meets the identified prioritization and sequencing criteria. Each year, as conditions, preferences and funding opportunities change, the City should readdress the project list and re-prioritize the project queue.

Appendix A: Site Recommendations Matrix

Appendix A: Site Recommendations Matrix

Appendix C presents recommendations for each site in West Linn's park and open space systems.

A. MATRIX INTRODUCTION

The Park Recommendations Matrix provides a list of recommended capital projects for existing parks and potential future park sites and recreation facilities. These recommendations are tied to Plan goals presented in Chapter 3 and are the basis of the planning-level cost estimates presented in Appendix F.

B. MATRIX DEFINITIONS AND ASSUMPTIONS

Table C-1: Site Recommendations Matrix includes the following information:

CHARACTERISTICS AND SITE OVERVIEW

- **Acres:** Total acreage of site.
- **% To Be Developed or Programmed:** The area of the site that will be developed upon completion of recommended improvements. This percentage is an estimate that help account for the natural resources present on site.
- **Park Type:** One of the three categories of parks that define the general intent and purpose of the park. In general, recommendations for Type I parks will have a higher cost than Type II due to existing park assets in need of improvement and/or the level of use these sites receive and impact on maintenance. Type III parks are not City parks and are treated separately.
    - TYPE I: active-oriented, special use, multi-use parks
    - TYPE II: passive-oriented parks, natural areas/islands, natural resource areas"
    - TYPE III: schools, other partnership properties
- **Design Recommendations:** Summary of intended capital improvements for the site.
- **Site Opportunities + Vision:** Additional ideas to consider for the long-term future of the site.
- **Related Plan Goal:** Indicates which goals will be supported based on the recommended improvements.

CAPITAL PROJECTS/REINVESTMENT

- **Acquire:** Where appropriate, obtain new land for future park or trail development.
- **Plan:** Where appropriate, reexamine or revise existing Master Plans for park sites, develop new design concepts and/or conduct feasibility studies. This applies to proposed new parks and trails and to existing sites slated for significant enhancements.
- **Develop Park:** Develop a new park or trail on an existing or acquired piece of property.

- **Major Enhancement:** Provide extensive level of improvements/upgrades to an existing park. Major renovations many include new, large-scale, signature park elements such as play areas, sports fields, extensive trails, considerable accessibility improvements, new picnic shelters, new restrooms, etc. Major renovations are anticipated to affect approximately half of the developed portion of the site, or add costly features and facilities to the site
- **Minor Enhancement:** Provide small to medium level of improvements/upgrades to an existing park. Minor renovations can include elements such as small park features, an enhanced play area, a seating area, trail, new/renovated sports court, small circulation adjustments, site furnishings, plantings, boat lockers, etc.
- **Other Added Facility or Improvement:** Provide unique or specific features at a site or make a specific improvement that does not involve further site enhancements or renovations.
- **Address Deferred Maintenance/Repair:** Attend to deferred tasks required to maintain, preserve, and enhance a park or building site to a level that is aesthetically pleasing, well-tended, and safe. Includes work such as turf care, refreshed plantings, repair/replacement of site furnishings, accessibility adjustments, building painting or residing, roof or infrastructure repairs, etc.
- **Natural Resource Stewardship/Restoration:** Attend to preservation, restoration or protection of natural resource areas as identified by the City.
- **Reinvestment/Replacement:** Set aside funds annually to offset the costs of replacing facilities at the end of their lifecycles. Funds can be used for major repairs, but these funds are not intended to support routine maintenance.

MAINTENANCE

The Design, Use and Maintenance Standards in Appendix D provide a complete summary of recommended park maintenance levels. All sites receive basic maintenance to take care of developed and natural areas. Some sites also receive a greater level of maintenance as noted below.

- **Basic:** The basic level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas and landscaping. At a basic level of maintenance, the City provides routine maintenance for health and safety, but no specialized care for asset protection.
- **Standard:** More heavily or frequently- used sites require a higher standard of maintenance. These sites receive the types of maintenance provided at “basic” maintenance sites on a more frequent basis.
- **Enhanced:** Enhanced maintenance is needed at sites that include specialized assets and are highly visible and heavily used. These sites are maintained at the highest level and receive priority during peak use times.

Appendix B: Design, Use and Maintenance Standards

Appendix B: Design, Use and Maintenance Standards

A. PURPOSE

The following standards apply to the planning, design, development and ongoing maintenance of all new and redeveloped park sites in West Linn. These guidelines are intended to provide direction to the Park and Recreation Advisory Board, the City Council and City staff regarding future investments and park improvements. They include general guidelines for all park land, for the acquisition, development and renovation of parks by classification, for the provision of amenities and facilities in parks by classification, and for maintenance level of service.

Note that the design of future parks and renovation of existing sites will depend on site-specific characteristics, the envisioned use of the site as well as community interests and priorities. Site master plans or facility designs may be needed to provide additional design guidance, and all projects should adhere to national, State and local regulations. Additional guidance for trail corridors is provided in the *2013 West Linn Trails Plan: A 50-year Vision for the Future*.

B. GENERAL STANDARDS

- Cutting-Edge Community: West Linn has been at the leading edge of recreation trends and should continue to provide parks and facilities to exhibit new trends and innovations in recreation and park design.
- Community Context and Sense of Place: When redesigning or updating parks, the identification of design themes will help guide park design choices. Parks should connect to West Linn's history and natural resources, take cues from the surrounding neighborhood and use art, color palettes, interpretive elements, and diverse amenities and facilities to tell a unique story and enliven play and recreation experiences.
- Multi-Use and Flexible Use Facilities: West Linn will maximize efficient use of park land by designing multi-use features and flexible-use facilities that can respond to changing community needs over time. Examples include sport field overlays, shared-use sports courts (e.g., futsal, pickleball and tennis), and shelters with movable tables for picnicking and programming.
- Sustainable Design: The City should maximize sustainable design, landscaping and water- and energy-conservation in its parks and facilities. Facility design should incorporate green building techniques and materials where feasible.
- Design for Different Abilities, Skill Levels and Interests: Parks improvements should maximize access for all, not only meeting ADA standards, but also providing varied recreation options to engage participants of all ages, different abilities, interests and skill levels to encourage recreation among as many residents as possible.
- Shared Public Infrastructure: When possible, improvements should utilize existing infrastructure or planned infrastructure development, such as street projects, to support new park, facility, and trail development. Consider joint development when possible.

C. ACTIVE-ORIENTED PARKS

Intent: Active-oriented parks provide nearby active recreation opportunities with facilities such as playgrounds, playing fields, sports courts and open turf areas to support a range of uses. The parks are typically small to medium in size and easily accessible to pedestrians and bicyclists. Sites are intended to serve residents locally, such as from the surrounding neighborhood(s). Depending on the size and scale of the park, these sites may include support amenities that allow people to stay and play longer, such as restrooms, picnic shelters, tables, benches and parking.

Size and Access

- Site should be at least 2 acres if feasible, but may range from one to 10 acres in size.
- The site should front a public street.
- Access to the site should be provided via a street with sidewalks. If access is via a collector or arterial street, the street should have bicycle lanes.
- The site should be relatively central to the area it is intended to serve.
- The site should be level or adequate to support intended active uses. Site character may be enhanced through topography or natural resources on less than one-quarter of the site.

Minimum Resources

The following amenities should be provided in every active-oriented park:

- Park identification sign
- ADA-compliant internal pathway system
- Playground or designed play features (may include nature play)
- Level flexible use lawn area (at least 20,000 sf in size for parks of two acres or more)
- Active use element (e.g., sports field or sports court) and/or small group activity hubs (e.g., skate spots, outdoor exercise equipment, outdoor ping pong, or shuffleboard)
- Small group social space (e.g., seating area, picnic area, shelter)
- Site furnishings (e.g., benches, picnic tables, trash receptacles, bike rack, shade, etc.)
- Additional support amenities to accommodate site uses (e.g., restrooms, off-street parking, drinking fountain)

D. SPECIAL USE PARKS

Intent: Special use parks include stand-alone, single- purpose or special-purpose sites. These sites are designed to serve a citywide audience and should provide support amenities and facilities in sufficient size and scale to accommodate visitation from beyond surrounding neighborhoods. The facilities may accommodate reservable or large group uses. Indoor or outdoor specialized facilities may be provided. Facilities may require a site operator or staffing, as identified in a financial feasibility and market study.

Size and Access

- Size depends on the type of use proposed. Site size should be adequate to accommodate facility and associated features.
- Site location is dependent upon the type of specialized use provided. For larger specialized facilities and indoor facilities, location criteria should be defined through a market study and business plan.
- Access should be provided from a collector or thoroughfare, or as recommended by a traffic study conducted for the special use.
- Pedestrian and bicycle access should be maximized where feasible.

Minimum Resources

The following amenities should be provided in every special-use park:

- Park identification sign
- ADA-compliant internal pathway system
- Primary specialized facility
- Unique elements to emphasize West Linn's character
- Restrooms
- Off-street parking
- Additional site furnishings and support amenities to accommodate site uses (e.g., shade, benches, picnic tables, trash receptacles, bike rack, boat-trailer parking, kayak rack, life-jacket stations)
- Where applicable, revenue-generating options to support facility operations and use

E. MULTI-USE PARKS

Intent: Multi-use parks are medium or large sites that support both active and passive recreation uses. These parks provide both developed and natural areas to support a greater variety of recreation experiences, ranging from active sports to quiet nature strolls. Multi-use parks should provide amenities and facilities to support large group social gatherings and small or large-scale events and organized programs. Sites may attract users from a large part of the city or the entire city, and should have amenities to support longer site visits. These parks are designed to accommodate and/or protect natural resources, including the tree canopy.

Size and Access

- The site should have frontage on a public street.
- Access to the site should be provided via a street with sidewalks. If access is via a collector or arterial street, it should have bicycle lanes.
- Site size should be adequate to support a variety of uses, while protecting natural resources. New sites should be at least 10 acres where possible.

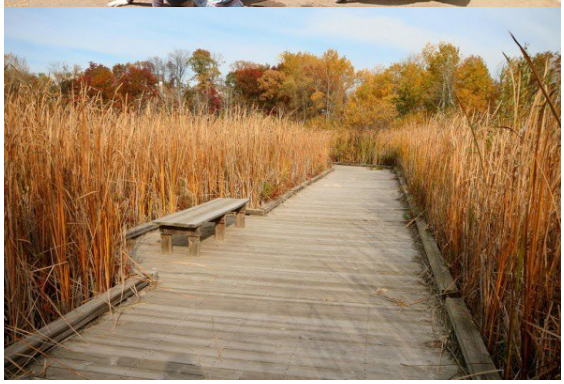
Minimum Resources

The following amenities should be provided in every multi-use park:

- Site identification signage
- ADA-compliant internal pathway system
- Unique elements to emphasize West Linn's character
- Unique or destination play areas (may include nature play, water play and universal play areas)
- Level flexible use lawn area (at least 20,000 sf. in size)
- Active use element (e.g., basketball, tennis, pickleball, futsal or another sports court or sports field)
- Small group activity hubs or specialized feature (e.g., skate spot, outdoor exercise equipment, off-leash dog area, fishing pier, swimming area, boat launch, community garden)
- Small group social and programming space (e.g., seating area, picnic area, shelter)
- For larger sites, large group social and programming space (e.g., amphitheater, picnic shelter, event space)

- Passive-oriented recreation uses (e.g., wildlife viewpoints, trails and nature paths, contemplative memorial, river access, cultural/historical/natural interpretive features)
- Natural resource area, such as forest, wetland or water feature
- Permanent restrooms
- Off-street parking
- Appropriate site furnishings for the intended scale and use of the park (e.g., picnic tables, benches, bike racks, drinking fountain, trash receptacles, etc.)

F. PASSIVE-ORIENTED PARKS



Intent: Passive-oriented parks focus on providing trail-related recreation opportunities and passive outdoor activities, such as bird and wildlife watching. Accessory uses can also be provided in this type of park, such as picnic areas, nature play features, trailheads, and environmental education facilities, provided they are accessory to the park's passive uses. As these sites are primarily natural, turf, ornamental plantings and active-oriented recreational facilities should be avoided. Amenities should be limited to those appropriate for the numbers and types of visitors the area can accommodate, while retaining its resource value, natural character, and the intended level of solitude.

Size and Access

- Site size should be based on natural resource needs, with site size being the amount needed to preserve or protect the resource.
- Public access and use of natural open space areas should be encouraged through trails and other features, but environmentally sensitive areas should be protected from overuse.
- The site should have access to a public street.

Minimum Resources

The following amenities should be provided in every passive-oriented park:

- Site identification signage
- Hard or soft-surfaced trails and pathways (including accessible trails at sites as required to meet ADA standards)
- Appropriate site furnishings for the intended scale and use of the park (e.g., interpretive signage, picnic tables, benches, bike racks, drinking fountain, trash receptacles, etc.)

G. NATURAL RESOURCE AREAS AND NATURAL AREAS/ISLANDS

Intent: Natural resource areas and natural areas/islands are sites set aside for natural habitat preservation, protection or restoration. These sites may also offer low-impact public enjoyment of natural features, including trail use, picnicking and wildlife viewing.

Size and Access

- Site size should be based on natural resource needs, with site size being the amount needed to preserve or protect the resource.
- The dedication of any new site should consider surrounding land uses and proximity to other nearby sites with similar qualities to promote an integrated network of natural resource areas/natural areas/islands.
- Prior to the acceptance of a dedication of any new site, the property should be free of any hazards and invasive species.
- Public access and use of natural open space areas other than those described in **Intent** above should be restricted or not encouraged.

Minimum Resources

Nature resource areas typically do not provide resources to support public use.

H. FACILITY OR AMENITY GUIDELINES FOR ALL PARKS

The following table provides a list of compatible recreation facilities or amenities that should be considered for different park types.

Facility or Amenity Type	Active-Oriented Parks	Special-Use Parks	Multi-Use Parks	Passive-Oriented Parks	Natural Resource Areas
Additional special use facilities and features that support the primary special use		●			
Aquatic facility or swimming dock (indoor or outdoor)		●	●		
Basketball court, futsal, or other sports courts	●		●		
Bike skills area or pump track	●	●	●		
Bocce courts	●		●		
Climbing wall	●	●	●		
Community center or building		●	●		
Community garden		●	●	●	
Concessionaire		●	●		
Demonstration area (habitat improvements)		●	●	●	●
Disc Golf	●	●	●		
Horseshoe pits	●		●		
Interactive water feature/sprayground	●		●		
Interpretive or educational facilities or classrooms (indoor or outdoor)		●	●	●	
Interpretive signage	●	●	●	●	
Lighting	●	●	●	●	
Maintenance facilities/yard	●	●			
Natural area (if present on site)		●	●	●	●
Non-motorized boat launch		●	●	●	
Off-leash dog area	●	●	●		
On or off-street parking	●	●	●	●	

Facility or Amenity Type	Active-Oriented Parks	Special-Use Parks	Multi-Use Parks	Passive-Oriented Parks	Natural Resource Areas
Open turf area for unstructured play	●		●		
Parkour	●		●		
Performance space, such as a stage area or bandshell		●	●		
Permanent or portable restrooms	●	●	●	●	
Picnic areas	●	●	●	●	
Picnic shelters (able to accommodate 25 to 30 people)	●		●	●	
Picnic shelters (able to accommodate 75 to 100+ people)		●	●		
Play areas (ages 2-5 and 5-12)	●	●	●	●	
Play areas (destination, universal, water)		●	●		
Plaza	●	●	●	●	
Public art	●	●	●	●	
Seating areas	●	●	●	●	
Skate park or skate spot	●	●	●		
Sports field or complex	●		●		
Stage/amphitheater	●	●	●		
Stormwater feature	●	●	●	●	●
Tennis court or pickleball court	●		●		
Trail	●	●	●	●	●
Trailhead or entry kiosk	●	●	●	●	
Viewpoints or viewing blinds		●	●	●	●
Volleyball court or badminton court	●		●		
Warming shelter			●	●	

I. PARK MAINTENANCE LEVELS

The application of different maintenance levels should reflect the amount of maintenance needed at each site, rather than the amount of funding available. All sites need a basic level of maintenance to ensure public safety, even though the maintenance tasks will vary depending on the amount of developed vs. natural areas. Sites that are not designed for public access may still need periodic pruning and natural resource management for fire prevention, riverbank and slope stabilization, invasive removal and/or cleanup from unauthorized dumping or uses. In addition to this basic level of maintenance, heavily-used sites and sites with the most valuable assets should be maintained at higher levels.

There are three levels of maintenance for the City's developed park land: basic, standard and enhanced. Table D1 identifies the recommended maintenance level for each park in West Linn.

Table D1: West Linn Park and Recreation Maintenance Levels

Maintenance Level	MAINTENANCE TASKS NEEDED		Example Site
	Routine	Occasional	
Basic (necessary for all sites)	Monitoring and inspection Hazard removal Litter removal Basic landscape maintenance (mowing, irrigation) Janitorial services where applicable	Park amenity repair and replacement Pest or invasive control Arbor care	All sites
Standard (for sites with heavier or more frequent use)	Moderate level of care Same as "basic" on a more frequent basis Sports field turf irrigation and management where applicable	More frequent amenity repair and replacement	Midhill Park Mary S. Young Park Maddax Woods
Enhanced (for sites with specialized assets, landscaping, and heavier/more frequent use)	Highest level of care Floral and botanical plantings, weeding, pruning where applicable Specialized facility maintenance (e.g., community center, water sprayground)	Repair or replacement of major facilities Natural area restoration where applicable	Fields Bridge Park Adult Community Center Willamette Park

BASIC

The basic level of maintenance includes routine monitoring, inspection and care of recreation facilities, natural areas and landscaping. It involves trash pick-up, hazard removal, and where applicable, mowing, restroom cleaning, repair of facilities for safety and irrigation management for selected turf areas. The sites do not have floral displays that require intense maintenance nor irrigation, since watering may be reduced in the summer at these sites as required to achieve water conservation. As a result, lawns may brown and become more stressed at these sites. At a basic level of maintenance, the City provides routine maintenance for health and safety, but no specialized care for asset protection. This level of maintenance typically does not budget for unanticipated circumstances, such as storms, vandalism or heavy use, which would require additional maintenance resources to address. Because the level of maintenance is not sufficient to address problems as they arise, capital maintenance needs may be accelerated.

STANDARD

More heavily or frequently-used sites require a higher standard of maintenance. Sites needing a standard level of care include popular or programmed facilities such as group picnic areas, sport fields and boat ramps (especially in the summer season). These sites receive the types of maintenance provided at “basic” maintenance sites on a more frequent basis. Emphasis is place on both routine and preventative care. These sites also require more intensive repairs, such as infield repair, fencing upgrades or building repairs. Some limited floral areas may be provided. Other botanical displays are kept at a minimum. Irrigation at these sites also is reduced during water conservation periods in some park areas, but not throughout the entire site. Irrigation is not reduced for ball fields, picnicking areas, and turf play areas.

ENHANCED

Enhanced maintenance is needed at sites that include specialized assets and are highly visible and heavily used. These sites are maintained at the highest level and receive priority during peak use times and during the growing season for janitorial care, weeding, plantings, and irrigation. During periods of drought, floral and botanical areas in these parks continue to be watered to maintain plant health. Turf areas also are watered to accommodate public events and heavy use. Specialized facilities may require specialized maintenance tasks to ensure continued operations, revenue generation and/or programming.

Appendix C: Top Community Projects

Appendix C: Top Community Projects

Chapter 4 presents the top recommended projects that would help fulfill plan goals and community priorities. The following summaries design and program recommendations that are essential to carrying out each project or project type.

MADDAX WOODS

- Provide a restroom and an open-air shelter/outdoor classroom for events and nature studies.
- Create a site character that reflects the heritage of Virgil Maddax's boats and the boat barn that was once located on this site.
- Provide a warming feature to extend the park's use in the shoulder seasons.
- Enhance trails and wildlife viewing opportunities, including the viewing platform overlooking the heron rookery.
- Restore and enhance the natural habitat.

FIELDS BRIDGE PARK

- Develop a master plan that creates a vibrant social space in the northwest corner to invigorate the park, attract year-round use, and bolster programming and events.
- Create new experiences for older children, tweens, and teens including interactive or moveable features, musical instruments, seating and overlooks, climbing or challenge play and other elements.
- Provide a rentable warming shelter for hosting family reunions, birthday parties, environmental education classes, community garden classes/events, sports-related get-togethers, and occasional wedding receptions.
- Provide opportunities to host wedding ceremonies in the large, open lawn area along the Meteorite Trail.
- Enhance the play area by adding a picnic shelter, upgrading the play equipment/experience, and developing a climbing wall that connects play to the meteorite.
- Create a canoe/kayak boat launch along the Tualatin River.
- Enhance community garden area as needed.
- Enhance fishing dock as needed.

SUNSET PARK

- Provide a strong physical and programmatic connection to the neighboring Sunset Primary School.
- Upgrade all existing facilities to provide safe and modern features with a rustic character.
- Develop natural play areas and experiences.
- Provide opportunities for environmental education and outdoor learning.

MARYLHURST HEIGHTS PARK ADDITION

- Acquire 2.0-acre parcel (if still unobtained).
- Transform lower addition into a bike skills park and pump track for different ability levels.
- Provide additional parking and necessary site furnishings to support the new park amenities, such as seating, bike parking, bike repair stations, shade cover, etc.

OPPENLANDER FIELD

- Ensure access for public use and competitive play.
- Create clear responsibilities and roles for field maintenance and upkeep, as well as site improvements and maintenance to amenities and site circulation.

CEDAR OAK BOAT RAMP

- Provide seating area/benches for river viewing and boat watching.
- Improve the parking area and enhance the site as a trailhead that connects to the Riverfront Trail.

SPORTS AND GAMES ACTIVATION

- Develop spaces for challenge sports such as bike skills, parkour, and climbing.
- Create sports court areas for games such as pickleball, futsal, bocce ball, horseshoes, shuffleboard, and badminton.
- Create all-ages outdoor space and add equipment for different games including chess, badminton, dominoes, ping pong, and foosball.
- Create small, flexible, outdoor green spaces for putting and games such as kubb or bocce ball.
- Provide exercise stations along walking/jogging paths and trails to support outdoor fitness for novices and conditioned athletes across all ages.

ENHANCED PLAY EXPERIENCE AT TARGETED SITES

- Consider this approach at the new Riverfront Park, as well as Tanner Creek, Hammerle, and Sahallie Illahee parks as their play areas are renovated and improved.
- Include elements such as nature play, water play, ziplines, climbing features, and other elements that support play across all ages (from toddlers to young children, from older children to tweens, from teens to young adults, and from adults to older adults).

USER COMFORT AND ACCESSIBILITY

- Ensure that all renovated parks provide ADA accessibility and are designed to maximize use by people of varying ages and abilities.
- At sports courts and play areas, consider the use of shade sails, sun screens, and other features that create shade and protect from rain to encourage year-round use.
- Provide a range of amenities across the parks, including drinking fountains, foot washing stations, trash receptacles, benches, seating areas, picnic tables, community tables, bike racks, picnic shelters, restrooms, shade cover, warming features, and wifi.

RIVERFRONT PARK

- Interpret the site's historic, natural, and cultural history through art, architecture, landscaping, signage, and in the design of site amenities and infrastructure that tell the story of West Linn's history and natural resources.
- Provide a swimming dock and support amenities that attract both residents and visitors.
- Provide a multi-use plaza with soft and hardscape features, hookups, and infrastructure to support riverfront programs, events, and activities.
- Provide an attractive, reservable, heated, mid -size shelter with an adjacent programming lawn that supports both open-air and closed group gatherings throughout the year (such as citywide festivals, farmer's market, weddings, large group gatherings, and riverfront classes and programs).
- Provide moveable tables for multi-purpose use of the site.
- Create a 15- to 20-foot-wide waterside esplanade that extends north and south from the new Riverfront Park and connects to the trail system.
- Develop a non-motorized boat launch and boathouse with a concessionaire that offers boat rentals and storage, as well as dining/cafe, seating, and swimming areas.
- Enhance ecological systems and natural resources throughout the park.
- Coordinate with DEQ to ensure that water quality standards are met as part of the effort to protect and reveal natural resources both in and around the lagoon.
- Integrate extraordinary play opportunities, such as climbable art pieces, water play areas, and thematic/historic play pieces.

WILLAMETTE GREENWAY TRAIL AND TUALATIN RIVER GREENWAY TRAIL

- Implement riverfront trail recommendations as per the adopted 2013 Trails Master Plan. This may require the use of sidewalks or on-road pathways in certain areas.
- Provide opportunities for walking, biking, and gathering, including amenities such as benches, interpretive signage, and art.
- Develop an attractive wayfinding system that identifies trail distance, mileage, and direction to key destinations on and off the trail.
- Create/support trailheads at Special Use and Multi-Use Parks along these routes.

LAND AND WATER TRAILHEADS

- Identify a new trailhead on the west side of West Linn in conjunction with the planned trail development.
- Provide signage and water access information for non-motorized boaters that align with water trail stops.
- Co-locate supporting facilities at existing parks or larger trailhead sites with small play areas and plaza spaces to maximize the use of existing restrooms and parking.
- Showcase local history and green building in the design of trailhead facilities, including signage, seating, fencing, lighting, bike repair stations, gateway monuments, stormwater management, and parking areas.
- Incorporate trail information signage and interpretive displays/kiosks into the design of new trailheads.
- Locate park entrances and trailheads near transit stops, off-street parking areas, boat launches, safe crossings, and bike racks to promote connections to other transportation modes.
- Focus on Fields Bridge Park, Willamette Park, the new Riverfront Park, West Bridge Park, Cedaroak Boat Ramp, and a new trailhead on the west side.

WEST LINN FISHING DOCK

- Create a permanent parking area.
- Improve signage and access to the dock.
- Provide covered areas, fire pits, or small warming huts to improve user comfort and extend use throughout the year.

A MULTI-PURPOSE INDOOR RECREATION SPACE

- Evaluate facility development options in a new Public Facilities Master Plan that takes into account Community Resource Centers and Community Resources Opportunities. Be strategic in investments to meet community-wide needs and long-term goals.
- Re-evaluate programmatic needs for a potential community center, recreation center and aquatic center to consider the market and operational elements of completing a facility in phases.
- Identify a revenue-generating element to offset the operational subsidy and address community recreation and gathering needs.

Appendix D: MIG Consultant's Analysis for Indoor Facility

Appendix D: MIG Consultant's Analysis for Indoor Recreation Facility

A. INTRODUCTION

West Linn residents desire indoor public space that supports community gatherings and recreation. The community's need for this type of facility –potentially with amenities and facilities to support indoor swimming—has been discussed and studied for many years. The discussion has evolved and be continued in several different planning efforts, including:

- 1983 Aquatic Center Feasibility Study
- 2003 West Linn - Lake Oswego Aquatic Center Feasibility Study
- 2004 Advisory Ballot Concept Plan
- 2007 West Linn Parks, Recreation and Open Space Plan
- 2009 West Police Station and Aquatic Center Site Concept Studies
- 2010 West Linn Police Station Preliminary Design

In 1998, voters approved a ballot measure that including funding to purchase land for a recreation center and to study options for building and operating this facility. However, a 2013 ballot measure specifically for an aquatic and community center was rejected by nearly 75% of voters.

The 2018 Online Questionnaire conducted for this planning process revealed a strong interest in indoor facility space and an interest in swimming. Current swimming needs can be addressed by enhancing outdoor swimming opportunities. However, indoor facility space is needed immediately to increase the numbers and types of recreation programs and events offered.

Small neighborhood-serving buildings are insufficient to address desired and needed indoor recreation space and community-wide gathering spaces. A larger facility is needed. This recreation and community center may or may not include an indoor aquatic facility, depending on the level of public support. It is worth testing public support for an indoor recreation center separately from the aquatic facility.

This appendix summarizes a phased approach for addressing indoor recreation facility needs. Details are defined by Ballard*King & Associates, based on some of their original work in the 2011 West Linn Recreation Center Concept Design and Operational Plan, completed in conjunction with Opsis Architecture.

B. CURRENT SITUATION

- The West Linn Parks and Recreation Department has relied on neighborhood facilities (Sunset Fire Hall and McLean House) and the Adult Community Center to provide recreation services throughout the community. These facilities are the primary location for most of the recreation programs and services that are offered by the Department. These facilities also limit the types of

services provided and do not meet all the community-wide needs, specifically gym sports and large group gathering space.

- The two primary indoor facilities for recreation programs and services are the Adult Community Center and Sunset Firehall. The Adult Community Center has an emphasis on senior services, and also supports other adult and youth program demands and rentals. In the afternoon and evening hours, it also provides programming for youth. The Sunset Fire Hall is a renovated fire station, booked to full capacity for adult and youth programs. It has meeting rooms and a kitchen downstairs, as well as a larger ballroom upstairs. These spaces can be used for meetings and other recreation activities, such as dance classes.
- The McLean House is a restored residence that is utilized for social gatherings, weddings, special events, corporate functions and other activities by reservation. The house and grounds are operated by the Friends of McLean Park and House.
- The Department makes use of West Linn-Wilsonville School District facilities (primarily gymnasiums) for some recreation programs. School activities and events will always take precedence over any community use. They are heavily scheduled. The City uses school facilities when available for recreation and meetings. The school facilities are also used by other community groups, especially youth sports groups.
- The City also owns three other small buildings that provide, or can support small-scale community service. However, they are not suitable for programmed recreation, and are not managed for recreational use. These include: Robinwood Station, Bolton Station and the Old City Hall. The former functions as a community resource center (operated by a non-profit), and the latter two are community resource opportunities that are not currently in use. Other than the Adult Community Center and Sunset Firehall, none of the indoor recreation facilities were designed and built for recreation activities.

C. INDOOR RECREATION FACILITY TRENDS

The following is a brief analysis of public indoor recreation facility trends. This assessment has been broken down into three areas. General trends that are evident in facilities, trends in the active use areas of a facility and trends in passive use areas.

GENERAL

The following are general trends regarding the amenities found in recreation facilities and design issues that affect overall function and design.

- Communities (and even large cities) have been moving away from the concept of having smaller, more singular purposed, neighborhood-based recreation facilities to having one or two larger, more comprehensive, community recreation centers that serve a wide range of needs. This has resulted in operational cost savings, reduced maintenance/capital costs, and enhanced revenues.
- Facilities are typically supported by equity partners or through several smaller partnerships with other providers, health and wellness organizations, non-profits, school districts, and the private sector.
- Most comprehensive community recreation centers include four primary components: A) Community rooms and or classroom spaces; B) Multipurpose gymnasium space (often with an elevated track); C) Exercise and fitness rooms; and D) an aquatics area, usually with leisure amenities to increase revenue-generation.
- Comprehensive community recreation centers are continuing to grow, with the average center (nationally) now being between 60,000 and 70,000 square feet. These include facilities that

incorporate the following:

- The adoption of an open design concept with the use of natural light, sustainable materials, and green building concepts.
- Amenities and facilities with a strong multigenerational appeal.
- Multi-use and flexible spaces that can easily be converted for a variety of uses.
- Greater emphasis on revenue production and operational efficiency.
- Stronger appeal toward serving all ages, including active seniors and youth.
- Integration of indoor spaces with outdoor amenities.
- The need for more office and administrative space to house staff that is operating the facility.
- Expanded storage space to accommodate a variety of programs, services and events that occur at a center.
- Reduction in the size of conventional men's and women's locker rooms while increasing dramatically the number of universal changing rooms.
- Provision of drop-in child care rooms to support fitness related classes and programs.

ACTIVE RECREATION SPACE

Trends in the active use areas of a community recreation center are listed below. Most active use areas reflect:

- A steady increase in the size and magnitude of weight cardiovascular equipment areas.
- The development of a second group exercise studio that can support more specialty activities such as yoga, Pilates, and group cycling.
- The establishment of functional training areas as part of the overall fitness/weight/cardio area.
- The development of small group/individual fitness rooms where on-demand classes can be offered through video.
- Larger and more sophisticated climbing walls including bouldering walls.
- Longer, elevated, walk/jog tracks that have 10 laps or less to a mile.
- The development of multipurpose activity courts (MAC) to replace or be built in addition to conventional gyms. These courts have true multi-use flooring as well as walls that allow balls and other game instruments to be played from the surface. This allows for the more non-traditional sports to be played and most of these amenities have a strong youth orientation.
- Indoor fieldhouses with artificial turf to support field sports such as football, lacrosse, soccer, field hockey, and even softball and baseball.
- Specialty spaces for personal training, massage therapy, and fitness assessments.
- The conversion of indoor tennis and racquetball courts to other active spaces that can accommodate a larger number of users and generate a stronger income stream.
- Adjacent outdoor active recreation space including sports fields and courts to support indoor/outdoor camps, classes and programs.
- Increasingly larger and more sophisticated leisure pools with a variety of elements including slides, current channels/lazy rivers, interactive play features, zero depth entry, and other specialty features.
- The inclusion of water playgrounds either indoors in a center or immediately outdoors on the pool deck.
- The development of dedicated therapy pools to support medically based therapy programming and activities.

PASSIVE RECREATION SPACE

Trends in the passive use areas of a community recreation center are listed below. Most passive use areas reflect:

- Reservable multi-purpose rooms, ranging in size from rooms with a capacity of 40-50 to larger banquet rooms with movable tables, chairs and space to serve several hundred people. These rooms typically are technology-equipped with audio and video equipment and Wi-Fi. This includes:
    - Meeting rooms
    - High-end event space for rentals, community events and other activities.
- The provision of comfortable social hubs and gathering spaces with support amenities such as coffee carts, reading areas, and fireplaces.
- The inclusion of program space for all ages.
- The development of themed indoor playgrounds.
- The establishment of program space for youth activities, camps and other activities.
- Reservable rooms for private events, such as two or more birthday party rooms placed near an indoor leisure pool.

D. RECREATION FACILITY DEFINITIONS

Below are the descriptions for the three most common classifications of indoor recreation facilities found in most communities.

- **Community Center:** This title usually refers to a facility that has more of a passive use orientation. The center usually contains multi-purpose space, classroom and social gathering areas. These centers often have a senior focus. Costs to build are generally lower but the operational cost recovery level is also low. On a national basis, this type of facility is generally sized between 10,000 and 20,000 SF, but it could be larger. The Adult Community Center is this type of facility.
- **Recreation Center:** This type of center typically has a very stronger active use focus. It may contain elements such as a fitness center, gym and raised track, aquatic center and multi-purpose room. Centers with these types of amenities are typically larger and are often between 50,000 and 60,000 SF (on a national basis). Capital construction costs are much higher, but the operational cost recovery level is also generally much higher.
- **Community Recreation Center:** This type of center is a combination of the other two options as it provides both passive and active use elements in the same facility. Most municipal facilities developed today combine community gathering space with active recreation, sports and fitness space. As a result, these centers are often larger—in the range of 60,000 to 70,000 SF (on a national basis) but could be larger or smaller depending on demand. Capital costs are the highest and cost recovery is mid-range.

E. INDOOR FACILITY RECOMMENDATIONS

- The City's current method of providing indoor recreation facilities is not financially sustainable for the long term.

  - Having a series of small, renovated buildings increases maintenance and operational costs. Revenue opportunities are also not maximized with this approach.
  - Current facilities do not support active amenities that generally receive the most use and generate the greatest revenue.
- The City should routinely use a financial analysis of public facilities as they try to leverage City assets and meet the needs of the whole community. This is the fiduciary responsibility of City staff and all citizen advisory groups. In the financial analysis, capital costs for improvements and development, ongoing operating expenses and revenues (cost recovery) needs to be considered.
- The Adult Community Center and Sunset Firehall should be maintained and improved to continue the emphasis on programs and activities. These facilities should also be prime locations for community rentals.
- The City should consider a strategy of moving toward a phased approach to build a new community recreation center in the future. This center should ultimately serve a variety of indoor recreation needs, including active and passive elements. If desired by the community and affordable, it could eventually include an aquatics facility.
- A new community recreation center should have a focus on serving the following needs:
  - General
    - Adults
    - Youth
    - Active seniors
    - Families
    - Multi-generational activities
  - Program Areas
    - Fitness/Wellness
    - Youth and adult sports
    - Teens
    - General interest and arts
    - Social activities/indoor events
  - Recreation program partners
    - Youth sports groups
    - Community based recreation service providers
- Options for the McLean House should be re-evaluated when the I-205 Bridge is expanded, as this may affect site programming and use.
- An aquatics center is desired by a majority of the West Linn community. However, the cost to build an aquatics center has not been strongly supported. An investment of this scale would require a more extensive planning process, which may include an advisory vote by West Linn residents.

F. POTENTIAL NEW FACILITY DEVELOPMENT

The comprehensive Public Facilities Master Plan should propose an approach for potentially improving, renovating and developing new facilities to address long-term community needs. It will consider in more detail potential site uses for existing, improved or new facilities, as well as associated capital costs, operating expenses and cost recovery targets. That study will determine what steps—if any--should be taken in the development of a community recreation center. When the City is ready to move forward in developing a community recreation center, the following steps are intended to provide general guidance on the types of features to be considered and potential costs. Phasing, costs, facility elements, size, location, staffing, partnership opportunities and

operations should all be addressed in a business plan and master plan prior to construction to ensure the facility meets City expectations and desired level of subsidy.

Step I – Determine the Best Approach to Developing a Community Recreation Center

- Timeline is 1-3 years
- Test community priorities and willingness to pay for recreation center development
- If public support exists, update the current recreation center feasibility study to determine:
    - Community needs and expectations
    - Possible other sites for a center that support indoor/outdoor programming space
    - Facility program and phasing options
    - Capital cost estimates
    - Operational costs/revenues
    - Recreation programming plan and options
- Establish possible capital funding sources
- Determine possible equity partners
- Test potential bond measure language before submitting a measure for voter approval

Step 2 – Develop a First Phase Facility

- Timeline is 2-3 years
- Basic Program
    - Multi-Purpose Classrooms
    - Catering Kitchen
    - Gym Space
    - Group Exercise Rooms
    - Large Group Meeting Room
- Recreation Program Focus
    - Multigenerational programs
    - Passive uses
    - Fitness classes
    - Youth programming

Step 3 – Develop a Second Phase to the Facility

- Timeline 3 to 6 years
- Basic Program
    - Expanded Gymnasium
    - Walk/Jog Track
    - Additional Teen Space
- Recreation Program Focus
    - Multigenerational
    - Sports and active recreation
    - Youth activities

Step 4 – Develop a Final Phase to the Facility

- Timeline 7-9 years
- Basic Program

  - Potential Aquatics Facility
  - Aquatic Support Space
- Recreation Program Focus
  - Multigenerational
  - Aquatics
- Planning-Level Capital Cost Estimate (2018 dollars): $18 to $20 million (no site costs) (Capital costs by Opsis Architecture)
- Planning-level Operational Cost Estimate (2020 dollars): $2,600,000 in expenses for Phases 1-3
- Note: Costs could vary substantially from these estimates depending on the types of amenities and programs offered and the size and type of facility provided

*Table F-5: Phase 3 – Community Recreation/Aquatic Center - Additional Space**

Space	Number of Spaces	Square Footage	Total SF
Support			
Conventional Locker Room Expansion	2	700	1,400
Unisex Change Room Expansion	4	100	400
Aquatics			
25-yard x 6 Lane Pool	1	7,500	7,500
Leisure Pool (4,500 SF water surface area)	1	9,000	9,000
Aquatic Staff and Support Spaces	1	1,500	1,500
Pool Storage	1	1,000	1,000
Party Rooms	2	300	600
Sub-Total			**21,400**
Net to Gross (25%)			5,350
Total			**26,750**

*Note: The actual size of the center, amenities/facilities, and capital costs would be identified in a revised feasibility study.

CITY HALL 22500 Salamo Rd, West Linn, OR 97068 Telephone: (503) 657-0331 Fax: (503) 650-9041

CITY OF
West Linn

Memorandum

Date: May 15, 2018

To: West Linn Planning Commission

From: Jennifer Arnold, Associate Planner

Subject: Public Testimony submitted for the Parks, Recreation and Open Space Plan update (PLN-18-01)

On May 14, 2018 Staff received written testimony from Rebecca Adams expressing concern about draft Parks, Recreation and Open Space Plan presented.

On May 15, 2018 Staff received written testimony from Alan Smith requesting the plan be presented to each Neighborhood Association prior to making a decision or approval.

This is the only written testimony received by Staff prior to the Planning Commission public hearing for this application. Any further testimony received will be presented to the Planning Commission on May 16, 2018.

Boyd, John

From: Mollusky, Kathy
Sent: Monday, May 14, 2018 7:37 PM
To: Boyd, John; Shroyer, Shauna
Subject: FW: PLEASE ADD AS WRITTEN TESTIMONY FOR FOR THE PLANNING COMMISSION HEARING ON THE PARKS MASTER PLAN: MAY 16TH , 2018

From: Alan Smith [mailto:aalansmith57@gmail.com]
Sent: Monday, May 14, 2018 7:36 PM
To: Mollusky, Kathy <kmollusky@westlinnoregon.gov>; Flynn, Courtney <cflynn@westlinnoregon.gov>; Digby, Dylan <ddigby@westlinnoregon.gov>
Subject: Fwd: PLEASE ADD AS WRITTEN TESTIMONY FOR FOR THE PLANNING COMMISSION HEARING ON THE PARKS MASTER PLAN: MAY 16TH , 2018

Hi,
Will you please include this in the testimony for the Planning Commission on Wednesday May 16?
Thank you.
---------- Forwarded message ----------
From: **Alan Smith** <aalansmith57@gmail.com>
Date: Mon, May 14, 2018 at 7:19 PM
Subject: PLEASE ADD AS WRITTEN TESTIMONY FOR FOR THE PLANNING COMMISSION HEARING ON THE PARKS MASTER PLAN: MAY 16TH , 2018
To: planningcommission@westlinnoregon.gov

Dear Planning Commission,

When I was a youth heavily involved in my home city sports programs back east, we played all our basektball games in the high schools in the city. I do not see anywhere in this plan utlizing the good will between the WLWVSD and the City to open up the gyms for use. The only thing this Plan offers is a $13 million dollar recreation center. Many problems with that:

1) No such gym is in any of the City's Master Plans.
2) We have a beautiful and a complete gym at the high school that can be used. If people want to swim go support the Clackamas swim center. The voters just in 2014 voted down a swim center in West Linn. Why is Ken pushing that idea again? Very suspicious to me.
3) Whatever parks programs they now offer can be done with one tenth the cost of a new center, with the old fire stations. There are a lot of people who appreciate the historic value AND structurally fit stations.
4) The Council gave the Parks Department money to study the old fire stations, but they have not done that. Until that happens then and only then can we have an honest discussion about a $13 million dollar gym.
5) The Bolton Neighborhood Master Plan calls for a local recreation center.

Please push Ken's Master Plan back to the Parks Department with the caveat that it will not be voted on until they have gone to all Neighborhood Associations with it. All other City Departments have visited NAs. This Plan is about our future and without serious vetting, our children will get swindled into a $13 million dollar tax bill.

Thank you for your service and consideration.

Alan Smith
VP Bolton Neighborhood Association

Arnold, Jennifer

From: R Adams <radams014@gmail.com>
Sent: Monday, May 14, 2018 3:57 PM
To: Arnold, Jennifer
Subject: Fwd: WRITTEN TESTIMONY FOR Parks Master Plan...a few concerning things

---------- Forwarded message ----------
From: **R Adams** <radams014@gmail.com>
Date: Mon, May 14, 2018 at 3:47 PM
Subject: WRITTEN TESTIMONY FOR Parks Master Plan...a few concerning things
To: planningcommission@westlinnoregon.gov
Cc: City Council <citycouncil@westlinnoregon.gov>

PLEASE ADD AS WRITTEN TESTIMONY FOR FOR THE PLANNING COMMISSION HEARING ON THE PARKS MASTER PLAN: MAY 16TH , 2018

Dear Planning Commission,

There is much good in this Parks Master Plan, but also some odd things about it. I hope you can improve the draft. Please look at it with a critical eye to detail. Here are some things that are troubling. General page references provided for your convenience:

Concessions

page 69 Staff and concessions
page 77 concessionaires
page 79 riverfront regional cost generation...
page 51 potential commercialization of use in parks

There is quite a lot of mention of the possibility of bringing concessions into the Parks, but no Mention of Chapter XI, Section 46 of the the West Linn Charter which states a prohibition in leasing of parks, except for some grandfathered instances. It may be that concessions of some sort really are going to be appropriate in a future Riverfront Park, but it seems this rental use would need to go to a vote of the people given the way our Charter reads. Since concession is mentioned so much in the Master Plan, what I suggest is just a simple mention that concessions may require a vote of the people per the Charter. Maybe also adding the idea that presence of Concessions significantly alters the feel of a public space, so should be approached in a space by space manner.

Encroachments and Importance of Rights of Way, especially near Parks

Page 7. State goal 5 and goal 6 and goal 7
page 8 goal 12....connectivity Transportation
page 52 Encroachment policy
page 55 goal seven connectivity insure ROW vacation considers use

While getting serious about the Encroachment Policy is long over due since it would allow completion of Public Resources such as the Palomino loop and address the private building and excavation that is going on in the ROWs adjacent to Burnside Park and other parks. I think it would be useful to also create a vigorous policy that any vacation of Right of Way is reviewed with respect to its impact on Parks and on the Trails Master Plan. The recent vacation of the Willson Street Right of Way was recommended for approval by staff WITHOUT any written provision for the ongoing pedestrian access specifically planned for in the Master Trails Plan. Having watched a number of vacations now, not only is the city routinely giving away public land for free, but often the larger questions of whether a vacation contradicts some of our Planning Goals are not being fully explored by staff in the lead up to the Council Hearing which decides the matter. The donor of the Burnside Park, E.G. Caufield, had asked that adjacent ROWs be included in the park, though did not require it. It still has not happened, so those green buffers to the park are vulnerable to our lax vacation policy.

What I suggest is that the Parks Master Plan contain a line stating that ROWs adjacent to Parks should not be vacated, and that all ROW vacation requests be reviewed with respect to our Goal 5 aspirations and Master trails Plans, as well as our overall vision for connectivity of habitat and transportation. We can do better with state goal 5 and goal 6 and goal 7 by stopping the practice of flagrantly giving away ROWs.

Bias against Smaller Community Recreation Centers should be left out of document
page 34 On map Bolton is an indoor facility
page 35 indoor uses are scheduled to capacity
page 42 improved indoor space, very flexible concept

page 50 Goal 2 Social Hubs
page 53 problematic revisioning to exclude small community centers
page 54 goal six importance of community focus

page 78 biasing language about not funding neighborhood projects
page 79
annual prioritizing process will be pre-biased if criteria are not allowed to be applied to worthy satellite community centers

This part of the proposal was not subject to much, if any, citizen engagement. It comes late in the game, and was surprisingly the subject of some recent misinformation in a Tidings article. That was very surprising article with political undertones given the Bond election now going on.

It has long been staff's policy not support local satellite Community Centers such as Robinwood Station, Sunset Fire hall and the proposed Community Resource Center at Bolton Fire Hall, *despite these things being part of our Neighborhood Plans which are part of the Comprehensive Plan*. The only way Robinwood was able to move forward was by creating a non-profit to run it, as Bolton has been also pressured to do. This is in contrast to many cities that would just run the community centers themselves, like our Sunset Fire Hall model, which is the model that makes the most sense to me. But in West Linn, staff has been able to create what I think is a tradition of artificial exclusion of smaller centers which in fact could supply more indoor capacity at very low cost.

There is much public support for these local facilities and I think it is a mistake to embed staff's bias against smaller centers in a long range planning document such as this. I disagree with staff's assessment that these facilities are unsuitable for recreation use, though they do all need upgrades to be optimally usable. It is noteworthy that while the city budgeted for the evaluation and planning of both Robinwood and Bolton Fire hall upgrades over a year ago, this money has gone unspent, despite these projects being in the City's Capital

Improvement Plan. It is possible that once upgraded (especially with the ADA upgrades) these facilities could be very valuable to extend the indoor capacity for activities, but I am not seeing that in this Plan at all.

It is unfortunate to see such as deliberate attempt in this document to denigrate the recreational and community hub potential of the satellite Centers. If one looked at the Parks survey about Bolton, for example, the question was framed as "do you support rehabilitation the Bolton Fire Hall?", but no description of the intended new use was given, or why one might support it. Imagine if the question had been to rehabilitate it to provide meeting and class space, as well as provide a permanent home for the Food Pantry, the Community Pre-school and a coordinated base of food and medical stores for emergency preparedness. Of course, the support would be greater. What I suggest is a more open ended, fair and measured treatment of the entire community center idea so as not to lock into this current staff bias.

Bias toward a big gym style Rec Center should be toned down

page 70 Cost associated with big rec center
Page 70 Final words seem to be missing on page
page 74 numbers are very high

Support for funding a big Gym style Rec center is an unknown. We know from the Aquatic Center that while people want a swimming facility, the capital costs and the operating cost (staff heavy) were prohibitive. A big Rec Center may have some of the same issue. At $13 million estimate and the need to hire staff to run it, this is untested territory with the voters. It is only very recently that this idea is being called a Rec/Community Center, probably due to the overall support for community centers that is growing because of the efforts of the supporters of the smaller community centers. I think this whole topic should be treated in a more speculative manner in the document. If Gym space is the real need, then partnering with the School District to access some of the newly built facilities is probably much more reasonable and affordable , given that the population now carries about $226 million in Bonded indebtedness for building those beautiful new school facilities. It is not unreasonable for voters to expect some partnering from WLWV School District to provide more Gym access. The very large cost for the proposed Rec Center and the ongoing staffing needs seem to be skewing the total Park needs financial figures very high and should not be approved for that one reason alone. In contrast the modest expense to the smaller city facilities could really deliver a lot of bang for the buck with no staff requirement if the non-profit model continues to be the way things are done in West Linn.

Spelling of Maddax

page 3

Maddax is spelled with and "ax" in it. It would be nice to honor the generous donors of the entire park, Dorothy and Virgil Maddax, by correcting their name on page 3.

Lack of Specific Mention of State and Federal Historic Area Status which may someday provide funding opportunities

page 51 Goal 3

The document should more clearly articulate our goals to integrate interpretive aspects of cultural history and natural history by stating an interest in coordinating with the Heritage Area efforts at state and federal levels. Such larger initiatives may provide important grant money for interpretive amendments to our Park, especially the potential Riverfront Regional Park.

Thank you for your careful consideration of this Master Plan as well as for considering my ideas,

Rebecca Adams
Address on file

p.s. Planning Commission email is not functioning, by the way. Please forward to them and to Record for meeting.

Virus-free. www.avast.com

CITY HALL 22500 Salamo Rd, West Linn, OR 97068 Telephone: (503) 657-0331 Fax: (503) 650-9041

City of West Linn

Memorandum

Date: May 16, 2018

To: West Linn Planning Commission

From: Jennifer Arnold, Associate Planner

Subject: Public Testimony submitted for the Parks, Recreation and Open Space Plan update (PLN-18-01)

On May 15, 2018 Staff received written testimony from Roberta Schwarz expressing concern about draft Parks, Recreation and Open Space Plan presented. Mrs. Schwarz also requests that the plan be presented to each Neighborhood Association and requests support for smaller community centers to be added to this plan.

On May 15, 2018 Staff received written testimony from Ed Schwarz expressing concern about draft Parks, Recreation and Open Space Plan presented. Mr. Schwarz also expresses concern over the expense related to a community center/aquatic center.

Arnold, Jennifer

From: Boyd, John
Sent: Tuesday, May 15, 2018 7:16 PM
To: Arnold, Jennifer; Shroyer, Shauna
Subject: FW: Regarding Public Hearing: Parks Master Plan Update, PLN-18-01

From: Ed Schwarz [mailto:ed.schwarz@gmail.com]
Sent: Tuesday, May 15, 2018 5:51 PM
To: Boyd, John <jboyd@westlinnoregon.gov>
Cc: Zak, Teresa <tzak@westlinnoregon.gov>
Subject: FW: Regarding Public Hearing: Parks Master Plan Update, PLN-18-01

Resending.

Please add the below email to the Planning Commission packet for tomorrow evening's meeting.

Thank you.

Ed

From: Ed Schwarz <ed.schwarz@gmail.com>
Sent: Tuesday, May 15, 2018 5:42 PM
To: Planning Commission (planningcommission@westlinnoregon.gov) <planningcommission@westlinnoregon.gov>
Cc: West Linn City Council (citycouncil@westlinnoregon.gov) <citycouncil@westlinnoregon.gov>
Subject: Regarding Public Hearing: Parks Master Plan Update, PLN-18-01

Please add this email to the public record for the subject Planning Commission agenda item.

Dear Planning Commission,

I am concerned about two items in the staff report for the Parks Master Plan Update:

1. Support of a large community center/aquatic center and
2. Lack of support for smaller, community centers.

I would like to remind the commission that the aquatic center idea has already been "floated" and it sank like a rock. Measure 3-432 was voted on by West Linn citizens in 2013 and it failed miserably with 76 percent voting against. This measure asked if West Linn should "sell bonds to refinance land and construct, equip and furnish a new indoor aquatic and community center." The most recent community survey conducted in preparation for this master plan update also saw scant support (22% of those polled) for a community center. And, I would like to point out that the survey did not include the initial construction and ongoing maintenance costs of such a facility. I believe that if costs had been included in the survey, the "support" would have been even lower. I know that there are some vocal citizens who would like to see an aquatic/community center, but the overall West Linn community has shown, time and again, that it is opposed to this idea. Please remove consideration of the aquatic/community center from the master plan update.

What I do support and hope you will consider in the master plan update, are smaller, local community centers using already existing buildings. Constructing new facilities from scratch is prohibitively expensive so why not better use what we already have in our community? Currently, we have three building which could be converted to fully ADA-compliant

community centers for much less than new construction – I am speaking of Robinwood, Bolton, and Sunset. These buildings are former fire stations and are well-dispersed across West Linn making them easily accessible to all our residents, whether or not they live in Robinwood, Bolton, or Sunset Neighborhood Associations. There is significant neighborhood support to finish what the citizens have already started – converting these three building into community centers.

I ask that you please change the focus of the master plan update from one, large, expensive aquatic/community center to smaller, more financially-friendly facilities.

Thank you for your consideration.

Ed Schwarz
West Linn

Arnold, Jennifer

From: Boyd, John
Sent: Tuesday, May 15, 2018 7:16 PM
To: Arnold, Jennifer; Shroyer, Shauna
Subject: FW: Planning Commission May 16th Meeting testimony for the public record regarding Parks Master Plan Update PLN-18-01

From: Roberta Schwarz [mailto:roberta.schwarz@comcast.net]
Sent: Tuesday, May 15, 2018 6:42 PM
To: #Board - Planning Commission <PlanningCommission@westlinnoregon.gov>; City Council <citycouncil@westlinnoregon.gov>; Boyd, John <jboyd@westlinnoregon.gov>; Zak, Teresa <tzak@westlinnoregon.gov>
Subject: Planning Commission May 16th Meeting testimony for the public record regarding Parks Master Plan Update PLN-18-01

Please enter this email into the Public Record for the Planning Commission agenda item listed as Parks Master Plan Update PLN-18-01

Dear Planning Commission,

I just reviewed the information available online for the Parks, Recreation, and Open Space Plan. There has been very little citizen input on this plan because there has not been much outreach. This should have been discussed at all eleven Neighborhood Associations and at the most recent meeting of the NAP since it will impact all of the people who live in West Linn.

I am very much opposed to the large community center/aquatic center which is once again being proposed in West Linn. Check page 156 for this proposed 16,500 square feet of pool space. How many times does a unified "No" need to be heard? In November of 2013 the people of our city spoke very forcefully when they voted "No" on this idea on Measure 3-432. In an article the Tidings headlined "Pool Measure Sinks by Large Margin" the 76 percent vote against spoke volumes. A recent Poll done by the City in December of 2017 and January of 2018 once again showed support of only 22 percent. That makes it twice in the past 5 years that the people have said that they oppose this idea and by almost exactly the same numbers.

In the past nine years more than 2,000 pools have closed throughout the US. This is according to Mike Nelson, facilities development director for USA Swimming. The substantial expenses that accompany public pools include lifeguard wages, training, and insurance. Construction, maintenance and PERS contributions are also major costs.

Instead, I am in support of smaller community centers which are already existing facilities that just need to be updated and made ADA compliant. The three that fit the bill are Robinwood, Bolton Fire House, and Sunset Fire Hall.
Neighborhood support for all three of these facilities is solid.

I respectfully ask that you who will vote on this Parks Master Plan reflect the vote of the people and say "No" to the large community center and pool. Please say "Yes" to reusing what we already have in the three community centers.

Thank you for considering this request,

Roberta Schwarz
West Linn

Boyd, John

From: Stein, Eileen
Sent: Wednesday, May 16, 2018 5:41 PM
To: #Board - Planning Commission
Cc: City Council; Williams, John; Worcester, Ken; Boyd, John; #Board - Parks and Recreation
Subject: Park Master Plan Update

Dear Planning Commission Members –

Tonight you will likely receive, and already have, public testimony about the proposed Park Master Plan. I don't know what will be said to you, but I hope that you keep in mind that this plan represents the work of various parties and that it is *developing public policy* for the City of West Linn. It is not the work of any on individual, but collective visions and ideas for moving our park system forward. This proposed update has been guided by the Park and Recreation Advisory Board. It does not simply reflect the work of staff, and certainly not any one individual on staff.

My hope is that as you listen to testimony, you will refrain from accepting any assertion that this is staff-driven work or allow any criticism to be personalized. That's not productive. What is productive is to focus on the plan and how it needs to achieve the visions and expectations for park and open space that our citizens expect and deserve.

Thanks for your brief attention and for what you do for the City of West Linn.

Respectfully,

Eileen

Eileen Stein
City Manager
Administration
#6025

City of West Linn

Please consider the impact on the environment before printing a paper copy of this email.
This e-mail is subject to the State Retention Schedule and may be made available to the public

Planning Commission testimony for May 16, 2018. Presented to the Planning Commission by Alan Smith

I think if this Master Plan truly engaged the neighborhood associations (pg 2, pa 1), and purports to "respect" them (pg. 11, pa 2), then a couple of changes appear to be needed so that future city servants, council and taxpayers can believe those statements were written with conviction.

Map 1: Consider adding the Target symbol to Bolton FS and Robinwood FS as they are Park and Community Facilities.

Map 2: Unintelligble lower right corner. Consider giving Robinwood the House symbol.

Map C-2: Consider adding Bolton Fire Station to be created as a Social Hub.

Page E-1: Maddox is misspelled.

Page E-5: Remove "Avoid investing in smaller neighborhood facilities," until a land use planning documentation feasibility study has been completed with the $30-40 thousand dollar budget item that was given to the Parks a few years ago.

Page E-5: Remove the Second Bullet: Whether it is a study for an old, small fire station or a gleaming new billion dollar rec center/aquatic center, the basis for all studies need to go through a singular process of proof. This process includes going through neighborhood associations in the spirit of State Goal 1 and effects of such projects on resident livability and property values studies are included.

Appendix F: Paragraph 4: First sentence appears to be a statement of bias not based in fact. Cross reference the Tidings article about the Parks Master Plan published May 10, 2018. It needs to be resolved so future city servants and taxpayers can be assured that they do not have ask themselves what the statement is based upon.

Appendix F: Last bullet point: Contains a contradiction that needs to be resolved. Either the facility can "be renovated," or it is "not financially sustainable." These statements most likely are statements based in hearsay or bias. That "small, old fire station" is younger than MacLean House. It is also the scene of many important events, but until the Parks Department utilizes the money given to them to proceed on a study, those statements need to be removed, because they are not based in fact.

Finally, I ask the Planning Commission to draft a recommendation to the City Council to incorporate the appropriate elements of all Neighborhood Association Master Plans (NAMPs). Gather all the NA Plans that are part of the West Linn Comprehensive Plan, and dig out those elements that have to do with each section under the chapter on page 13, "Public Involvement and Key Themes." Until such work is done please do not pass this Parks Master Plan. It is only fair to the city's time and money spent on the NAMPs, and to our future city planners.

There are a whole lot of great things in this draft. Let's make it better.

Thank you,

Alan Smith
1941 Buck Street
Aalansmith57@gmail.com

Please include this in the Public Record.

Testimony on July 22nd, 2019 on Latest Version of the Proposed West Linn Parks Master Plan

Tonight, you are discussing the newest version of the proposed Parks Master Plan. I have testified previously at the Planning Commission meetings about this topic.

I have new information to add to what I previously testified about in front of that body:

1. Lake Oswego is now planning to have a recreational center and pool built just **3.7 miles** from where we are sitting tonight. It will be at the Municipal Golf Course and the current 18-hole course will be reduced to 9 holes. People who would like to swim and who live in West Linn will have the choice to go to that facility or to the already existing pool, the North Clackamas Aquatic Park. which is just **9.2 miles** away in Milwaukie. There are also several non-government funded pools to choose from in the area. **There is no need to spend our money to have a pool in West Linn when there are several nearby.**
2. At a recent Portland City Council meeting it was voted to close Columbia Pool as of July of next year because of a budgetary shortfall. It is important to note that **in the past nine years more than 2,000 pools have been closed throughout the U.S.** according to Mike Nelson, Facilities Development Director for USA Swimming. The substantial expenses that accompany public pools include lifeguard wages, training, and insurance. PERS contributions, employee salaries and benefits, construction, maintenance, chemicals, and equipment are some of the additional costs.
3. The estimate for a West Linn aquatic facility has been lowered to **$18 to $20 million** in this new Park Master Plan on page 111 because the costs of the Recreation Center which would house it are not listed in this update. They were listed in the previous version. The previous estimate for both the pool and rec center was approximately $60 million. This omission is worrisome. The people of West Linn deserve to know the total costs of a pool.

4. This brings me to the next information that is pertinent tonight. **The survey results that are quoted in the Executive Summary beginning on page 9 are not based on scientific methodology.** This was not a random sampling of West Linn citizens. In fact, people could vote as many times as they wanted if they used different computers to do so. This skews the results. The estimated costs of an aquatic center were not even included in the survey questions. Having that information would have greatly reduced the number of people who support building a pool in West Linn
5. In fact, the voters of West Linn already had a ballot measure for a pool placed before them. They overwhelmingly opposed it. **In November of 2013 Measure 3-432 was placed before the voting public and the result was 76% against. A scientific poll done for GO Bond funding showed only 22% support for a pool in December 2017-January 2018. That is twice the people have said "No".**
6. **Please do not allow this Parks Master Plan to go forward with the aquatic center included**. If you do allow it to stay in, please add that there **shall be an Advisory Vote of the people of West Linn** to decide if they are willing to pay for the costs of a pool before one can ever be built that uses any of our money.

There is one other item in the proposed Park Master Plan that I would like to address tonight. It concerns the White Oak Savanna.

Please have the White Oak Savanna listed as a **passive park** which is what it was referred to when grants were being sought and were eventually obtained for acquisition of that park. Please see map on page 30 which appears to list the White Oak Savanna as an Active Park. The color differentiation on the map is very hard to determine. Please also list it as such on the list on page 25. It is not listed there at all currently and it needs to be so it cannot be changed without notice to the people who worked so hard to raise the money to acquire it and to do the work to restore it.

Thank you,

Ed + Roberta Schwarz

From: Karie Oakes <karieokee@aol.com>
Sent: Wednesday, July 31, 2019 5:17 PM
To: Axelrod, Russell
Cc: City Council
Subject: Parks Master Plan Amendment Procedures

Dear Mayor Axelrod,

I ask you to reschedule the hearing to amend the Parks Master Plan, Comprehensive Plan and Community Development Code on your August 5 agenda until a date when the procedures for adoption are in accordance with CDC 100.090 and CDC 98.00. At this point I can not determine if the plan has significantly changed to warrant another Planning Commission hearing.

I know this has been a long and arduous process, largely because the 2018 Council deviated from mandatory procedures (98.110) when it asked the Planning Commission and Parks and Recreation Advisory Board to work out differences in their recommendations to Council. Evidently this occurred because the director of Parks and Recreation and his assistant, in their roles as staff liaisons to the PRAB, lead the PRAB to believe it's recommendations should be elevated above the Planning Commission's recommendations, contrary to our land-use laws. Even the community development director thought it was a good idea and the city manager didn't act in her professional capacity to advise him and Council otherwise. The problem snowballed when the parks director refused Council's request for a red-lined copy of the Planning Commission recommendation. I lost track of what the PC did subsequently. It went south when the PRAB continued to make revisions and degraded people who did not agree with their recommendations.

The most concerning thing to me about this fiasco is how detrimental it was to public involvement. It is a matter for the Committee for Citizen Involvement to take up. The update process began in December 2016 and the PC hearing was 16 months ago. I don't recall when was the first Council hearing? It has been an impossible process for any member of the public to follow. So I remind you of this as I ask you to delay the hearing slightly longer in order to comply with the law for public involvement.

There are many particular parts of the above codes that are unmet and the project page information hasn't been updated since December. To begin with, notice was not given or at least that is the best I can surmise. This alone would be enough to reschedule. A copy of the notice and affidavits are not posted on the project page. I did not receive written notice as MNA President. I couldn't find notice in the Tidings. As far as I recall, Council continued a hearing it had sometime after the PC hearing, but did not continue it to a date certain.

I am not going to point out all of the other deficiencies of this application, but you can be sure I will at the hearing if any remain. I would suggest you try clearing your head of what you know about the project, set aside all the materials you've collected as Mayor and go to the agenda as a member of the public would do to prepare to participate. There are 6 links: AB, Plan, Testimony, Staff Presentation, ORDs. You'll find a link to the project page which hasn't be updated since December 2018 on the AB prepared by the city manager. Now you have all the information available to the public unless you were to make an appointment to wade through the planning file.

With this information available to you today, 5 days before the hearing, I ask you would you be able to understand the deliberations and decisions of the public bodies (PRAB, PC and CC) ? Would you as a member of the public seeing it for the first time? Would you as a member of the public who dropped out of participating, having been discouraged by the distorted proceedings and degradative culture perpetrated by the administration? Would you as a president of a neighborhood association, moreover, a newly elected one?

Many questions arise as one tries to make sense of the mass of information and upon reading it one realizes there is another mass of missing information. What are the standards and procedure for a decision? Where is the staff report for Council evidencing applicable criteria are met? Where is it evident in the ORDs that the criteria were met (see ORD 1649 "whereas" statements as example) ? What were the meetings of the PRAB; meeting(s) of the PC subsequent to it's hearing; and meetings of Council subsequent to it's first hearing? Was the public testimony given at these various meetings included in the record before me? One question leads to another. If only the information was complete and organized.

The purpose of Chapters 100 and 98 is to provide consistent legislative proceedings that give equal opportunity for all to participate and meet Oregon's policy for the public to know and understand the deliberations and decisions of government. The public must be able to rely upon it. Transparency depends on it. The proceedings are really quite simple: PRAB recommends to PC and PC recommends to Council. It is better understood and followed than this application where there are numerous back and forth meetings, special meetings, joint meetings and work sessions between hearings. Who wouldn't have a hard time keeping track? No wonder the record is a mess. This animal grew to huge proportions, wasting time and money.

Please excuse me if my frustration is apparent, but the proceedings of this application is second to that of "Cut the Red Tape" for being the worst legislative application I've seen. It placed second only because I believe Council's intention here was to involve the public. It causes me to think that this application was handled differently because it was an in-house application.

I hope you'll find my concerns helpful not only to this application, but for improving citizen engagement in land-use. Mr. Mayor, I trust with your experience as a former PC member, you might appreciate it. Is this application acceptable to you? Does Council understand all the criteria to make this decision considering the level of support from staff? I would suggest reading CDC chapters 100 and 98 to fully appreciate what I write.

Please submit this email to the record for PLN 18-01 Parks Master Plan Update. Please also let me know if you remove the plan from your agenda. I hope you will utilize all means of communication to inform the public if you revise the agenda. Thank you. Thanks to all who have taken the time to read and consider my concerns.

Sincerely,

Karie Oakes

Dear City Council,

Citizen Comment for Council Meeting, August 5, 2019: Agenda Bill 2019-08-05-03.

SITUATION

I heard the City is talking about dividing up a pot of GO Bond money of $1.5 million between three projects:

1) Old Bolton Fire Station
2) Robinwood Fire Station
3) Willamette Main Street

PROPOSAL

If true, will you please allow the BNA Old Bolton Fire Station Committee (Committee) to spend about $45,000.00 to complete the proposed design work by the architectural group of our choosing?

SYNOPSIS

BNA began this project in about 2014. During this time the City has asked the Committee to meet certain goals as part of the due diligence process. I believe that the PROPOSAL is most likely the last piece of due diligence so the City can have all the information it needs from the Committee. Right now, though the discussion is fraught with misconceptions and pre-conceived notions.

Nevertheless, the Committee has met every single one of the city's stipulations in this entire process:

The City has asked to provide estimate costs of full rehabilitation. *Check.*

The City has asked to create a Non-Profit corporation and all the taxes implications. *Check.*

The City as asked to find long term tenants. *Check.*

The Committee knows that complete rehabilitation can be covered by all of the alleged $1.5 million in the Go Bond pot above. Taken with the information above, the design will be the cornerstone of the Committee's argument for saving the station. Your help will allow the Committee to put together a plan to help the City learn why and how the West Linn Community Resource Center will help the City retain its family character, and help maintain the security and livability ideals.

CONCLUSION

The Bolton Neighborhood Association has been in discussion with the City of West Linn for over five years. The BNA began the discussion and has completed every requirement the City has asked to date. To date the Committee has taken this on voluntarily and has spent thousands of hours working this out, but this last piece, the cornerstone, cannot be done without the City's help.

One of the positive outcomes for voting affirmative for the proposed $45k is that the City will own the complete professionally laid out design. Once we get the design work, I feel confident the Committee will have met a complete due diligence and all that might imply, and will greatly help the City in gathering all the facts for this project.

Alan Smith

1941 Buck Street

City Council

PLN-18-01

Parks, Recreation, and Open Space Plan update

August 5, 2019

Parks, Recreation, and Open Space Plan Goals

- Goal 1: Re-envision West Linn's water experience
- Goal 2: Create social hubs that provide year-round gathering places for all West Linn Residents
- Goal 3: Create parks and open spaces that show off West Linn's unique qualities
- Goal 4: Provide new and extraordinary experiences in West Linn's Parks
- Goal 5: Re-imagine West Linn's future indoor recreation opportunities
- Goal 6: Activate parks with recreation programs and events that encourage social interaction and a sense of community
- Goal 7: Create a more connected and accessible environment for pedestrians, bicyclists and other recreation uses

Comp Plan Amendments

- Goal 2: Land Use Planning
  - Comprehensive Plan Exhibit: Figure 2-1 does not show the most up to date park land parcels and needs to be replaced with an updated version.
- Goal 5: Intergovernmental coordination
  - Comprehensive Plan Exhibit; Figure 5-3 does not show the most up to date park land parcels and needs to be replaced with an updated version.
- Goal 8: Parks and Recreation
  - Update Background and Findings
  - Update Policies
  - Update Recommended Action Measures
  - Comprehensive Plan Exhibit: Figure 8-1 does not show the most up to date park land parcels and needs to be replaced with an updated version.

Marylhurst Heights Park (Active-Oriented)

Fields Bridge Park (Multi-Use)

Tualatin River Open Space (Passive-Oriented)

FIGURE 2-1 NEW

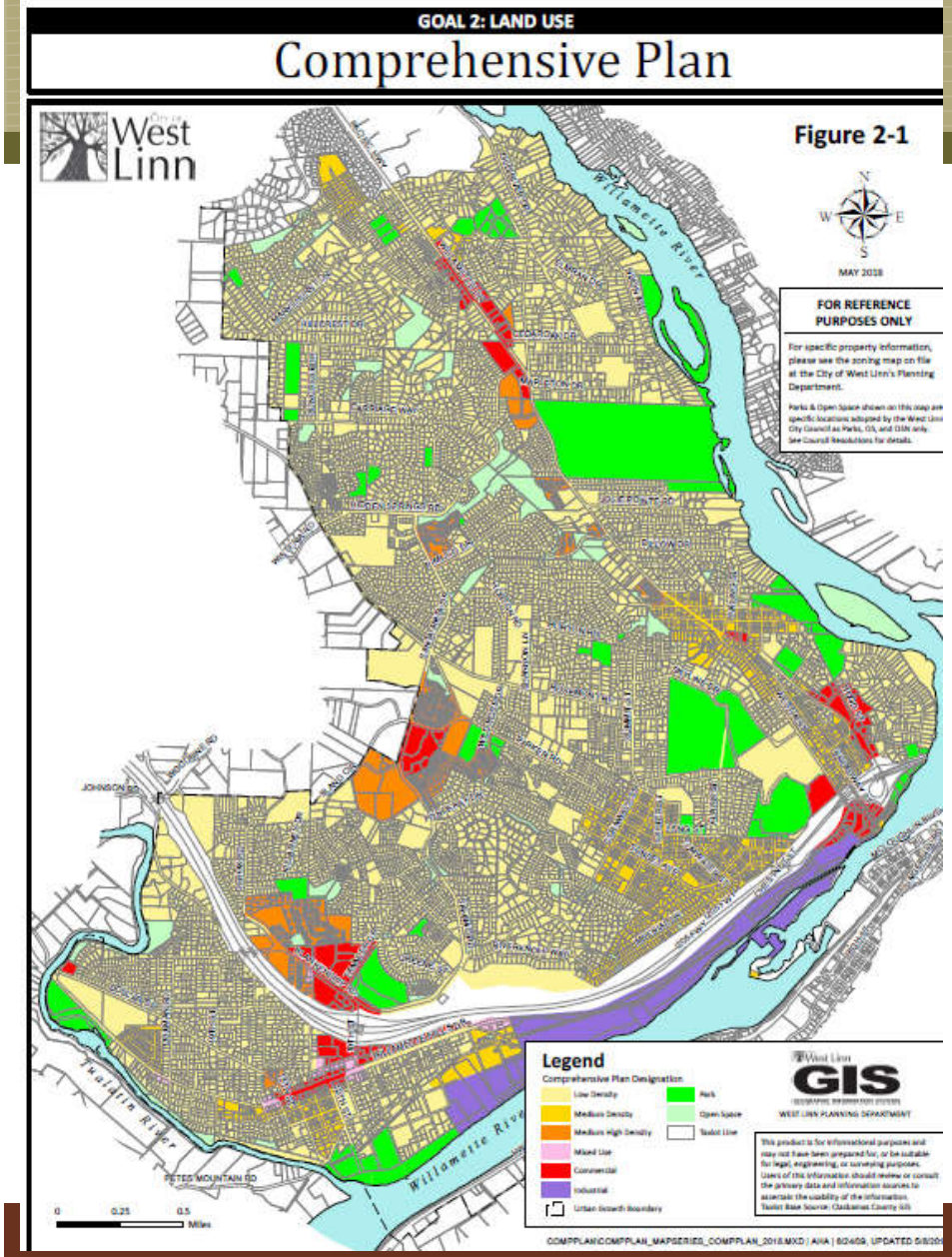


FIGURE 2-1 OLD

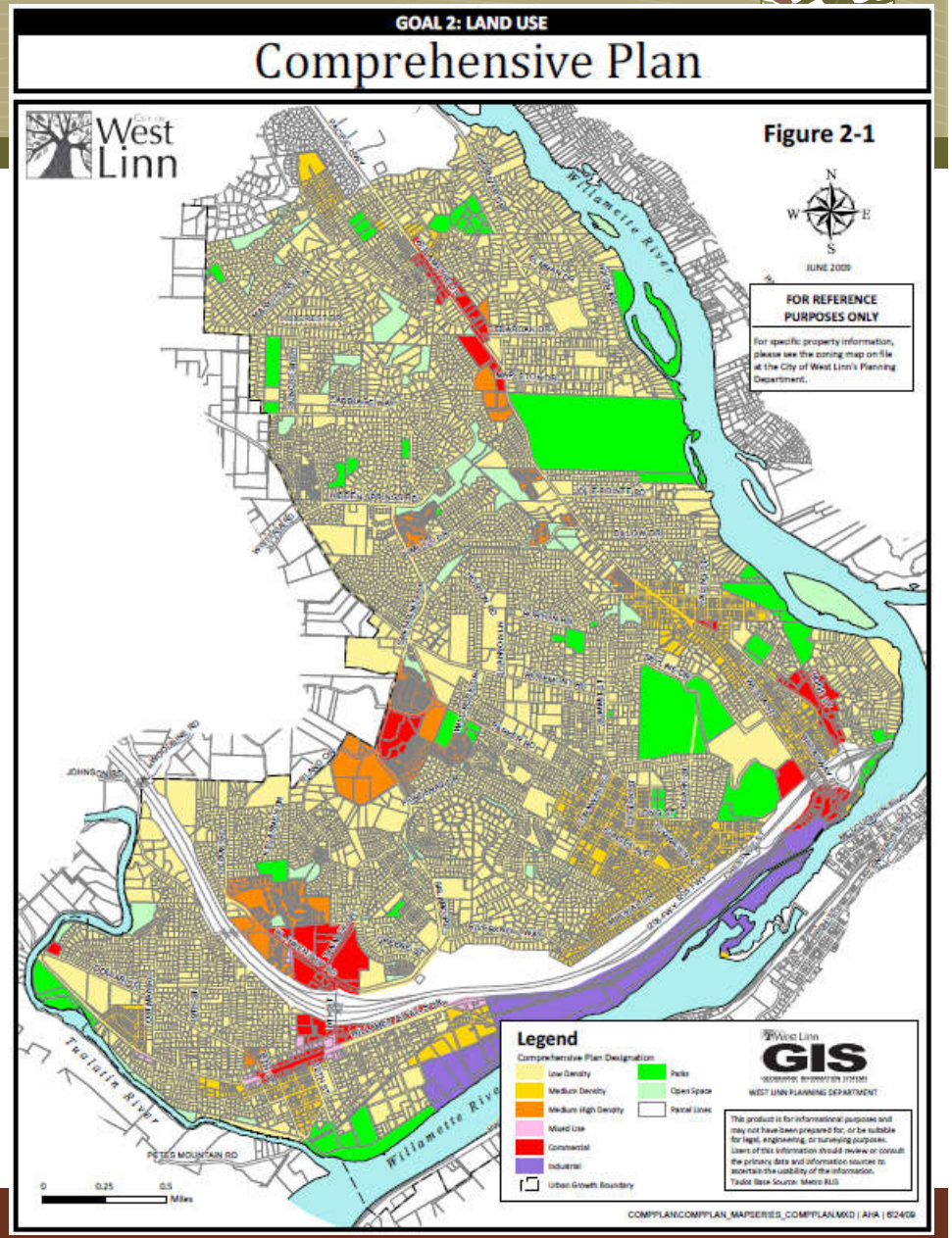


FIGURE 5-3 NEW

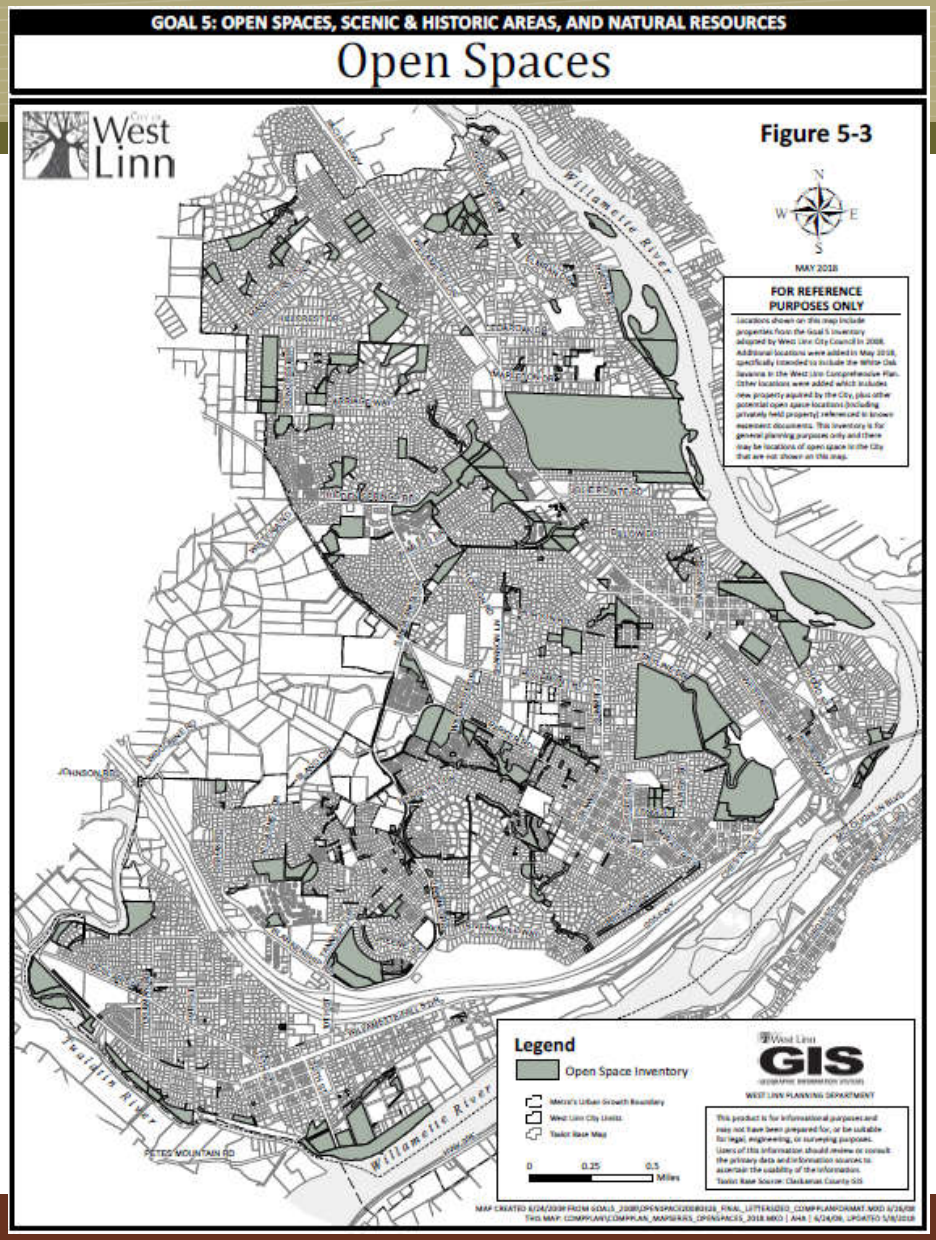


FIGURE 5-3 OLD

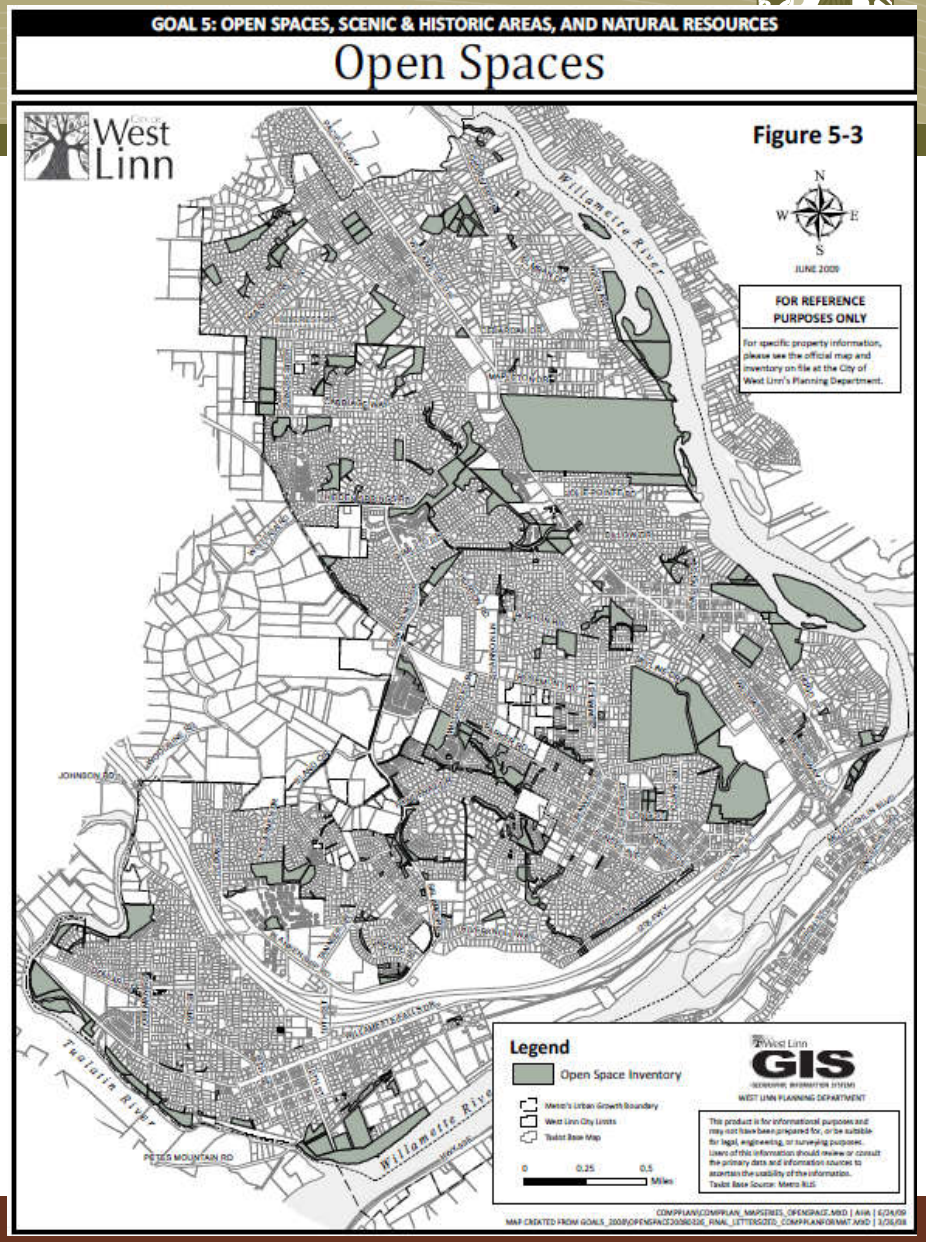


FIGURE 8-1 NEW

GOAL 8: PARKS AND RECREATION

Parks and Open Space

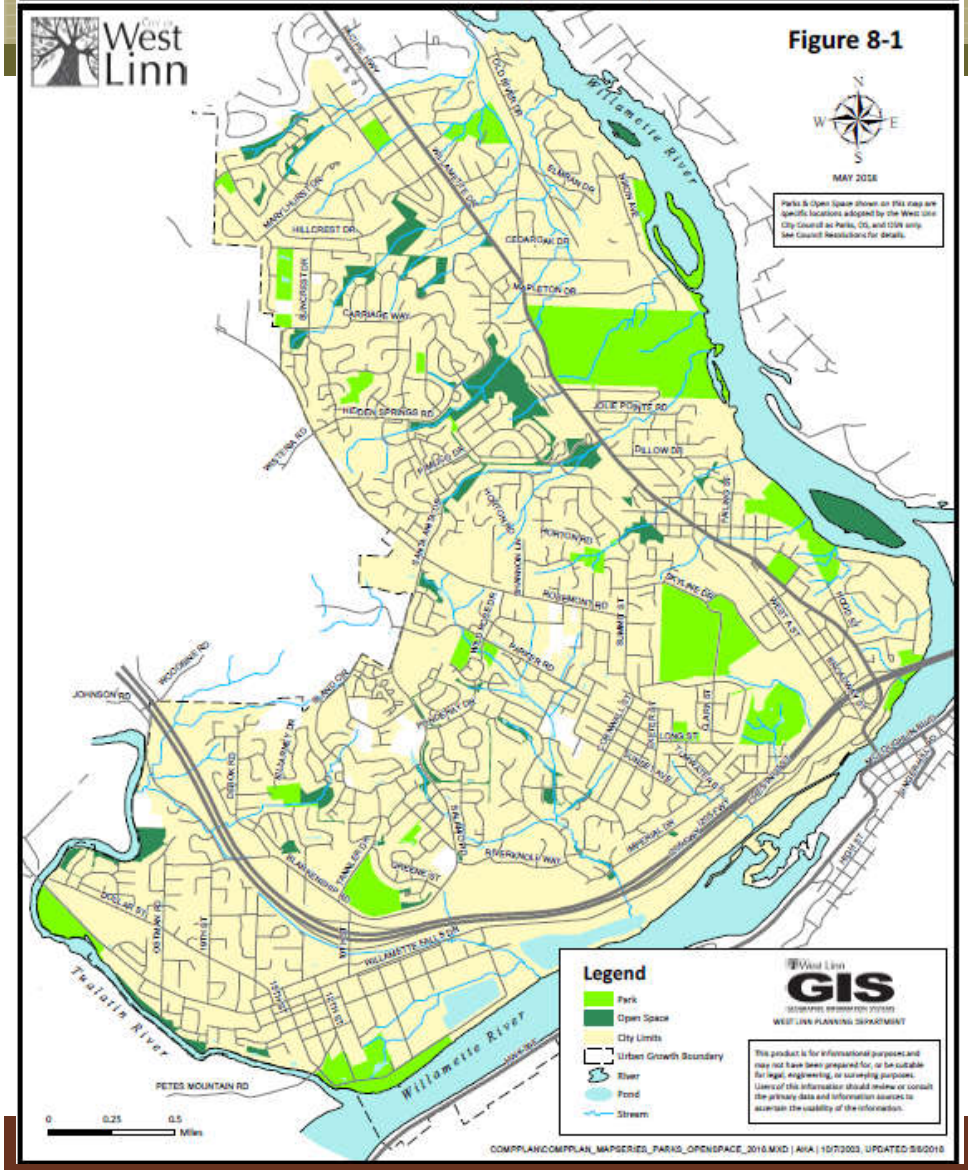
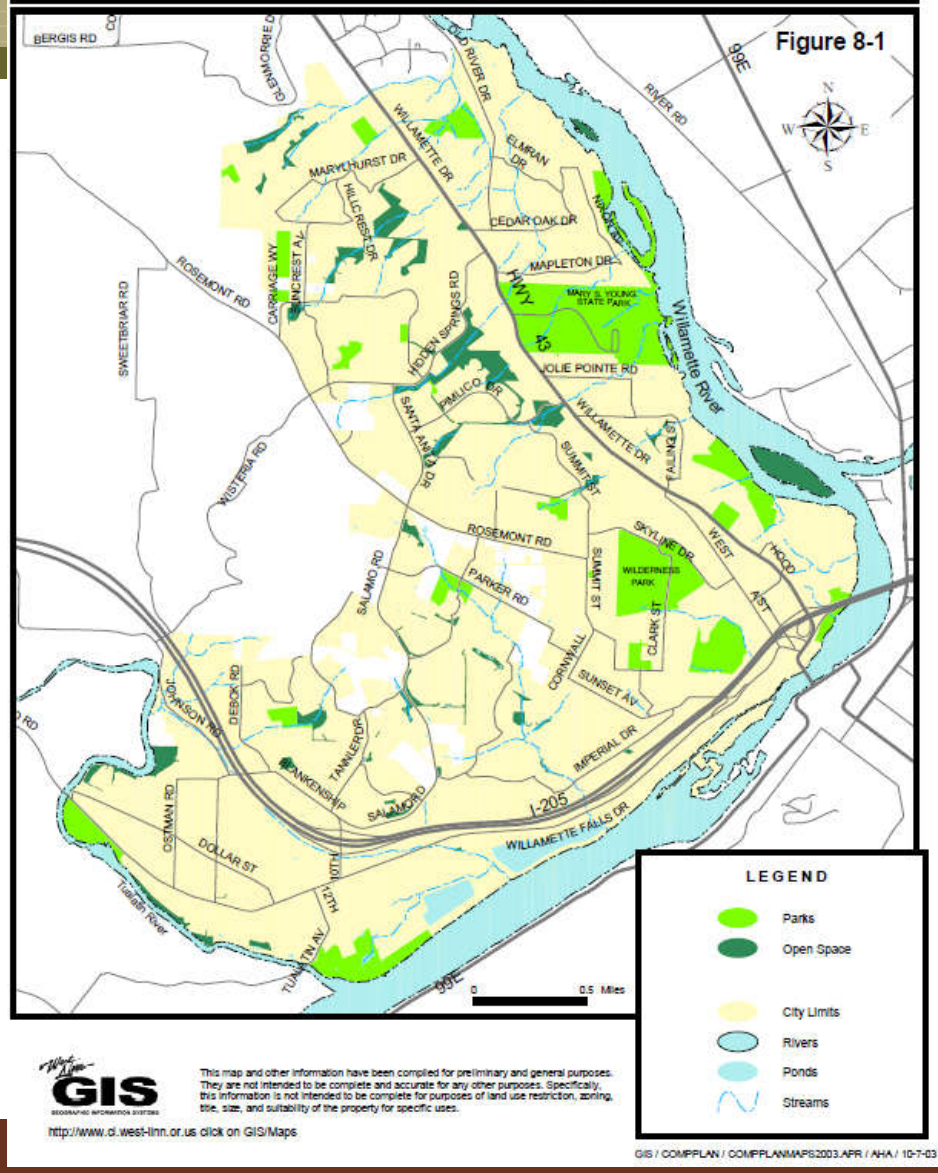


FIGURE 8-1 OLD

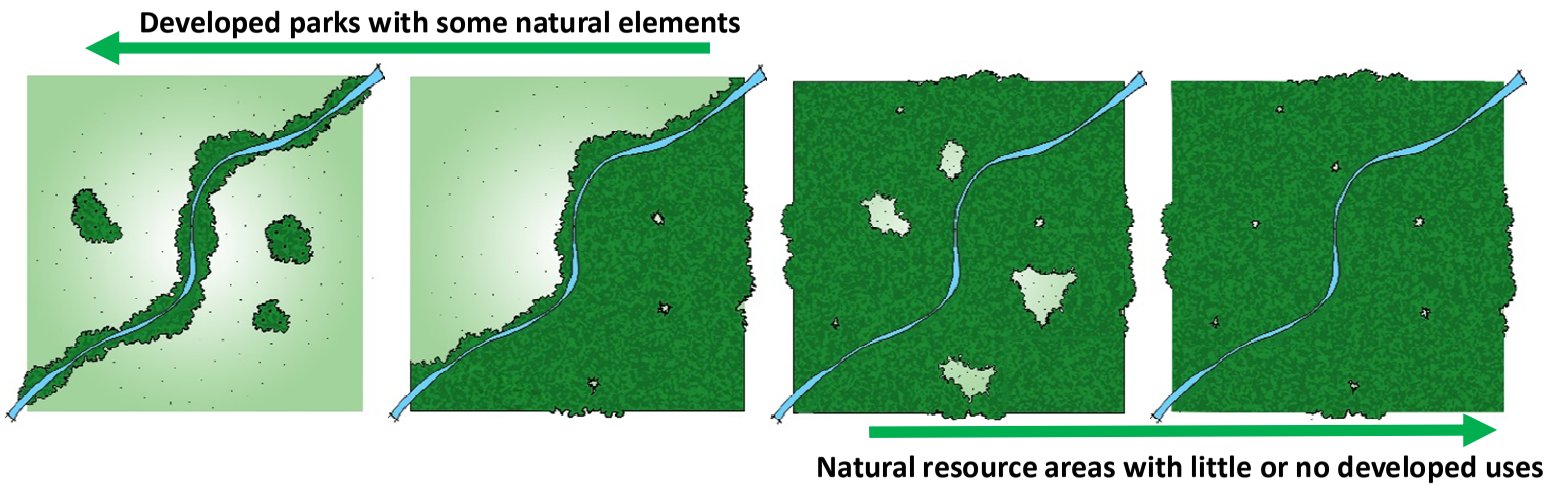
GOAL 8: PARKS AND RECREATION

Parks and Open Space



Community Development Code Amendments

- Chapter 2 – Definitions
  - 02.030 Specific Words and Terms
    - Update definition of Passive-Oriented Parks
- Chapter 56 – Parks and Natural Area Design Review
  - 56.015 Categories of Parks and Natural Resource Facilities
    - Purpose Language Cleanup for park categories and definitions



Community Concerns

- CDC 98.110 Approval Process and Authority
  - *"A. The Planning Commission shall, after notice and a public hearing, formulate a recommendation to the Council to approve, to deny, or to approve with modifications."*
    - **Planning Commission hearing noticed in the West Linn Tidings April 26, 2018 for the May 16, 2018 hearing**
    - **Memorandum in the record signed by Planning Commission Chair, Mr. Walvatne dated May 22, 2018 recommending approval with an amendment to the proposed plan to add financial consideration for satellite community centers.**
  - "B. Any member of the Commission who voted in opposition to a recommendation by the Commission on a proposed change may file a written statement of opposition with the Director prior to any Council hearing on the proposed change, and the Director shall transmit a copy to each member of the Council and place a copy in the record."
    - **Planning Commission voted 7-0 unanimously recommending adoption with minor change for satellite community centers.**
  - *"C. If the Commission fails to recommend approval or denial or approval with modifications of the proposed legislative change within 60 days of its first hearing on the proposed change, the Director shall report the failure, together with the proposed change to the Council. The Council may then choose to either refer the proposed change back to the Planning Commission with specific instructions, or may direct the Planning Director to place the proposed change on the Council agenda and cause notice to be given, hold a public hearing, and make a decision on the proposed change."*
    - **No failure occurred because of the signed recommendation of the Planning Commission Chair.**

Community Concerns

- CDC 98.110 Approval Process and Authority
  - "D. The Council shall:
    - *1. Have the sole authority to approve, deny, or approve with modifications a proposal for a legislative change or to remand to the Commission for rehearing and reconsideration all or part of a proposal transmitted to it under this chapter;"*
      - **Notice was published for a City Council public hearing on June 7, 2018 for the June 18, 2018 hearing**
    - *"2. Consider the recommendation of the Planning Commission; however, it is not bound by the Commission's recommendation; and*
    - *"3. Act by ordinance, which shall be signed by the Mayor within 10 days after the Council's adoption of the ordinance."*
      - **Proposed ordinances have been provided to Council for this noticed hearing along with the Planning Commission's original recommendation.**

Community Concerns

- CDC 98.110 Approval Process and Authority
  - *"4. If the Council determines that the proposed amendments being considered for adoption include issues not raised before the Planning Commission during its deliberations, the Council shall remand the legislative change back to the Planning Commission for its review and recommendation regarding the new issues.*
  - *5. When making a determination pursuant to subsection (D)(4) of this section, the Council shall deem an issue not to have been raised only if an issue bears no reasonable relation to the proposed amendments previously considered by the Commission. Furthermore, for the purposes of subsection (D)(4) of this section, when an entire code chapter is being considered for amendment, all issues contained in that chapter shall be considered to have been raised by the Commission in its deliberations. (Ord. 1474, 2001; Ord. 1590 § 1, 2009)"*
    - **At the June 18, 2018 Public Hearing a redlined version was requested showing how the Planning Commission's recommendation had been incorporated into the proposed plan**
    - **A motion to remand the plan back to the Planning Commission was not reflected in approved meeting summary notes**
    - **The hearing was continued by the City Council but no date certain was specified, thus notice for tonight's hearing was published in the West Linn Tidings (7/18/19)**

QUESTIONS OF STAFF?

City of West Linn

Agenda Bill 2019-08-05-04

Date: August 5, 2019

To: Russ Axelrod, Mayor
Members, West Linn City Council

From: Morgan Coffie, Public Works Management Analyst

Through: Lance Calvert, P.E., City Engineer/Public Works Director *LEC*
Eileen Stein, City Manager *ES*

Subject: Nuisance Code Changes

Purpose
Approval of first (1st) reading of Ordinance No. 1699 to amend the Nuisance section of the City's Municipal Code.

Question(s) for Council:
Does the Council wish to adopt the updated Nuisance section of the City's Municipal Code?

Public Hearing Required: No.

Background & Discussion:
At the June 17, 2019 City Council Work Session, staff provided an update to Council about right-of-way management. An outcome of this discussion was identifying the need to update the City's Municipal Code regarding nuisances and code enforcement.

A draft ordinance to update the City's nuisance section of the Municipal Code was provided to Council for review and comment at the June 17th meeting. The attached draft ordinance was reviewed and approved by the City Attorney. The code update will address needed improvements in the current code with revisions to the code enforcement process as it relates to: landscape items, enforcement, and abatement costs/process.

At Council direction, staff provided this information to Neighborhood Association Presidents (NAP) and requested written comments by July 19th. To date, staff has received no written comments from the NAP.

Executive Summary
Council also requested an executive summary of the changes being proposed.

Summary of Changes
To better respond to citizen needs and requests for timely code enforcement, the City Council is updating the City's nuisance code. At the June 17, 2019 City Council Work Session, the City Council reviewed and discussed proposed amendments to the West Linn Municipal Code sections addressing noxious vegetation, violations, posting notice, and abatement (sections 5.470, 5.495-

5.515, and 5.525). Below is a summary of the proposed changes to be adopted via Ordinance No 1699. In summary, the changes:

- Clarifies the term "noxious vegetation" which includes: reducing maximum grass height form 10 inches to 8 inches, increasing tree and bush limb distances from street surfaces, and clarification of the terms "fire hazard" and "health hazard" in order to be more responsive to citizen requests.
- Simplifies the notice, posting, and mailing requirements are simplified and clarifies the parties of responsibility.
- Modifies the determination of a nuisance from the City Council to the Municipal Court. Does the same for jurisdiction in determining abatement to be consistent with other enforcement actions such as traffic enforcement.
- Modernizes the abatement officer to the City Manager, or designee, as the one to abate health and/or other nuisances that present imminent danger to life or property rather than the "Health Officer, the Chief of Police, or Chief of the Fire Department".

The summary will be used to communicate with the public about the changes being made via the City's normal communication and social media platforms.

Budget Impact:
Simplifying and clarifying the code enforcement process related to nuisances will ultimately produce budget savings, by how much is unknown at this point.

Sustainability Impact:
Allows for native landscaping and supports the City's sustainability (environmental and fiscal) goals.

Council Goal/Priority:
This action supports City Council Goals related to Land Use and Quality of Life; and Fiscal Sustainability.

Council Options:

1. Conduct the 1st reading of Ordinance No. 1699 to adopt the updated Nuisance section of the Municipal Code.
2. If approved unanimously, conduct the 2nd reading and approve Ordinance No. 1699.
3. Do not proceed with the 1st and 2nd reading of Ordinance No. 1699 and request further work on the ordinance.

Staff Recommendation:
Conduct a 1st and 2nd reading of Ordinance No. 1699 to adopt the updated Nuisance section of the Municipal Code.

Potential Motion:
I move to conduct the 1st reading of Ordinance No. 1699 to adopt the updated Nuisance section of the Municipal Code as attached. If 1st reading receives unanimous approval:

I move to conduct the 2nd reading and approve Ordinance No. 1699 to adopt the updated Nuisance section of the Municipal Code as attached.

Attachments:

1. Proposed Ordinance No. 1699

ORDINANCE NO. 1699

AN ORDINANCE RELATING TO NUISANCES, INCLUDING NOXIOUS VEGETATION, VIOLATIONS, POSTING NOTICE, AND ABATEMENT, AMENDING WLMC SECTIONS 5.470, 5.495 - 5.515, AND 5.525

Annotated to show ~~deletions~~ and additions to the code sections being modified. Deletions are ~~**lined through**~~ and additions are **bold underlined**.

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, the above referenced grant of power has been broadly interpreted as affording all legislative powers that home rule constitutional provisions can grant to Oregon Cities, City of Beaverton v. International Ass'n of Firefighters, Local 1660, Beaverton Shop, 20 Or. App. 293, 531 P 2d 730, 734 (1975); and

WHEREAS, City policies and regulations related to invasive noxious vegetation need to evolve to be more responsive to citizen's requests; and

WHEREAS, enforcement relating to nuisances identified in the City Code needs to be timely in response to citizen requests; and

WHEREAS, the City Council finds it necessary to amend the nuisance code to clarify the standards for noxious vegetation and amend the enforcement of the nuisance section of the City Code.

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

SECTION 1. West Linn Municipal Code Section 5.470 [Noxious Vegetation] is amended to read as follows:

5.470 Noxious Vegetation.

No owner or person in charge of **any** property**, improved or unimproved,** shall permit noxious vegetation upon ~~public or private~~ **the** property **and the adjacent right of way**.

(1) The term "noxious vegetation" does not include vegetation that constitutes an agricultural crop **or native landscape**, unless that vegetation is **deemed** a ~~fire hazard, a health hazard or a traffic~~ hazard ~~and it is vegetation~~ within ~~the meaning of~~ subsection (2) of this section. The term "noxious vegetation" does not include vegetation that is part of the natural topographic condition of City or state parks and **open space.** ~~greenway areas.~~

(2) The term "noxious vegetation" includes:

(a) Weeds **listed under any weed category in the Oregon State Noxious Weed List maintained by the Oregon State Weed Board and lawn grass** more than ~~10~~ **8** inches high **and any poison oak, poison ivy or similar poisonous vegetation**;

(b) **Tree and bush limbs 11 feet or less from the sidewalk surface or 14 feet or less from the street surface;** ~~Grass more than 10 inches high and not within the exceptions stated in subsection (1) of this section;~~

(c) **Hedges, shrubs, bush limbs, or debris encroaching into the edge of the street or sidewalk;** ~~Poison oak, poison ivy or similar vegetation:~~

~~(d) Dead trees, dead bushes, stumps and any other thing likely to cause a fire;~~

(~~e~~**d**) Vegetation that is a fire hazard **including dead or dying trees, dead bushes, stumps and any other combustible material likely to cause a fire;**

(~~f~~**e**) Blackberry ~~**bushes**~~ **vines or thickets and other invasive species** that extend into a public ~~thoroughfare~~ **right of way** or across a property line, **or conceal trash/debris, or create harborage for potential criminal activity;**

(~~g~~**f**) Vegetation that is a health hazard **because it impairs the view of a public right of way or interferes with the adjoining street or sidewalk traffic or creates rodent harborage**;

~~(h) Vegetation that is a health hazard because it impairs the view of a public thoroughfare or otherwise makes use of the thoroughfare hazardous;~~

~~(i) Trees, bushes, weeds, grass or debris on property, or on the adjoining street or public right-of-way, which interfere with street or sidewalk traffic. This includes:~~

~~(i) Trees and bushes on the property and on the adjoining right-of-way which are not trimmed to a height of not less than seven and one-half feet above the sidewalk level, over the street area at an elevation of not less than 11 feet above the street level and to a height of not less than 14 feet above the street level on any street designated as an arterial or one-way street, and where parking has been prohibited.~~

~~(ii) Hedges, shrubs, etc., which are not trimmed to allow a minimum of three feet of horizontal clearance between the edge of pavement and the hedges, shrubs, or other vegetation.~~

SECTION 2. West Linn Municipal Code Section 5.500 [Notice – Posting and Mailing – Contents] is amended to read as follows:

5.500 Notice – Posting and Mailing – Contents.

(1) Upon determination by the City Manager that a nuisance exists **as defined in this or any other ordinance of the City** ~~Sections 5.400 to 5.527~~, a notice shall be posted on the premises where the nuisance exists~~, declaring and describing the nuisance, providing information regarding protest rights, and informing whether an opportunity to abate will be provided~~. The persons responsible for the nuisance include the owners of the property~~,~~ **and** any person in charge of the property~~, and any person who created the nuisance whether or not the person had the approval of the owner or person in charge of the property~~. ~~A person who purchases real property from a person responsible for the nuisance shall also be considered a person responsible for the nuisance if:~~

~~(a) The nuisance was in whole or in part on the property;~~

~~(b) The nuisance was created to benefit the property being purchased; or~~

~~(c) The new owner purchased with actual or implied knowledge that the seller was responsible for the nuisance.~~

(2) At the time of posting, the City Manager shall cause a copy of the notice to be forwarded by registered or certified mail, postage prepaid, to the owner~~,~~ **and/or** the person in charge of the property **at the last known address of such owner or other person.**~~, any person with an ownership or security interest in the property, and any other person responsible for the nuisance at the last known address of the owner or other person. The City Manager may cause a copy of the notice to be recorded with the county recorder in the property records of any real property owned by all persons responsible for the nuisance. Any person purchasing property for which a notice has been recorded shall be deemed to have knowledge that the seller was responsible for the nuisance. In determining in which property records, if any, the notice should be filed, the City Manager shall consider the City's needs to adequately secure any lien that may be filed if the City abates the nuisance.~~

(3) The **posted and mailed** notice declaring the nuisance shall contain:

(a) A description of the real property by street address or otherwise, on which such nuisance exists;

(b) A description of the nuisance **and a statement that failure to abate a nuisance may warrant imposition of fines, jail or additional penalties**;

(c) A statement that the owner~~,~~ **and any** other person in charge of the property ~~or other person~~ responsible for the nuisance may protest the abatement by giving notice to the City Manager within 10 days from the date of the notice;

(d) A direction to the persons responsible for the nuisance to abate the nuisance within 10 days from the date of the notice; and

(e) A statement that unless such nuisance is removed to the satisfaction of the City, the City may abate the nuisance and the cost of abatement shall be a lien against the property and against property of any person responsible for the nuisance **plus any fines, jail or additional penalties**;

(f) Any additional conditions relating to the abatement, including conditions that the work be performed by qualified persons, conditions disqualifying certain individuals from performing the work, conditions that necessary permits be obtained, or other conditions intended to ensure that the nuisance will be properly abated.

(4) In the event that the City Manager determines that the person responsible for the nuisance should not be given the opportunity to abate the nuisance; the notice shall not include the statements required by subsections (3)(d) and (e) of this section and shall instead include a statement that the City Manager has determined that the person responsible for the nuisance should not be given the opportunity to abate the nuisance and a statement that unless a protest is filed within 10 days from the date of the notice, the City shall abate the nuisance and the cost of abatement shall be a lien against the property and against property of any person responsible for the nuisance.

~~(5) The notice may also contain conditions relating to the abatement, including conditions that the work be performed by qualified persons, conditions disqualifying certain individuals from performing the work, conditions that necessary permits be obtained, or other conditions intended to ensure that the nuisance will be properly abated.~~

(~~6~~**5**) Upon completion of the posting and mailing, the person posting and mailing the notice shall execute and file a certificate stating the date and place of such mailing and posting.

(~~7~~**6**) An error in the name or address of any person entitled to notice shall not make the notice void and in such a case the posted notice shall be sufficient.

(~~8~~**7**) The City Manager may determine that the person responsible for the nuisance should not be given the opportunity to abate only if the City Manager finds that the person responsible for the nuisance is unlikely to properly abate the nuisance **or if**

Summary Abatement is necessary. The determination that a person is unlikely to properly abate the nuisance shall be based on findings as to one of the following:

(a) Whether the person acted intentionally and whether the nuisance is egregious; or

(b) Whether the person had knowledge that the action was a violation of state law, or city code; or

(c) Whether the person has the professional expertise to perform the abatement.

SECTION 3. West Linn Municipal Code Section 5.505 [Abatement – By Owner or Other Person Responsible for the Nuisance] is amended to read as follows:

5.505 Abatement – By Owner or Other Person Responsible for the Nuisance.

(1) Unless the City Manager has determined that the person responsible for the nuisance should not be given the opportunity to abate the nuisance, within 10 days after the posting and mailing of the notice as provided in Section 5.500, the owner, person in charge of the property or other person responsible for the nuisance shall remove the nuisance in accordance with the notice or show that no nuisance exists. Any person removing the nuisance shall notify the City Manager before removing the notice and shall allow the City to inspect during and on completion of the removal. ~~The notification shall state how the nuisance will be removed, when it will be removed, and who will be performing the removal.~~

(2) A person protesting that no nuisance exists shall file with the city manager a written statement specifying the basis for the protest within 10 days of the posting of the notice.

(3) The statement shall be referred to the **Municipal Court** ~~Council as a part of the Council's regular agenda at the Council's next regularly scheduled meeting. If the protest is received less than four days before the next regularly scheduled meeting, the City Manager may schedule the protest to be heard at a subsequent council meeting~~. At the time set for consideration of the protest, the person protesting the ~~notice of~~ nuisance may appear and be heard by the **Municipal Court** ~~Council~~, and the **Municipal Court** ~~Council~~ shall thereupon determine whether or not a nuisance in fact exists ~~and whether a person other than the property owner is responsible for the nuisance. Such determination shall be entered in the official minutes of the Council.~~ The **Municipal Court** ~~Council~~ may impose conditions relating to the abatement~~, including conditions that the work be performed by qualified persons, conditions disqualifying certain individuals from performing the work, conditions that necessary permits be obtained, or other conditions intended~~ to ensure that the nuisance will be properly abated.

(4) ~~Council~~ **Municipal Court** determination shall be required only in those cases where a written statement of protest has been filed.

(5) If the **Municipal Court** ~~Council~~ determines that a nuisance does in fact exist, the person responsible for the nuisance shall, within 10 days after such ~~**Council**~~ determination, abate such nuisance, unless the **Municipal Court** ~~**Council**~~ determines that the person responsible for the nuisance should not be given the opportunity to abate ~~or unless the Council decision allows a period of time greater than 10 days. The Council may determine that the person responsible for the nuisance should not be given the opportunity to abate only if the Council finds that the person responsible for the nuisance is unlikely to properly abate the nuisance~~. **The determination that a person should not be given the opportunity to** ~~is unlikely to properly~~ abate the nuisance shall be based on findings **related to Section 5.500 Section 7. In the event the person responsible fails to abate the nuisance within ten days, the city may, without further proceedings, have the nuisance abated.** ~~as to one of the following:~~

~~(a) Whether the person acted intentionally and whether the nuisance is egregious; or~~

~~(b) Whether the person had knowledge that the action was a violation of State law or City code; or~~

~~(c) Whether the person has the professional expertise to perform the abatement.~~

(6) If no protest is filed with the City Manager within the time allowed, a nuisance shall be deemed to exist and the City may proceed to abate said nuisance and collect the costs incurred by the City in abating the nuisance by the methods set forth in Sections 5.510 to 5.525 **plus any fines, jail or additional penalties**.

SECTION 4. West Linn Municipal Code Section 5.515 [Abatement – Assessment of Costs] is amended to read as follows:

5.515 Abatement – Assessment of Costs.

(1) The City Manager **or designee** by registered or certified mail, postage prepaid, shall forward to all persons responsible for the nuisance, a notice stating:

(a) The total cost of declaring and abating the nuisance, including administrative overhead;

(b) That the cost as indicated will be assessed to and become a lien against property of persons responsible for the nuisance unless paid within 30 days from the date of the notice;

(c) That any person responsible for the costs may file a notice of objection to the costs with the City Manager not more than 10 days from the date of the notice.

(d) The City Manager or Municipal Court may provide financial assistance for up to half of the cost of abatement to a low-income resident who meets the qualifying income limits identified in Section 4.155 of this code.

(2) Upon the expiration of 10 days after the date of the notice, the **Municipal Court** ~~Council in the regular course of business~~ shall hear and determine the costs to be assessed. If no objections are received, the **Municipal Court** ~~Council~~ shall adopt the City Manager's statement of costs.

(3) If the costs are not paid within 30 days from the date of the notice, an assessment of the costs ~~as stated or as determined by the Council shall be made by resolution and shall thereupon be entered in the docket of City liens and, upon such entry being made,~~ shall constitute a lien upon property of all persons responsible for the nuisance. ~~The City Council may, as part of its determination of the costs, order that the costs shall not become a lien on certain property if it finds that the property and the property owner should not be responsible for payment of the abatement costs.~~

(4) The lien shall be enforced in the same manner as liens for street improvements are enforced and shall bear interest at the rate of nine percent per year. Such interest shall commence to run from date of the entry of the lien in the lien docket.

(5) An error in the name of any person to whom notice is sent shall not void the assessment, nor will a failure to receive the notice of the proposed assessment render the assessment void, but it shall remain a valid lien against property of the person responsible for the nuisance.

SECTION 5. West Linn Municipal Code Section 5.525 [Summary Abatement] is amended to read as follows:

5.525 Summary Abatement.

The procedure provided by Sections 5.400 to 5.527 is not exclusive but is in addition to procedure provided by other ordinances, and the **City Manager or designee** ~~Health Officer, the Chief of the Fire Department or Chief of Police~~ may proceed summarily to abate a health or other nuisance which unmistakably exists and from which there is imminent danger to human life or property.

SECTION 6. West Linn Municipal Code Section 5.535 [Judicial Review] is amended to read as follows:

> **5.535 Judicial Review**
>
> Judicial review of the decision of the **Municipal Court** ~~Council~~ declaring a nuisance shall be on the record by writ of review pursuant to ORS Chapter 34 and not otherwise.

SECTION 7. 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 8. 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 9. 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 his/her designee is authorized to correct any cross-references and any typographical errors.

SECTION 10. Effective Date. This ordinance shall take effect on the 30th day after its passage.

The foregoing ordinance was given a first and second reading by title only in accordance with Chapter VIII, Section 33(c) of the City Charter on the _____ day of _____, 2019, and duly PASSED and ADOPTED this _____ day of _____, 2019.

_____
RUSSELL B. AXELROD, MAYOR

_____
KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

_____
CITY ATTORNEY

City of West Linn

Agenda Bill 2019-08-05-05

Date Prepared: 7/22/19

To: Russ Axelrod, Mayor
West Linn City Council

From: Dylan Digby, Administration DD

Through: Eileen Stein, City Manager ES

Subject: Neighborhood Association Grant Policy

Purpose:
To formalize the City's administrative policy and procedures for making neighborhood association grants.

Question(s) for Council:
Would the Council wish to adopt the attached Neighborhood Association Grant Policy document by Resolution?

Public Hearing Required: None required.

Background & Discussion:
Council most recently discussed the City's Administrative Policy on Neighborhood Association Grants on July 15, 2019 with representatives of the Neighborhood Association Presidents (NAP) group. Council suggested edits during the July 15th meeting. The NAP met on July 18th and provided comments to staff by email on July 19th, all of which are shown in the new redline version attached.

Questions raised at the July 15th meeting regarding NA bylaws and standardizing quorum requirements are under review by the City Attorney and the NAP. These will be presented to the Council at a future work session.

The NA Grant Policy is currently an Administrative Policy of the City, maintained by the City Manager. Due to the nature of neighborhood associations, it is recommended this policy be elevated in importance and adopted by the City Council, as discussed at the July 15th meeting. Statements of formal policy are typically adopted by Resolution of the City Council. The Resolution and proposed policy (Attachment A) were reviewed by the City Attorney's Office.

Once approved by the Council, the Finance Department can process this fiscal year's allocations to the City's various neighborhood associations.

Budget Impact:
The FY 2020-2021 budget contains an appropriation of $10,000 in FY 19-20 in the Non-Departmental section of the General Fund for allocations to neighborhood associations.

Sustainability Impact:
Neighborhood associations are encouraged to think green and may choose to spend grant funds on projects addressing environmental sustainability within the guidelines of this policy.

Council Goal/Priority:
Guiding Principle #4: Community Institutions. Strengthen and support relationships with local community groups.

Council Options:
1. Approve the Resolution as presented.
2. Approve the Resolution with amendments.
3. Do not approve the Resolution and send it back for revision.
4. Do not approve the Resolution and have the Policy remain a City Administrative Policy.

Staff Recommendation:
Staff recommends approval of the Resolution and Policy as provided.

Potential Motion:

I move to approve Resolution 2019-14, A RESOLUTION ESTABLISHING A POLICY AND PROCEDURES FOR MAKING NEIGHBORHOOD ASSOCIATION GRANTS

Attachments:
1. July 19th E-Mail from Neighborhood Association Presidents (NAP)
2. Resolution 2019-14
3. Attachment A, Neighborhood Association Grant Policy – clean
4. Attachment A, Neighborhood Association Grant Policy - redline

Mollusky, Kathy

From: Savanna Oaks Neighborhood Association
Sent: Friday, July 19, 2019 3:07 PM
To: Stein, Eileen; Digby, Dylan
Cc: Shroyer, Alicia; Axelrod, Russell
Subject: RE: NA Grant Policy Update

Dylan,

On Monday, July 15, I attended the City Council meeting and related to the Council the changes that the NAP had requested in this policy document. After discussion with the Council, there were additional changes in the document recommended by the Councilors.

At last evening's meeting of the Neighborhood Association Presidents Committee (NAP) I relayed the Council's comments and proposed changes to our members. After discussion, we have the following suggestions for additional changes to the document:

1. It had been suggested by the Council that the wording of the second sentence in the second bullet point under "2. Policy" should be changed from "NA grant spending **should** be approved by the membership" to "NA grant spending **shall** be approved by the membership." (emphasis added) After discussion, the NAP prefers the original wording of this sentence and we request that the Council leave it unchanged. Our reason for making this request is that there are some cases in which very small NA expenditures may not need to be approved by the NA members if a blanket authorization to spend small amounts was previously voted on by the NA members.
2. The Council also suggested a change to the second sentence in the fifth bullet point under "3. Procedure." The suggestion was to add the word "reserve" to this sentence as follows, "Two weeks prior to requesting reserve funds, the requesting NA must send an email to the Presidents of all NAs (via contact information on the City website), stating the intent to request reserve funds." The NAP agrees to this change.
3. One additional change to the document recommended by the Council was to replace "NAP" with "NA" in the second sentence in the sixth bullet point under "4. Financial/Debit Cards." After discussing this at length, the NAP requests that the Council consider removing in their entirety both the second and third sentences in this bullet point. So, the bullet point would simply read, "NAs may choose to carry a balance from prior years."
4. Lastly, the NAP requests that the July 15, 2019 amendment date be removed from the end of the document and replaced with the correct date once the policy has been formally adopted by the Council.

The NAP appreciates this opportunity to provide input on this governing document for the NA grant policy and we hope that the Council will consider incorporating our suggestions into the final version.

Please let me know if there are any questions or if clarification is needed on the above.

Regards,
Ed Schwarz, Chair
Neighborhood Association Presidents Committee

From: Stein, Eileen
Sent: Wednesday, July 10, 2019 2:24 PM
To: Digby, Dylan ; Savanna Oaks Neighborhood Association
Cc: Shroyer, Alicia ; #Committee - Neighborhood Association Presidents
Subject: Re: NA Grant Policy Update

If there is a NAP attendance problem on on 15th let us know. Eileen

On Wed, Jul 10, 2019 at 1:28 PM -0700, "Digby, Dylan" <ddigby@westlinnoregon.gov> wrote:

Hi Ed,

Thanks so much sending the specific proposed edits, I appreciate the group taking the time to review the document. I changed the policy to incorporate both changes (attached).

The City Manager and Council reprioritized this item during scheduling at their last meeting and it is now scheduled for **THIS Monday, July 15**. It would be great if someone from the NAP would come to help address any questions and maybe speak to how the new allocations were created. The full Agenda packet will be posted to the Agendas/meetings page tomorrow, though it is much the same info. provided to the NAP earlier (except now with these two changes incorporated and mentioned). Hard to guess the time this item will be up, but it should be somewhere around 7:00pm. Please let Alicia and I know if someone from the NAP can make it.

Thanks again,
Dylan

From: Savanna Oaks Neighborhood Association
Sent: Monday, July 1, 2019 11:41 AM.
To: Digby, Dylan <ddigby@westlinnoregon.gov>
Cc: Shroyer, Alicia <AShroyer@westlinnoregon.gov>; #Committee - Neighborhood Association Presidents <NeighborhoodAssociations@westlinnoregon.gov>
Subject: RE: NA Grant Policy Update

Dylan,

At last week's NAP meeting we reviewed the Administrative Policy No. 2019-01 document. We agreed with most of the document but did have two changes we would like the Council to consider.

First, we request that the Council consider changing the wording of the third to the last bullet point in section 3 to:

> A NA may choose not to receive funds. Funds not received by choice or not claimed due to NA inactivity will return to the ~~City~~ NA reserve.

Second, we request that the Council consider changing the wording of the second to the last bullet point in section 4 to:

> NAs may choose to carry a balance from prior years. If the City is concerned that the balance is too large, it can bring its concerns to the NAP and the city may limit further balance growth taking into account NAPs recommendation. ~~the NA may be asked to explain, and the City may limit further balance growth.~~ The NAs are not encouraged to carry a balance, but one reason to do so is to be able to plan for larger projects in the future.

I understand from Alicia's email that this item will be on the Council agenda for August 5. Please let us know if the Council desires someone from NAP to attend that meeting to address any questions or concerns.

Ed

From: Digby, Dylan <ddigby@westlinnoregon.gov>
Sent: Thursday, June 27, 2019 11:53 AM
To: Savanna Oaks Neighborhood Association <savannaoaksna@westlinnoregon.gov>; Rosemont Summit Neighborhood Association <rosemontsummitna@westlinnoregon.gov>
Cc: Shroyer, Alicia <AShroyer@westlinnoregon.gov>
Subject: RE: NA Grant Policy Update

Following your meeting tonight will you please provide NAP comments/approval back to me, **with a copy to Alicia** (ashroyer@westlinnoregon.gov)? I will be out of the office and want to make they are passed on to Council for Monday's meeting.

Thank you,
Dylan

From: Digby, Dylan
Sent: Thursday, June 20, 2019 3:08 PM
To: #Committee - Neighborhood Association Presidents <NeighborhoodAssociations@westlinnoregon.gov>
Subject: RE: NA Grant Policy Update

No problem. I didn't include them originally because I didn't want to bog you all down and it seemed redundant to send the clean version and the NA Grant Allocation spreadsheet (which is essentially the City version of the NAP provided allocation spreadsheet), but happy to share. The NA account spending spreadsheet is just a listing of purchases by NAs in the last year, but it is not done yet. If you are really interested in this let me know and I can send it when it is done, otherwise it will just get posted with the 7/1 Council agenda later next week.

1 &2. I provided the redlined Grant Policy in the prior email, attached is the clean version.
2. Provided in prior email
3. NA Grant allocation spreadsheet attached
4. Provided in prior email
5. Muni Code Section 2.100 https://www.codepublishing.com/OR/WestLinn/html/WestLinn02.html#2.100
6. NA Account spending (not ready)

From: Rosemont Summit Neighborhood Association
Sent: Thursday, June 20, 2019 2:47 PM
To: Digby, Dylan <ddigby@westlinnoregon.gov>; #Committee - Neighborhood Association Presidents <NeighborhoodAssociations@westlinnoregon.gov>
Subject: Re: NA Grant Policy Update

Thanks Dylan. Could you possibly include the attachments that are referenced in the City Council Work Session PDF? Here's a screen shot listing them:

Attachments:

1. NA Grant Policy
2. NA Grant Policy (redlined)
3. NA Grant FY 2020 allocation spreadsheet
4. NAP provided allocation framework spreadsheet
5. WLMC 2.100 Neighborhood Associations
6. NA Account Spending May 2018 to May 2019

Thanks,

Abby Farber | President

Sign up for our newsletter at RSNA Mailing List Sign-Up

We meet the first Thursday of each month at 7:00 PM at the West Linn Adult Community Center.

From: Digby, Dylan
Sent: Thursday, June 20, 2019 12:30 PM
To: #Committee - Neighborhood Association Presidents
Subject: NA Grant Policy Update

Good Afternoon NA Presidents,

As you know, the NAP provided a new NA grant proposal to the City in April (attached). We have formalized this within our current written policy and are tentatively scheduled to take it to Council for discussion on July 1st. Attached are the draft policy and agenda bill that explains the background on the topic and reasons for some of the other edits beyond the basic grant distribution. I understand this item is on your NAP agenda for next week so wanted to get this to you before then so you could provide any comment or approval prior to the July 1st Council meeting.

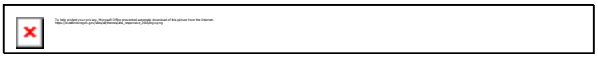
It would be greatly appreciated if someone from the NAP would email me shortly after the meeting next week to **let me know of any issues or the groups approval** so we can move this policy forward**.** Council will want to know NAPs response.

Thanks,

Dylan

Bcc: Council

Dylan Digby
Assistant to the City Manager
Administration
#6011



Please consider the impact on the environment before printing a paper copy of this email.
This e-mail is subject to the State Retention Schedule and may be made available to the public

RESOLUTION 2019 - 14

A RESOLUTION ESTABLISHING A POLICY AND PROCEDURES FOR MAKING NEIGHBORHOOD ASSOCIATION GRANTS

WHEREAS, citizen involvement and neighborhood association involvement are priorities of the West Linn City Council;

WHEREAS, the City Council may allocate funds to West Linn's neighborhood association groups during the biennial budget process;

WHEREAS, these neighborhood association grants are intended to be used to support community identification, education, communication and participation in civic, land use, and legislative activities;

WHEREAS, neighborhood associations are required to operate in conformance with section 2.100 of the West Linn Municipal Code;

WHEREAS, an administrative policy on neighborhood association grants has been in effect since 1993 with amendments in 2008 and 2012; and

WHEREAS, Council desires to formally adopt a policy and procedures for making neighborhood association grants to provide clarity and ensure fiscal responsibility and accountability by neighborhood associations.

NOW, THEREFORE, THE CITY OF WEST LINN RESOLVES AS FOLLOWS:
The City of West Linn Neighborhood Association Grant Policy, included as Attachment A to this Resolution, is hereby adopted.

This resolution was PASSED and ADOPTED this _____ day of _____, 2019, and takes effect upon passage.

_____
RUSSELL B. AXELROD, MAYOR

ATTEST:

_____
KATHY MOLLUSKY, CITY RECORDER

APPROVED AS TO FORM:

_____
CITY ATTORNEY

Attachment A

NEIGHBORHOOD ASSOCIATION GRANT POLICY

1. PURPOSE

- The City of West Linn provides grants to Neighborhood Associations (NAs), operating in conformance with Chapter 2.100 of the Municipal Code. These grants are intended to be used to enhance community identification, education, communication, and participation in civic, land use, and legislative activities.

2. POLICY

- NAs are eligible for grants from the City of West Linn during each fiscal year, subject to the budget appropriation of funds.
- NA officers are accountable for using funds in accordance with city, state, and federal guidelines and laws. NA grant spending shall be approved by the membership.
- Grant funding which was budgeted and appropriated may be spent on a variety of neighborhood activities, events, or projects that conform with this policy's statement of purpose. Examples of eligible activities include, but are not limited to:
    - Holding an annual membership meeting or event (potluck, picnic, etc.);
    - Neighborhood improvement, clean-up day, or beautification projects;
    - Informing NA members of City and/or NA information and events (City Council may choose to additionally budget separately for other NA programs, such as one annual postcard mailing per NA);
    - Educational events; and/or
    - Emergency preparedness activities.

3. PROCEDURE

- During the biennial budget process, the City shall determine the total amount of grant funding to be distributed among the NAs.
- Annually on July 1, each "active" NA will be distributed funds based on size. These funds will be distributed on a percentage basis of the total annual budgeted stipend for all NAs, as shown below. Percentage allocations will need to be readjusted if NAs have a change in size or combine as provided by the West Linn Municipal Code (WLMC).

  Reserve: 5% of the annual budgeted stipend for all NAs will be held in reserve;

  Small NA (0-5% of City population): 7.4% of the annual budgeted NA stipend;

  Medium NA (6-10% of City pop.): 9.0% of the annual budgeted NA stipend;

  Large NA (11-20% of City pop.): 10% of the annual budgeted NA stipend;

  Extra Large NA (20% or higher of City pop.): 13.4%
- Active NA Definition:
    1) The NA held at least one meeting during the past fiscal year that conformed to Oregon Public Meeting Law, including sending agendas and minutes to the City by email or other means. In case there is insufficient attendance at any meeting for a quorum, it still counts toward the minimum requirements for an active NA. Minutes must be submitted even if quorum is not met; and
    2) There was a budget item on the agenda for at least one of these meetings; and
    3) There was an election meeting per the NA bylaws; and
    4) The NA has an acting board of at least three officers; and
    5) All requirements in this policy have been met, including submittal of an annual report and a detailed accounting of grant spending.

- A NA may choose not to receive funds. Funds not received by choice or not claimed due to NA inactivity will return to the NA reserve.
- Any NA, active or not, may request reserve funds by submitting a proposal to the City, which includes a description of the intended use. Two weeks prior to requesting reserve funds, the requesting NA must send an email to the Presidents of all NAs (via contact information on the City website), stating the intent to request reserve funds. The Presidents of the NAs have no responsibility in allocating this budget, but are given the opportunity to check with their membership and comment to the City about the release of funds. The primary purpose of reserve funds are to assist NAs to become or remain active or to help cover unexpected expense in line with their charter, though it is entirely up to the City whether or not to accept a proposal.
- On or after July 1st, any remaining prior year NA reserve funds that have not been distributed are allocated to the active NAs using the same size-based percentages stated above.

4. FINANCIAL/DEBIT CARDS

- All purchases made using the debit card will be subject to online account tracking privileges, which will be granted to the City of West Linn and to the designated NA applicants.
- In no case shall the debit card be used for the following purposes:
  - Cash withdrawals or "cash back;"
  - Alcoholic beverages or tobacco products;
  - Donations; political advocacy, election campaign activities, or any related items;
  - Service or activity contrary to federal, state or local statute, ordinance or regulations.
- Upon request by the City of West Linn, NAs must provide a full accounting of expenditures including actual receipts/invoices with written stated purpose for any debit card transactions or expenditure of City funds. Receipts/invoices must be kept for a minimum of 3 years.
- Any equipment or materials purchased with the City debit card shall remain the property of the City or NA and shall not be converted to personal use or benefit.
- NAs are required to provide an annual report to the City Council in a format approved by Council, this format will include details on prior and planned spending of grant funding, and an update on NA goals and accomplishments. As part of annual reporting, all NA officers with access to City funds must sign an affidavit stating that all City funds have been spent in accordance with this policy. NAs failing to submit an annual report or signed affidavit will not receive funding in the next fiscal year.
- NAs may choose to carry a balance from prior years. If the City is concerned that the balance is too large, it can bring its concerns to the NA and the City may limit further balance growth, taking into account recommendations from the NA. The NAs are not encouraged to carry a balance, but one reason to do so is to be able to plan for larger projects in the future.
- Any NA person found to be using the debit cards in violation of law or this policy will be subject to investigation and will forfeit their right to use a City debit card.

Policy originally created September 16, 1993
Amended June 23, 2008; June 28, 2012; August 5, 2019

Attachment A

NEIGHBORHOOD ASSOCIATION GRANT POLICY

1. PURPOSE

- The City of West Linn provides grants to Neighborhood Associations (NAs), operating in conformance with Chapter 2.100 of the Municipal Code. These grants are intended to be used to enhance community identification, education, communication, and participation in civic, land use, and legislative activities.

2. POLICY

- NAs are eligible for grants from the City of West Linn during each fiscal year, subject to the budget appropriation of funds.
- NA officers are accountable for using funds in accordance with city, state, and federal guidelines and laws. NA grant spending ~~should~~ shall be approved by the membership.
- Grant funding which was budgeted and appropriated may be spent on a variety of neighborhood activities, events, or projects that conform with this policy's statement of purpose. Examples of eligible activities include, but are not limited to:
  - Holding an annual membership meeting or event (potluck, picnic, etc.);
  - Neighborhood improvement, clean-up day, or beautification projects;
  - Informing NA members of City and/or NA information and events (City Council may choose to additionally budget separately for other NA programs, such as one annual postcard mailing per NA);
  - Educational events; and/or
  - Emergency preparedness activities.

Commented [DD1]: Axelrod change. NAP requested in 7/19 email that this remain "should" as "there are some cases in which small expenditures may not need to be approved by the NA membership if a blanket authorization to spend small amounts was previously voted on." Staff feels that "shall" would still allow the process suggested by the NAP to occur.

3. PROCEDURE

- During the biennial budget process, the City shall determine the total amount of grant funding to be distributed among the NAs.
- Annually on July 1, each "active" NA will be distributed funds based on size. These funds will be distributed on a percentage basis of the total annual budgeted stipend for all NAs, as shown below. Percentage allocations will need to be readjusted if NAs have a change in size or combine as provided by the West Linn Municipal Code (WLMC).

  Reserve: 5% of the annual budgeted stipend for all NAs will be held in reserve;

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  2) There was a budget item on the agenda for at least one of these meetings; and
  3) There was an election meeting per the NA bylaws; and
  4) The NA has an acting board of at least three officers; and
  5) All requirements in this policy have been met, including submittal of an annual report and a detailed accounting of grant spending.

Commented [DD2]: Quorum issues discussed by Council. Ramis to look into and bring back a recommendation in the future. NAP was also asked at the 7/15 meeting to look at NA bylaws regarding quorum and provide a uniform standard.

- A NA may choose not to receive funds. Funds not received by choice or not claimed due to NA inactivity will return to the NA reserve.
- Any NA, active or not, may request reserve funds by submitting a proposal to the City, which includes a description of the intended use. Two weeks prior to requesting reserve funds, the requesting NA must send an email to the Presidents of all NAs (via contact information on the City website), stating the intent to request reserve funds. The Presidents of the NAs have no responsibility in allocating this budget, but are given the opportunity to check with their membership and comment to the City about the release of funds. The primary purpose of reserve funds are to assist NAs to become or remain active or to help cover unexpected expense in line with their charter, though it is entirely up to the City whether or not to accept a proposal.
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  - Alcoholic beverages or tobacco products;
  - Donations; political advocacy, election campaign activities, or any related items;
  - Service or activity contrary to federal, state or local statute, ordinance or regulations.
- Upon request by the City of West Linn, NAs must provide a full accounting of expenditures including actual receipts/invoices with written stated purpose for any debit card transactions or expenditure of City funds. Receipts/invoices must be kept for a minimum of 3 years.
- Any equipment or materials purchased with the City debit card shall remain the property of the City or NA and shall not be converted to personal use or benefit.
- NAs are required to provide an annual report to the City Council in a format approved by Council, this format ~~may~~ will include details on prior and planned spending of grant funding, and an update on NA goals and accomplishments. As part of annual reporting, all NA officers with access to City funds must sign an affidavit stating that all City funds have been spent in accordance with this policy. NAs failing to submit an annual report or signed affidavit will not receive funding in the next fiscal year.
- NAs may choose to carry a balance from prior years. If the City is concerned that the balance is too large, it can bring its concerns to the NA~~P~~ and the City may limit further balance growth, taking into account recommendations from the NA~~P~~. The NAs are not encouraged to carry a balance, but one reason to do so is to be able to plan for larger projects in the future.
- Any NA person found to be using the debit cards in violation of law or this policy will be subject to investigation and will forfeit their right to use a City debit card.

Policy originally created September 16, 1993
Amended June 23, 2008; June 28, 2012; ~~July 15~~August 5, 2019

Commented [DD3]: Axelrod

Commented [DD4]: Cummings

Commented [DD5]: Sakelik. Note this requirement is also addressed in section 3 under "Active NA" definition.

Commented [DD6]: Axelrod wants to keep these discussions between the City and the NA, not the NAP

Commented [DD7]: NAP recommends (from 7/19 email) removal of this section, and keeping just the first sentence of this bullet. Staff recommends maintaining this section as this should remain part of Council budgetary authority.

City of West Linn

Agenda Bill 2019-08-05-06

Date Prepared: July 22, 2019

Meeting Date: August 5, 2019

To: Russ Axelrod, Mayor
West Linn City Council

From: Lance Calvert, P.E., City Engineer/Public Works Director *LEC*

Through: Eileen Stein, City Manager *ES*

Subject: Willamette Main Street Streetscape Project: Additional Allocation of GO Bond Funds

Purpose
To provide an update to the City Council on the current status of the GO Bond transportation projects, specifically the Willamette Main Street Streetscape Project (BD1827).and to discuss the need for additional GO Bond funds allocated to this project.

Question(s) for Council:
Does the Council wish to expand the scope of the Historic Willamette Main Street Streetscape project to relocate power lines and provide decorative lighting, and requiring an additional $500,000 in GO Bond funds allocated to the project?

Public Hearing Required:
None required.

Background & Discussion:
City staff will provide a quick update to the City Council on the current status of all the transportation projects included in the GO Bond. The most advanced project to date is the Historic Willamette Main Street project (BD1827) which is scheduled to begin construction at the beginning of 2020. To date, City staff has met with many stakeholders in the project and has established reoccurring meetings with the Historic Willamette Main Street group about the project.

The Main Street group has repeatedly expressed the desire to underground or relocate power lines from Willamette Falls Drive to the maximum extent practical as well as provide decorative light fixtures capable of holding banners, etc. in the business area. **This cost was not included in the original project budget.** After discussions with PGE, it appears this could be accommodated by relocating a majority of the power lines to the adjacent alley and/or 8th Avenue. Power lines would still remain at street crossings like 12th and 14th. Under the City's franchise agreement with PGE, PGE will pay the cost of relocation while the City will pay for any overhead to underground transitions and easements required from private property owners for additional guy wires along the alley. Relocating the power lines will cost the City for conduit installation along Willamette Falls Drive for street lighting.

Under the PGE street lighting regulations, PGE can provide a decorative street light to the area (Westbrooke LED) that meets the needs of the Main Street group. However, the City will need to pay

for conduit and associated costs for installation of the lights. In addition, the Cty will pay more per pole on our monthly street light bill. The decorative black Westbrooke LED costs $35.08 each per month. The City's standard bronze fiberglass LED costs $8.18 each per month. Installing 40 decorative fixtures in the Main Street area will result in an increase annual electric cost for the Street Fund of $12,912.

Budget Impact:
An additional $500,000 in GO Bond funds is estimated to be needed to cover the additional cost of relocating the overhead electrical and installing the decorative street lights. Note this is only an estimate. Final costs will be determined once the project design is complete and bids are received from contractors for the work. The GO Bond recently realized additional interest earnings beyond budgeted in the amount of approximately $400,000.

In addition, an ongoing $12,912 per year in the street fund is required to pay for ongoing electrical costs.

Sustainability Impact:
The project change will result in conversion of a couple lights fixtures from high pressure sodium to LED and will reduce visual clutter along Willamette Falls Drive.

Council Goal/Priority:
Guiding Principle #0: Core Services of West Linn City Government – Oversee and implement the 2018 General Obligation Bond. Guiding Principle #4: Community Institutions – Strengthen and support relationships with local community groups.

Council Options:
Regarding the Willamette Main Street Streetscape project:

1. Proceed as originally planned without relocating the power lines and not providing the decorative lighting to maintain the project budget, or
2. As requested by Historic Willamette Main Street, relocate the power lines and provide the decorative light fixtures resulting in an increase of $500,000 to the project from the GO Bond Fund.

If providing the decorative light fixtures, regarding the ongoing cost of electricity:

1. Require the Street Fund to pay the additional annual cost of the decorative street lights with all rate payers absorbing the annual cost, or
2. Direct staff to determine an additional cost to the monthly utility bill street fee for those property owners directly receiving the benefit of the decorative light fixtures. This would be an additional charge on their utility bill.

Staff Recommendation:
The expense would enhance the aesthetics of the corridor, however staff is looking for Council direction on how to proceed.

Potential Motion:
Motion to increase the Willamette Main Street GO Bond project budget by $500,000 to relocate power lines and provide decorative street lighting in the corridor.

Attachments: None.

City of West Linn

Agenda Bill 2019-08-05-07

Date: July 25, 2019

To: Russ Axelrod, Mayor
Members, West Linn City Council

From: Eileen Stein, City Manager *ES*

Subject: City Attorney Contract Renewal

Purpose:
To renew the personal services contract with Jordan Ramis PC

Question(s) for Council:
Does Council wish to approve the attached personal services contract with Jordan Ramis PC?

Public Hearing Required: None required.

Background & Discussion:
On July 22, 2019, the City Council reviewed a proposed personal services contract with Jordan Ramis PC to perform legal services for the City, specifically to perform the function of the City Attorney as specified under the City Charter. Jordan Ramis PC has performed this service for many years. Approval of this contract would update the last contract entered into between the City of West Linn and Jordan Ramis PC (then Ramis Crew Corrigan, LLP) in 2005.

The proposed contract updates the rate schedule for attorneys and paralegals. It also clarifies that the City's risk management function will be provided through Jordan Ramis LLC staff. It makes other changes to the contract as shown in the attached redlined version. For the time being, Jordan Ramis is billing the City at a rate structure that went into effect on July 1, 2017 and was intended to expire on June 30, 2018.

Budget Impact: With the adoption of the FY 2020-21 Biennial Budget, the Council re-appropriated budget authority for legal services. The re-appropriation results in a budget in the amount of $707,000 for the biennium ($346,000 in FY 19-20 and $361,000 in FY 20-21.) Actual costs for legal services is unknown at this time. The contract prescribes the City Attorney will spend less time at City Council and Planning Commission meetings; however, more time will be spent in the contract administering the City's risk management program.

Sustainability Impact:
It is the Council's intent that this contract and administrative structure will reduce the City's overall costs for legal services and thus meet fiscal sustainability goals.

Council Goal/Priority:
Guiding Principle #3 Sustainability. This action relates to the City Council's goal to define the City's legal services structure with the goal of optimizing quality and costs.

Council Options:
1. Approve the proposed Personal Services Contract with Jordan Ramis PC.

2. Make modifications to the proposed contract and approve the contract as modified.
3. Continue to negotiate the terms and provisions of the contract.
4. Do not approve the contract.

Staff Recommendation:
Approval of this contract is a decision of the City Council as the City Attorney is a Charter Officer and reports to the City Council.

Potential Motions:
I move to approve the proposed contract with Jordan Ramis PC for City Attorney services.

Attachments:
1. Personal Services Contract – Redlined Version
2. Personal Services Contract – Clean Version

CITY OF WEST LINN, OREGON

PERSONAL SERVICES CONTRACT

THIS AGREEMENT is made and entered into this _____ day of _____, 2005 _____, 2019, by and

between CITY OF WEST LINN, a municipal corporation of the State of Oregon ("(“CITY"),”), and JORDAN RAMIS CREW CORRIGAN, LLP ("PC (“CONTRACTOR").”).

RECITALS

A. CITY has need for the services of a law firm with the particular training, ability, knowledge, and experience possessed by CONTRACTOR; and

B. CITY has determined that CONTRACTOR is qualified and capable of performing the professional services as CITY does hereinafter require, under these terms and conditions set forth; and

C. CITY solicited proposals for legal services and determined that CONTRACTOR is the most qualified proposer.

C. CITY has authority, through its City Council under the City of West Linn Charter Section 23A, to appoint CONTRACTOR to serve as the Office of City Attorney.

AGREEMENT TERMS

I. I. LEGAL SERVICES TO BE PROVIDED:

A. CONTRACTOR will be responsible for CITY legal representation as authorized by the City Council and/or City Manager. Authorization to perform specific tasks will come from the Mayor, City Council, City Manager or other persons directly authorized by the City Council or the City Manager. Timothy V. Ramis will act as lead attorney and is referred to herein as the "“City Attorney.".” In providing legal services to the CITY, CONTRACTOR shall retain a qualified team of attorneys and staff to provide quality professional services to the CITY., including a staff person dedicated to providing risk management services. When attorneys are required at City Council meetings, CONTRACTOR will provide a qualified and experienced attorney at the partner or of counsel level.

B. Unless otherwise specified by the Mayor, the City Council or the City Manager, CONTRACTOR will be responsible for:

1. Legal aspects of general administration of CITY business, including

2. 1. preparing and providing legal opinions, establishing correct procedures, drafting and reviewing ordinances, resolutions, contracts, orders, agreements, and other legal documents, and related tasks needed to support CITY personnel, the Council and Commissions.

3.2. Training of nonlegal personnel in the performance of legally related tasks in order to reduce legal expenses.

3. Regular attendanceAttendance at City Council and Planning Commission business meetings and attendance at other City Council meetings on request.

4. Attendance at Planning Commission and other municipal meetings on request.

5. Personnel, insurance and risk management advice.

6.5. Review of and advice concerning Council and Planning Commission packets.

6. Personnel, insurance and risk management advice, and administration.

7. Monitoring codes and ordinances and legal developments to ensure CITY compliance with state and federal laws.

8. Municipal Court prosecution when requested.

C. Coordination with the City Council and City Manager as to the scope of work to be performed and control of legal costs.

D. The City Attorney will coordinate with the City Manager and department heads, but within the chain of command shall report directly to the City Council. and keep the City Council informed on legal matters of interest to the Council. In this regard, in the event a conflict develops between the Council and City Manager, the City Attorney will represent the Council but will notify the City Manager at first knowledge of a conflict.

E. The CITY reserves the right in appropriate situations to retain separate outside counsel.

II. II. COMPENSATION:

A. CITY agrees to pay CONTRACTOR in accordance with this section, for performance of services described herein. Payment shall be based upon a detailed monthly billing showing work performed and identifying specific legal matters worked on.

B. Hourly Rates:

Rates shall be in accordance with the following schedule:

- Beginning July 1, 2019:

The hourly rates shall be as follows:Lawyers	$265/hour

DRAFT

~~Partners~~	Paralegals	$~~165.00~~195/hour
	~~Sr. Associates~~, General Counsel and of Counsel	~~$145.00~~
	~~Law Clerks/Legal Assistants~~	~~$115.00~~
		~~$ 70.00~~

- Beginning January 1, 2020:

Lawyers	$305/hour
Paralegals	$205/hour

- Beginning January 1, 2021

Lawyers	$345/hour
Paralegals	$215/hour

The hourly rates may be adjusted annually by agreement. No time will be charged for travel between ~~CONTRACTOR's~~CONTRACTOR's office and any CITY facility.

C. The direct ~~costfor~~cost for such items as long distance charges, messenger services, printing, mileage, copy charges (25 cents per page) and the like will be billed to CITY, with no markup or overhead charge added, except that mileage charges for trips between ~~CONTRACTOR's~~CONTRACTOR's office and CITY offices shall not be charged to the CITY.

D. Payment by CITY shall release CITY from any further obligation for payment to CONTRACTOR, for services performed or expenses incurred as of the date of the statement of services. Payment shall not be considered acceptance or approval of any work or waiver of any defects therein.

E. CITY certifies that sufficient funds are available and authorized, or will be authorized, for expenditure to finance the costs of this contract.

III. INSURANCE:

CONTRACTOR and its subcontractors shall maintain insurance acceptable to CITY in full force and effect throughout the term of this contract. Such insurance shall cover all risks arising directly or indirectly out of ~~CONTRACTOR's~~CONTRACTOR's activities or work hereunder, ~~including~~including the operations of its subcontractors of any tier. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of CITY and that any other insurance maintained by CITY is excess and not contributory insurance with the insurance required hereunder.

The policy or policies of insurance maintained by CONTRACTOR and its subcontractor shall provide at least the following limits and coverages:

DRAFT

Types of Insurance	Limits of Liability
General Liability	Each occurrence $_____$2,000,000
General Aggregate	$_____
Types of Insurance General Liability General Aggregate Automobile Liability	Limits of Liability Each occurrence, $1,000,000 $1,000,000 Covering any vehicle used on CITY business. Combined singular limit $1,000,000,$_____, or bodily injury, $200,000$_____ per person and $1,000,000$_____ per occurrence.Combined single limit of not less than $2,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, non-owned, and hired vehicles, as applicable.
Workers' Compensation	Per Oregon state statutes
Employer's Liability	Per Oregon state statutes
Professional Liability	Per occurrence, $1,000,000_____ Annual aggregate, $_____
Workers' Compensation	CONTRACTOR'sPer Oregon state statutes.
Employer's Liability	Per Oregon state statutes.
Professional Liability	Per occurrence, $1,000,000, Annual aggregate, $1,000,000.

CONTRACTOR's insurance policy shall name CITY, its officers, agents, employees, and representatives as additional insured and shall contain provisions that such policies shall not be canceled or their limits of liability reduced without thirty (30) days prior notice to CITY. A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing insurance company, or, in lieu thereof, a certificate in form satisfactory to CITY certifying to the issuance of such insurance shall be forwarded to:

Finance Director
City of West Linn
22500 Salamo Road, No. 100
West Linn, OR 97068

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Such policies or certificates must be delivered prior to commencement of the work.

IV. STATUS OF CONTRACTOR AS INDEPENDENT CONTRACTOR:

A. ~~A.~~ CONTRACTOR shall be an independent contractor for all purposes and shall be entitled to no compensation other than the compensation provided for under paragraph 2 of this Agreement.

B. ~~B~~ CONTRACTOR shall provide insurance coverage for its workers in compliance with the requirements of the Workers Compensation Statutes, ORS Chapter 656.

V. CITY ATTORNEY BAR MEMBERSHIP/OCAA MEMBERSHIP REQUIREMENTS:

City Attorney is responsible for maintaining City ~~Attorney's~~Attorney's professional standing as a member of the Oregon State Bar Association and the Oregon City ~~Attorney's~~Attorney's Association.

VI. ~~VI.~~ METHOD AND PLACE OF GIVING NOTICE, SUBMITTING BILLS AND MAKING PAYMENTS:

All notices, bills and payments shall be made in writing and may be given by personal delivery or by mail. Notices, bills and payments sent by mail should be addressed as follows:

CITY: City Manager
City of West Linn
22500 Salamo Road, No. 100
West Linn, OR. 97068

CONTRACTOR: Timothy V. Ramis
Jordan Ramis ~~Crew Corrigan & Bachrach~~PC
~~1727 NW Hoyt Street~~
~~Portland~~Two Centerpointe Drive, 6th Floor
Lake Oswego, OR ~~97209~~97035

and when so addressed, shall be deemed given upon deposit in the United States mail, postage prepaid.

VII. ~~VI.~~ TERM OF AGREEMENT AND TERMINATION:

A. This agreement shall be effective when signed by both parties.

B. At any time with or without cause, CITY shall have the right to terminate this agreement. The CONTRACTOR shall have the right to terminate this agreement by giving six (6) ~~months'~~months' written notice. If CITY terminates the contract it shall deliver full payment to CONTRACTOR for services rendered to the date of termination. Termination by CITY must be done by resolution of the City Council.

VIII. ~~VII.~~ ACCESS TO RECORDS/ OWNERSHIP OF WORK PRODUCT:

DRAFT

A. CITY shall have access to books, documents, papers and records of CONTRACTOR that are directly pertinent to this Agreement for the purpose of making audits, examinations, excerpts and transcripts.

B. CITY shall be the owner of and shall be entitled to possession of any computations, plans, correspondence or other pertinent data and information gathered by or computed by CONTRACTOR prior to termination of this agreement by CONTRACTOR or upon completion of the work pursuant to this agreement.

IX. COMPLIANCE WITH LAWS:

CONTRACTOR shall comply with all federal, state and local laws and ordinances,

applicable public contracts, and to the work to be done under this contract.

X. APPLICABLE LAWS:

This contract will be governed by the laws of the State of Oregon.

XI. COMPLETE AGREEMENT:

This contract and any referenced attachments constitute the complete agreement between CITY and CONTRACTOR and supersedes all prior written or oral discussions or agreements.

IN WITNESS WHEREOF CITY has caused this Agreement to be executed in duplicate originals by its duly authorized undersigned officers and CONTRACTOR has executed this Agreement on the date hereinabove first written.

CITY OF WEST LINN

~~DATED: _____~~ ~~By: _____~~
~~Mayor~~

~~DATED: _____~~ ~~By:~~
~~City Manager 7'~~

DATED: _____ By: _____
Mayor

DATED: _____ By: _____
City Manager

CONTRACTOR

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CONTRACTOR

DATED: 7 • 8 0

By: _____
Timothy V. Ramis

Split Cells

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CITY OF WEST LINN, OREGON

PERSONAL SERVICES CONTRACT

THIS AGREEMENT is made and entered into this _____ day of _____, 2019, by and between CITY OF WEST LINN, a municipal corporation of the State of Oregon ("CITY"), and JORDAN RAMIS PC ("CONTRACTOR").

RECITALS

A. CITY has need for the services of a law firm with the particular training, ability, knowledge, and experience possessed by CONTRACTOR; and

B. CITY has determined that CONTRACTOR is qualified and capable of performing the professional services as CITY does hereinafter require, under these terms and conditions set forth; and

C. CITY has authority, through its City Council under the City of West Linn Charter Section 23A, to appoint CONTRACTOR to serve as the Office of City Attorney.

AGREEMENT TERMS

I. LEGAL SERVICES TO BE PROVIDED:

A. CONTRACTOR will be responsible for CITY legal representation as authorized by the City Council and/or City Manager. Authorization to perform specific tasks will come from the Mayor, City Council, City Manager or other persons directly authorized by the City Council or the City Manager. Timothy V. Ramis will act as lead attorney and is referred to herein as the "City Attorney." In providing legal services to the CITY, CONTRACTOR shall retain a qualified team of attorneys and staff to provide quality professional services to the CITY, including a staff person dedicated to providing risk management services. When attorneys are required at City Council meetings, CONTRACTOR will provide a qualified and experienced attorney at the partner or of counsel level.

B. Unless otherwise specified by the Mayor, the City Council or the City Manager, CONTRACTOR will be responsible for:

1. Legal aspects of general administration of CITY business, including preparing and providing legal opinions, establishing correct procedures, drafting and reviewing ordinances, resolutions, contracts, orders, agreements, and other legal documents, and related tasks needed to support CITY personnel, the Council and Commissions.

2. Training of nonlegal personnel in the performance of legally related tasks in order to reduce legal expenses.

3. Attendance at City Council business meetings and attendance at other City Council meetings on request.

4. Attendance at Planning Commission and other municipal meetings on request.

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5. Review of and advice concerning Council and Planning Commission packets.

6. Personnel, insurance and risk management advice, and administration.

7. Monitoring codes and ordinances and legal developments to ensure CITY compliance with state and federal laws.

8. Municipal Court prosecution when requested.

C. Coordination with the City Council and City Manager as to the scope of work to be performed and control of legal costs.

D. The City Attorney will coordinate with the City Manager and department heads, but within the chain of command shall report directly to the City Council and keep the City Council informed on legal matters of interest to the Council. In this regard, in the event a conflict develops between the Council and City Manager, the City Attorney will represent the Council but will notify the City Manager at first knowledge of a conflict.

E. The CITY reserves the right in appropriate situations to retain separate outside counsel.

II. COMPENSATION:

A. CITY agrees to pay CONTRACTOR in accordance with this section, for performance of services described herein. Payment shall be based upon a detailed monthly billing showing work performed and identifying specific legal matters worked on.

B. Hourly Rates:

Rates shall be in accordance with the following schedule:

- Beginning July 1, 2019:

Lawyers	$265/hour
Paralegals	$195/hour

- Beginning January 1, 2020:

Lawyers	$305/hour
Paralegals	$205/hour

- Beginning January 1, 2021

Lawyers	$345/hour
Paralegals	$215/hour

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The hourly rates may be adjusted annually by agreement. No time will be charged for travel between CONTRACTOR's office and any CITY facility.

C. The direct cost for such items as long distance charges, messenger services, printing, mileage, copy charges (25 cents per page) and the like will be billed to CITY, with no markup or overhead charge added, except that mileage charges for trips between CONTRACTOR's office and CITY offices shall not be charged to the CITY.

D. Payment by CITY shall release CITY from any further obligation for payment to CONTRACTOR, for services performed or expenses incurred as of the date of the statement of services. Payment shall not be considered acceptance or approval of any work or waiver of any defects therein.

E. CITY certifies that sufficient funds are available and authorized, or will be authorized, for expenditure to finance the costs of this contract.

III. INSURANCE:

CONTRACTOR and its subcontractors shall maintain insurance acceptable to CITY in full force and effect throughout the term of this contract. Such insurance shall cover all risks arising directly or indirectly out of CONTRACTOR's activities or work hereunder, including the operations of its subcontractors of any tier. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of CITY and that any other insurance maintained by CITY is excess and not contributory insurance with the insurance required hereunder.

The policy or policies of insurance maintained by CONTRACTOR and its subcontractor shall provide at least the following limits and coverages:

Types of Insurance	Limits of Liability
General Liability	Each occurrence $$2,000,000
Automobile Liability	Covering any vehicle used on CITY business Combined single limit of not less than $2,000,000 each accident for Bodily Injury and Property Damage, including coverage for owned, non-owned, and hired vehicles, as applicable.
Workers' Compensation	Per Oregon state statutes
Employer's Liability	Per Oregon state statutes
Professional Liability	Per occurrence, $1,000,000

CONTRACTOR's insurance policy shall name CITY, its officers, agents, employees, and representatives as additional insured and shall contain provisions that such policies shall not be canceled or their limits of liability reduced without thirty (30) days prior notice to CITY. A copy of each insurance policy, certified as a true copy by an authorized representative of the issuing

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City of West Linn
22500 Salamo Road, No. 100
West Linn, OR 97068

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CITY OF WEST LINN

DATED: _____ By: _____
Mayor

DATED: _____ By: _____
City Manager

CONTRACTOR

DATED: _____ By: _____
Timothy V. Ramis

DRAFT

From: Sakelik, Richard
Sent: Friday, July 26, 2019 2:56 PM
To: Stein, Eileen; City Council
Cc: Tim Ramis; Kelly Burgess
Subject: Version 2 of Ramis Proposed Rate Increase effects
Attachments: Ramis Proposed Rate Increase Effects V2.xlsx

Hi all,

First of all as the Mayor mentioned yesterday this analysis is not meant for a public discussion so any questions please email or call me directly. I've tried to make it as self explanatory as possible.

Ms. Stein...as per your question the other day here is a quick summary of the attached:

FY19 Total City Attorney Legal Costs - $199,085 (6/16/18-6/15/19)

<u>Based on this actual data I've made the following projections:</u>

FY20 Total City Attorney Legal Costs - $200,622

FY21Total City Attorney Legal Costs - $224,280

All the backup is in the spreadsheet and again is based on ACTUAL FY19 data.

As far as the Mayor's comments that there would be a 50% increase in legal costs next year this analysis clearly shows that is a misleading statement based on all the factors shown.

The rate increase request from current $225 to $34 starting on 1/1/2021 (not next year but 18 months away on 1/1/21) and in effect til 6/30/2021 is just a hair over 50% but really isn't relevant as our overall legal costs based on the attached projections stays about the same as FY19 and rises about 12% in FY21.

These projections are a great indicator for us to approve the Ramis proposal as they are cost effective not to mention we get to continue with an incredibly experienced law firm and attorney that have served our City of West Linn for over 20 years. The value of the Ramis firm services cannot be a quantified comparison to any competition. Not to use a cliche but this is a no brainer. We will not be able to find a more cost effective legal services model the next 2 fiscal years.

Please add this email and attached workbook to the agenda billing for 8/5/19.

Thanks much!

Richard Sakelik
West Linn City Councilor

FY19 Legal Expenses with Projecion for FY20/FY21 with Ramis Proposed increases

Submitted to the Record by Councilor Sakelik on 7/26/19

Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	June Balance	'19 Legal Expenses	
6/16-7/15	7/16-8/15	8/16-9/15	9/16-10/15	10/16-11/15	11/16-12/15	12/16-1/15	1/16-2/15	2/16-3/15	3/16-4/15	4/16-5/15	5/16-6/15	6/16-6/30		
$13,930	$13,305	$9,941	$13,792	$11,218	$13,827	$13,915	$20,617	$22,591.00	$20,159.00	$22,958.00	$22,832.00	TBD	$199,085	
													$32,400	minus 144 lawyer hours at $225 per hour
													$166,685	revised projected FY19 total legal costs

Projected FY20 legal expenses based on FY19 Totals

	Hours	Cost 1H FY20 (7/1/19-12/31/19)	Cost 2H FY20 (1/1/20-6/30/20)	Total FY20 at increased rates
Total lawyer hours at proposed rates	264.6	$70,119	$80,703	$150,822
Total paralegal hours at proposed rates	124.5	$24,278	$25,523	$49,800
Total for FY20 (7/1/19-6/30/20)	389.1	$94,397	$106,226	$200,622

Ramis Proposed Contract Rates per Billable Hour -- these are costs utilized in analysis to the Left

7/1/19-12/31/19	1/1/20-6/30/20	7/1/20-12/31/20	1/1/21-6/30/21
$265.00	$305.00	$305.00	$345.00
$195.00	$205.00	$205.00	$215.00

	Hours	Cost 1H FY21 (7/1/20-12/31/20)	Cost 2H FY21 (1/1/21-6/30/21)	Total FY21 at increased rates
Total lawyer hours at proposed rates	264.6	$80,703.00	$91,287.00	$171,990.00
Total paralegal hours at proposed rates	124.5	$25,522.50	$26,767.50	$52,290.00
Total for FY21 (7/1/20-6/30/21)	389.1	$106,225.50	$118,054.50	$224,280.00

Projected Total FY20-FY21 Bi-Ennium Budget

	FY20	FY21	Total Bi-Ennium
Projected City Attornewy Costs at Proposed Rates	$200,622	$224,280	$424,902
Approved FY21 Bi-Ennium City Attorney Services Budget	$346,000	$361,000	$707,000
SAVINGS TO BUDGET	$145,378	$136,720	$282,098

NOTES:

Used the actual projected hourly rate per lawyer and paralegal for FY19 shown in attached workshee >>>>>>>>>>>>>>>>>>This made the breakout of Lawyer billable at 68% and Paralegal at 32%

JORDAN RAMIS BILLABLE HOURS BY ATTORNEY (6/16/18-6/15/19)

Submitted to the Record by Councilor Sakelik on 7/26/19

Rate/Hr	Attorney		6/16-7/15 Hours Billed	7/16-8/15 Hours Billed	8/16-9/15 Hours Billed	9/16-10/15 Hours Billed	10/16-11/15 Hours Billed	11/16-12/15 Hours Billed	12/16-1/15 Hours Billed	1/16-2/15 Hours Billed	2/16-3/15 Hours Billed	3/16-4/15 Hours Billed	4/16-5/15 Hours Billed	5/16-6/15 Hours Billed	6/16-6/30/19 Hours Billed	TTL Hours Billed		
$225	Ramis	TVR	1.6	1.7	1.5	0.5	1.9	0.3	3.2	9.8	0.2	0.3	0.4	3		24.4		
$225			0.2	0.5	1.2	16.8	4.7	0.8	1	0.8	2.6	2.1	12.3	0.2		43.2		
$225			0.9	0.4	15.5	2	0.3	4.2	15.8	13.7	31.5	42.2	0.3	1.2		128		
$225			27.1	28.1	0.4	0.9	9.2	17	0.2	3.9		0.2	24.4	20.4		131.8		
$225			1.5	0.8	0.8	0.2	0.5	0.2	1.4	1.5		0.8	0.2	0.7		8.6		
$225					1	6.3	0.4	0.6	0.8				0.6	1.8		11.5		
$225							2		5.5				0.9			8.4		
$225								1								1	356.9	Total Ramis Billable Hours
$225																0		
$225																0		
																0		
																0		
$185	Daly	MMD	3.5	0.4	8.2	0.7	0.8	1.6	1.2	7.7	6.1					30.2		
$185			1	0.4	1.1	0.8	0.4	9.3	2.1	9	1.3					25.4		
$185			0.6	5.5	3.3	2.8	8.4	2.1	8	10.9	3.4					45		
$185			10	0.8	4.5	4.4	0.7	0.2	0.2	9.5	10.8					41.1		
$185			4.5	14.9	7.3	0.6	0.2	7.1	1.1	1.1						36.8		
$185				0.2		6.6	0.8	0.2	4.2	6.9						18.9		
$185				1.9		4.7	0.4	0.4		0.6						8		
$185				0.2		0.9	3.2	4.1								8.4		
$185								0.4								0.4		
																0	214.2	Total Daly Billable Hours
																0		
																0		
$185	Maiden	DSM	0.2							0.3						0.5		
$185																0	0.5	Total Maiden Billable Hours
$185																0		
$185																0		
																0		
																0		
																0		
$185	Ordan -Bokalian	KOB	0.2													0.2		
$185																0	0.2	Total Ordan-Bokalian Billable Hours
																0		
																0		
$225	Olsen	DRO	0.8	4.6	3.8	1.1	1.4	1	4.2	1	10.6	4.9	4.4	0.8		38.6		
$225			9.6			1.2	4.4	3	5.6	4.2	0.4	1.4	2.6	0.2		32.6		
$225			3.4			0.2	1	0.6	1.6	0.2	0.4	0.2	5			12.6		
$225						0.4	0.2	5.2	1.4	6.8	3	1	0.2			18.2		
$225						1.8	9		6.6	0.8	4.8	4.2	0.6			27.8		
													0.2			0.2	130	Total Olsen Billable Hours
																0		
$225	Dolan	CKD	0.2	1.3					0.1	0.1	6.2	21.9	4.5	6.9		41.2		
$225										7		3.2	9.8	29.7		49.7		
$225																0	90.9	Total Dolan Billable Hours
$225																0		
																0		
																0		
																0		
																0		
$220	Trompke	EHT				0.6	2.2							1.2		4		
																0	4	Total Trompke Billable Hours
																0		
																0		
$185	Bauman	JRB					0.2									0.2	0.2	Total Bauman Billable Hours
																0		
																0		
																0		
$190	Pedersen	MKP										3.3	1.3	0.6		5.2		
												0.1	0.2	0.2		0.5	5.7	Total Pedersen Billable Hours
																0		
$225	Mohr	PDM								0.4						0.4	0.4	Total Mohr Billable Hours
																0		
																0		
																0		
																0		
$225	Anderson	DAA		3							1.8	1.2				6		
											1.4					1.4	7.4	Total Anderson Billable Hours
																0		
																0		
																0		
																0		
$225	Bowser	DHB				0.5		8.2	0.3	1.8	0.2	0.5				11.5		
$225						0.4					1.5					1.9		
																0	13.4	Total Bowser Billable Hours
																0		
																0		
																0		
$225	Cushing	DPC				0.2										0.2		
																0	0.2	Total Cushing Billable Hours
																0		
$225	Monahan	WAM											0.2	8.9		9.1		
													3.5	3.5		7		
														5.6		5.6		
														7.2		7.2	28.9	Total Monahan Billable Hours
$185	Schaefer	JSS				13	4.4	0.2	0.4	1.4	0.2					19.6		
																0	19.6	Total Schaefer Billable Hours
																0		
																0		
																0		
$225	Stein	RLS				0.4										0.4		
																0	0.4	Total Stein Billable Hours
																0		
$185	Burgess	KCB											3.5	4.5		8		
																0		
																0		
																0	8	Total Burgess Billable Hours
$185	Hedrick	RMH												0.5		0.5		
																0	0.5	Total Hedrick Billable Hours
																0		
$225	Resto-Spotts	ARS										2.6	1.5			4.1	4.1	Total Resto-spotts Billable Hours
																0		
																0		
$225	Kahl	MLK											8.7	2.3		11		
													19.6	0.5		20.1		
														3.4		3.4		
														1.7		1.7	36.2	Total Kahl Billable Hours
$225	Rabbino	DAR											0.4			0.4		
																0	0.4	Total Rabbino Billable Hours
																0		
Total Monthly Billable Hours			65.3	64.7	48.6	68	56.7	67.7	64.9	99.4	86.4	90.1	105.3	105	0	922.1		
Estimated worksession Hours			12	12	12	12	12	12	12	12	12	12	12	12		144		

Net Total Monthly Billable Hours after non-worksession attendance reduction	778.1

** If the 144 hours for worksessions were deducted the total billable hours would be	% of billable hours per category	current total hours
Lawyer rate increases	68%	529.2
Paralegal rate increases	32%	248.9
TOTAL OF 12 MONTHS BILLABLE HOURS	100%	778.1

Hours without the 144 worksession hours removed

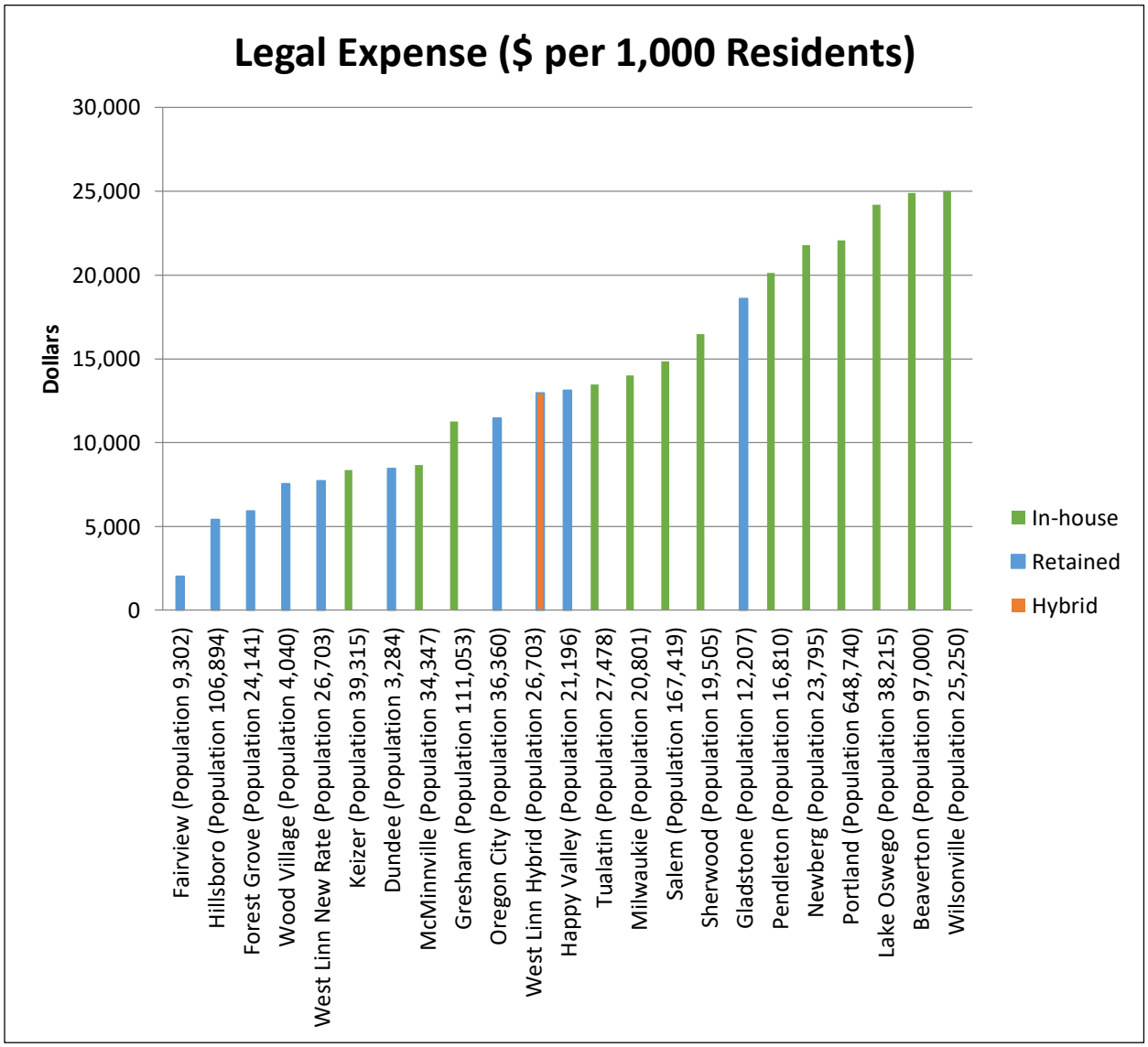
Lawyer rate increases	73%	673.2
Paralegal rate increases	27%	248.9
TOTAL OF 12 MONTHS BILLABLE HOURS	100.00%	922.1

*******KEY POINT**

This 144 hour estimae is based on 2 council worksessions per month and 1 Planning Commission worksession which all would take about 4 hours per meeting:

Therefore 3 worksessions per month x 4 hours per worksession = 12 billable lawyer hours per month x 12 months = 144 lawyer billable hours that are included in the 922.1 hours above

2020 Fiscal Year

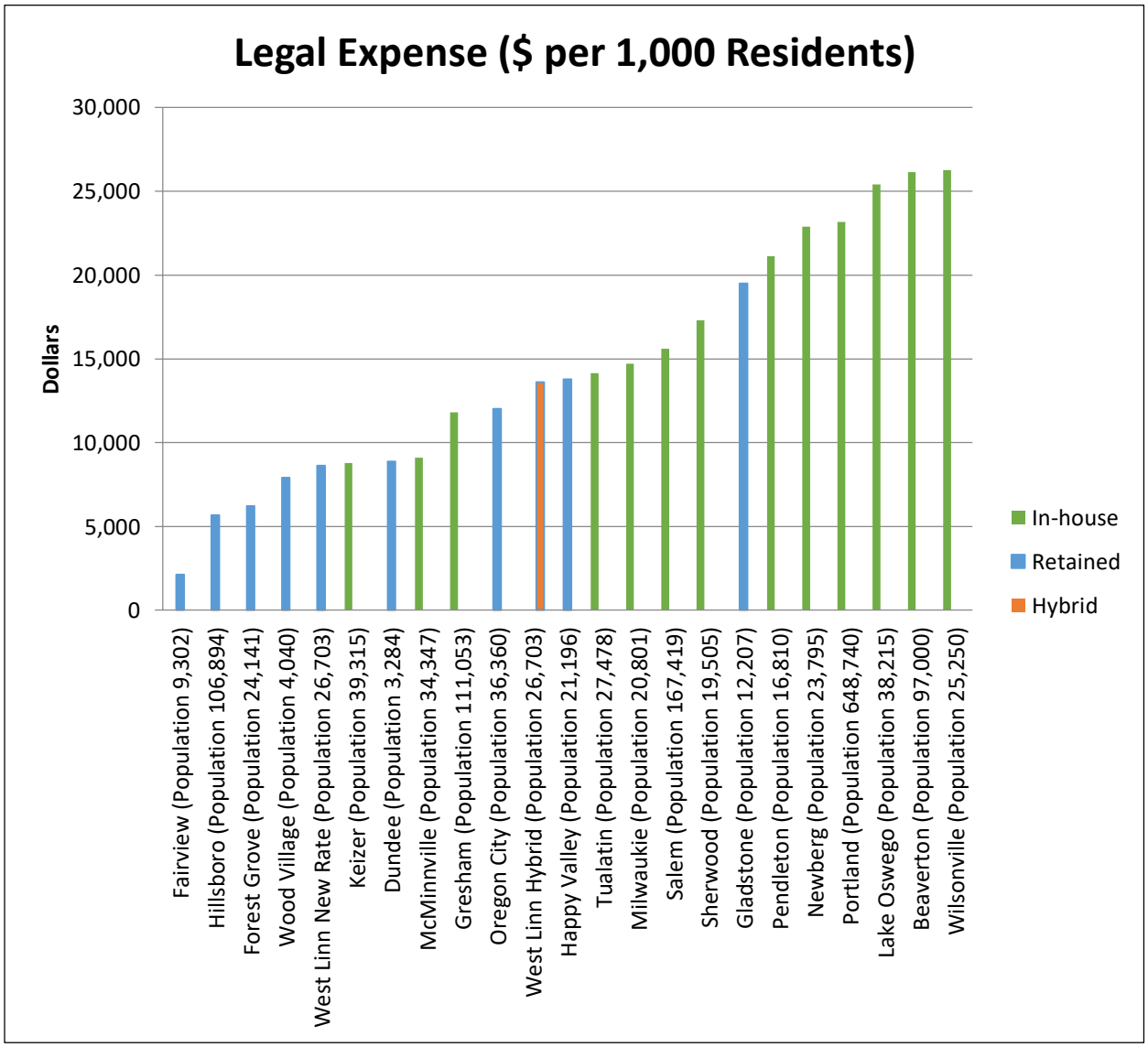


West Linn's figures are based on 778.20 hours for the 2020 Fiscal Year with 68% attorney time and 32% paralegal time.

The Hybrid Model is included in case the Council considers it relevant.

The cost projections for the other municipalities were produced with a 5% cost inflation factor per year.

2021 Fiscal Year



West Linn's figures are based on 778.20 hours for the 2021 Fiscal Year with 68% attorney time and 32% paralegal time.

The Hybrid Model is included in case the Council considers it relevant.

The cost projections for the other municipalities were produced with a 5% cost inflation factor per year.

	A	B	C	D	E	F	G	H
1	**Date Received**	**Project/Department**	**Description of Task**	**Deadline**	**Assigned to**	**Status**	**Client Contact**	**Notes**
2	**Immediate Priortiy**							
3								
4		Ballot Title	Write explanatory statement regarding ambiguity of reinstating (8)(f).	7/15/19 CC mtg	Tim Ramis	Drafting Explanatory Statement		Ballot title and resolution drafted 7/8
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9	**High Priority**							
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18	**Ongoing / Specified Due Date**							
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25	**Longterm**							
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33	**Consider Revised Schedule**							
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