

CITY OF  
**West  
Linn**

100 Years • 1913 - 2013



# Year End Reports from West Linn Citizen Advisory Groups

*December 2013*



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**Did Not Complete a 2013 Report:**

- BHT Neighborhood Association
- Bolton Neighborhood Association
- Citizens’ Budget Committee
- Hidden Springs Neighborhood Association
- Parker Crest Neighborhood Association
- Public Safety Advisory Committee
- Robinwood Neighborhood Association
- Savanna Oaks Neighborhood Association
- Skyline Ridge Neighborhood Association
- Sunset Neighborhood Association
- Transportation Advisory Board
- Utility Advisory Board





## Economic Development Committee

Gail Holmes, Chair

Mark Harris, Vice-Chair

### Meeting Times:

- First Friday of the Month at 8:00 am in the Bolton Conference Room of City Hall.

### Current Year Goals:

- Grant Administration - \$20,000 CPP Tourism Grant
- Welcoming Committee – for businesses new to the City
- Funding Opportunities – revenue generating activities designed to support business retention and expansion
- Multi-Purpose Business Center – office sharing facilities within city owned property
- Home Business Survey – determine needs of home based businesses
- Regulatory Improvements – recommend code and regulatory improvements

### Current Year Accomplishments:

- Distributed the \$20,000 CPP Tourism grant twice during 2013 for a total of \$40,000 awarded this year.
- Voted on and recommended code changes to the Planning Commission and City Council to streamline regulations and encourage economic development in the City.
- Created a LinkedIn group for West Linn businesses
- Created the “Available Industrial and Commercial Properties” page on the West Linn website
- Cooperated with Clackamas County to participate in their unified film and media permitting process.
- After careful consideration and deliberation, recommended a 75% increase in the commercial cap for the non-residential street feel to the City Council

### Current Year Challenges:

- One of the EDC’s biggest challenges was that the group was given additional assignments that were not on their list of goals for 2013. Considering changes to the Street Maintenance Fee and needing to administer a second CPP grant took up several meetings and since the group only meets once a month this has an effect on the number of goals accomplished.

### 2014 Goals:

Support Home Based Businesses:

- Survey Home Based Businesses to determine their needs and outline the best strategy to meet those needs.
- Create a plan of action to assist home based businesses in growing and transitioning out of the home if appropriate.

Regulatory improvements:

- Recommend improvements to regulations on displaying signs in City right of way.
- Recommend improvements to regulations on special events.

Encourage New West Linn Businesses:

- Establish a welcoming packet of information for businesses wanting to locate in West Linn

Distribute Funds:

- Administer the \$20,000 CPP Tourism Grant.

Multi-Purpose Business Resource Center

- Explore office sharing facilities within city owned, unused locations.

Grow Local Businesses:

- Create an electronic toolkit to assist new and expanding businesses.

Retain Businesses:

- Create a survey to reach out to businesses that are relocating out of West Linn, find out why they are relocating and how the City can help.

Optimize Empty Office/Retail Space:

- Reach out to property owners to find out what they need or want in their space.
- Make the available office space list easy to find.

### Anticipated Challenges in 2014:

- Limited staff time could be a challenge to achieving the EDC’s goals. Many of the items on our goal list will require staff time to research, assemble, and execute the items. Also unforeseen additions to the group’s workload will delay achievement of our goals.

### 2014 Tools for Success:

- Staff time will be necessary to achieving our goals for next year, some council action may be necessary in regard to changing the City Code.

### Training Needs?

- We don’t foresee needing any specific training to assist our work toward our goals





## Historic Review Board

Jon McLoughlin, Co-Chair  
Jim Mattis, Co-Chair

### Meeting Times:

- Third Tuesdays at 7:00 at City Hall

### Current Year Goals:

- Review quasi-judicial design review projects as needed
- Complete code revisions
- Community outreach event
- Apply for a 2013-2014 CLG grant
- Place sign toppers at intersection corners in the Willamette Historic District

### Current Year Accomplishments:

- Reviewed one quasi-judicial design review project
- Code revisions approved by the Council in July. This involved work with consultants funded through a CLG grant, several meetings with a Technical Advisory Committee to discuss the project and proposed revisions, meeting with affected residents (including HRB members), review by the Board, and review and recommendation by the Planning Commission.
- Applied for and awarded a CLG grant for rehab on NR listed home
- Sign toppers designed, reviewed by HRB, neighborhood association (including HRB members), and the historic district, funded approved by the Council. Will likely be placed in early 2014.
- Held a training session on legal issues for new and existing members.
- Gave preservation awards to Peggy Sigler and Sandy Carter for their work on behalf of the National Trust and One Willamette River Coalition for their work on the Willamette Falls Locks.
- Filled all vacancies on the Board.

### Current Year Challenges:

- SNA The Board successfully completed many of its goals this year.

### 2014 Goals:

- Review quasi-judicial design review projects as needed
- Community outreach event - such as user-friendly brochures, including providing additional information on HRB and historic resources
- Use completed surveys to identify additional historic resources for designation
- Apply for other relevant grants
- Advocate for restoring the Willamette Falls Locks and transferring their ownership

### Anticipated Challenges in 2014:

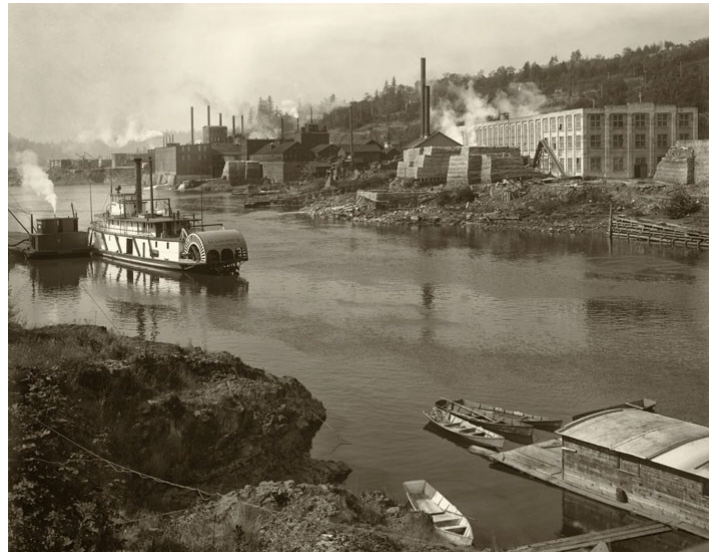
- Maintaining full membership of the HRB
- Securing CLG grant or other funding for goals and plans

### 2014 Tools for Success:

- Securing CLG grant or other funding for goals and plans

### Additional Information:

- Continue to monitor the Willamette Falls Locks status
- The Historic Resources Rehabilitation Grant was a great opportunity to reach out to residents and owners of contributing properties in the Willamette Historic District to encourage rehab and provide a benefit to living the district. It would be beneficial to extend the grant to properties not listed on the National Register, but in the Willamette Historic District or locally designated as historic landmarks.



1915 photo of the mill and sternwheeler at the Willamette Falls, courtesy of Old Oregon Photos, original from the Clackamas County Historical Society



A home in the Historic Willamette District



## Library Board

Doug Erickson, Chair  
Tom Miller, Vice-Chair

### Meeting Times:

- Fourth Wednesday of the month at 5:45 pm at the Library.

### Current Year Goals:

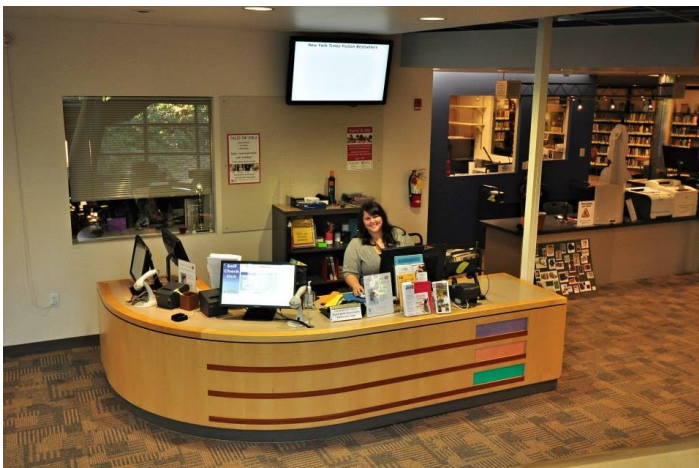
- The construction of the additional parking lot, which was met.
- The children's room remodel, which was completed.
- The repair to the library roof was also a 2013 goal, which was done in the fall.

### Current Year Accomplishments:

- Met all of the 2013 goals.
- As a Board, several new policies were discussed and approved: Digital Signage Policy, Behavior Rules and Policies, Collection Management Policy, Computer Use Policy, Meeting Room Policy.
- In July library open hours increased to 56 hours, an addition of 3 hours per week.
- For the first time in several years, the library closed to allow for a Staff Training Day in October
- We were adaptive during the year, as a successful Library Director recruitment occurred after a period of working with an Interim Director.
- Partnerships with local school and community groups where strengthened through outreach and programming during the year and a new series of programming was started, Family programming.

### Current Year Challenges:

- The transition in Library Directors was the biggest challenge for the Board this year.



The remodeled check out desk

### 2014 Goals:



- Supporting the Library Foundation with their next project, remodeling and renovating the Teen area.
- Connecting with the individual selected for the newly created Library Assistant Director position.
- Developing a positive relationship with Gramor Development and working towards a parking situation resolution.
- Installation of a Small Business Resource Center within the library.
- Celebration of the library's 75 years of operation with special events and programs in March.
- Continuing with staff professional development both through support of individualized training and a Staff Development Day.
- Working with Central Village Business Owners to highlight the value of the Library's location.

### Anticipated Challenges in 2014:

- Given the history of the situation, working with Gramor Development on a parking resolution will be a challenge.

### 2014 Tools for Success:

- Possible assistance on support of an agreement with Gramor Development on shared parking and/or removal of the "No Library Parking" sign may be needed.



## Marylhurst Neighborhood Association

Jef Treece, President

Karie Oakes, Vice President

Jim Koll, Treasurer

Teri Cummings, Secretary

### Meeting Times:

- Fourth Tuesday of the month at 7:00 pm in the Adult Community Center cafeteria

### Current Year Goals:

- Community outreach to share and receive and discuss information related to living in Marylhurst NH and West Linn.
- Provide a conduit for interested/engaged citizens to provide input into land use decisions and other matters of importance.
- Social outreach to better build the network within the NA - e.g. picnics and park events. There were an estimated 250 people at the summer ice cream social in Marylhurst heights park
- Board goal: "keep the door open", hold meetings and provide notice of agendas, even in light of sometimes-low meeting attendance.
- Board goal: create a public meeting environment that is friendly to open discussion of any point of view as long as the person presenting the view is respectful towards others.

### Current Year Accomplishments:

- Added ten addresses to our email list.
- Various productive discussions about Marylhurst Heights park, including some recommendations to Parks dept. and WL police.
- Successful election of officers.
- Five land use topics discussed.
- City Council's 2013 goals discussed
- WL Centennial discussed
- Eleven meetings: six with quorum and five without.
- Developed and voted on resolution in response to "Cut the Red Tape" code revision project.
- Provided information about a number of land use items that could affect Marylhurst NA.
- Formed a committee to investigate parking options for Marylhurst Heights park.

### Current Year Challenges:

- Difficulty with advance notice, especially keeping in mind we meet once a month and need advance notice for our own agendas. However, note that the cut the red tape topic was introduced in our January meeting.
- Access to information and clarification of process of "Red

Tape" project.

- Lacking quorum at some meetings, meaning no vote could be taken.

### 2014 Goals:

- Encourage better participation by actively inviting NA members to learn about and discuss various city/NA related topics.
- Provide meeting agendas with meeting topics in advance.
- Hold regular meetings, with advance notice.
- Hold an annual election with success (electing active officers for the following year).
- Grow our email list for increased outreach.

### Anticipated Challenges in 2014:

- Garnering a higher level of neighborhood participation.
- Citizen apathy.

### 2014 Tools for Success:

- Include all NA Board members in city communications.
- The annual "post card" mailing that the city sponsors. Some assistance with the logistics of putting together a bulk mailing is also important.
- Respect from city council and staff for the NAs and the volunteers running them, even with differing point of view.
- In addition to the annual garbage day cleanup, we have interest for a cleanup day with a drop box at a different time of year.

### Training Needs?

- Leadership training, specifically with the emphasis on facilitating productive and inclusive meetings.
- Roles and responsibilities training for what's expected of NA officers.
- Ongoing and evolving dialog with the city about current challenges, hurdles, and issues.

### Additional Information:

- Consider meeting with NHA on an annual basis -- perhaps a "round table" with city council.
- To involve neighborhood associations, Council & PC should schedule meetings and hearings with respect to the frequency a NA meets and their meeting advance notice requirement. For example, MNA meets once a month and has a 2-week advance notice requirement if we wish to vote on any topic on the agenda. This implies either contacting the NA in advance and figuring out a schedule that works or giving approximately 6 weeks notice.



## Parks & Recreation Advisory Board

Jon Linman, Chair

### Meeting Times:

- Second Thursday of the month at 7:00pm, West Linn City Hall, Bolton Room.

### Current Year Goals:

- To help establish ways to help volunteer recruitment efforts to increase volunteerism
- Complete the Master Trails plan and take it to City Council for adoption
- Complete Specific Trails/plans for trails: Rosemont Trail, Willamette Greenway Trail, and I 205 trail.
- Support, enhance and develop local amenities for the Willamette Water Trail.



*Santa made an appearance at this year's Holiday Tree Lighting.*

### Current Year Accomplishments:

- Continued to build community engagement through involvement with Take Care of West Linn Day, West Linn Centennial, Music in the Park, Street Dance and West Linn Old Time Fair and Parade .
- Volunteer tracking – in process, Ken Worcester was recognized for his volunteer leadership by Scouts, Participation in the Chamber of West Linn, Improvements to the website allow for greater transparency and access, Projects – Identifying for scouts and groups as needed, and engage Neighborhood Associations.
- Mary S Young, Wilderness/High School/Cammassia, Burnside & Maddax Woods and The White Oak Savanna are all ongoing projects .

### Current Year Challenges:

- The extra effort to communicate and respond to the community/group input provided on the Draft Trails Master Plan. Listening to the citizens concerns and developing unique strategies for each area to achieve a plan that meets everyone's desires and needs.

### 2014 Goals:

Help establish ways to assist with recruitment etc. to increase volunteerism.

- Continue to build community engagement through involvement with Take Care of West Linn Day, Music in the Park, Street Dance and West Linn Old Time Fair and Parade
- Increase volunteer recruitment and program structure: Volunteer tracking – in process, Ken Worcester was recognized for his volunteer leadership by Scouts, Participation in the Chamber of West Linn, Improvements to the website allow for greater transparency and access, Projects – Identifying for scouts and groups as needed, and engage Neighborhood Associations.
- Promote restoration projects – Mary S Young, Wilderness/High School/Cammassia, Burnside & Maddax Woods and The White Oak Savanna are all ongoing projects.
- Develop a tool lending library for projects: Not formalized but lending tools to a number of groups throughout the City

Develop an implementation plan for trail projects in accordance with the adopted Comprehensive Trail Master Plan.

- Develop trail prioritization criteria.
- Continue work on Willamette Greenway Trail including the land use application.

Community Center & Recreation Space Plan.

- Prepare community based facility needs assessment.
- Evaluate current and possible City properties that could be utilized for recreation purposes.

Support staff in executing operational efforts.

- Recreation Programs & Events.
- Recycling program in parks: Work with the Sustainability Advisory Board to investigate successful recycling program options for parks that will fit in West Linn's existing structure.
- Complete parks or resources in progress: Willamette Greenway Trail and Blue Heron property.
- Continue to seek innovative funding.

Continue to build an effective PRAB

- PRAB administration ground rules: Collaborative teamwork; Innovative thinking and problem solving; Respectful of each other and all citizens; Model listening to all stakeholders; Distribute minutes and read minutes from other boards.

### Anticipated Challenges in 2014:

- Creating a criteria for trail development to accompany the new trails Master Plan
- An implementation plan for trail projects will be compromised by a lack of available funds
- Developing a process to evaluate Community Center & Recreation Space needs



**2014 Tools for Success:**

- Support through the utilization of existing Parks & Recreation Open Space Master Plans and ne Trails master Plan to accomplish established goals that arise through efforts and opportunities. .



City Council at the ground breaking for the new Police Station

**Additional Information:**

- As the city nears completion of parks projects identified in the 2007 Parks and Recreation Master Plan, an emphasis on recreation programs/facilities and trail and pathway projects is the next logical step for parks funding.
- Pathway projects identified in existing Parks & Recreation Open Space Master Plan (2007) and new Trails Master Plan should be funded in the next biennium.
- Many potential future pathway projects identified in the Comprehensive Trails Master Plan need to be included in the Transportation System Plan update.



1960 Aerial view of the Bolton neighborhood and the Willamette Falls. Photo Courtesy of Old Oregon Photos.

## Planning Commission

Michael Babbitt, Chair

**Meeting Times:**

- Wednesdays at 7:00 pm in the Council Chambers.

**Current Year Goals and Accomplishments:**

- During 2013 the PC held 29 meetings, totaling over 100 hours of meeting time (including attendance at a joint work session with the Council). The final breakdown of items addressed by the PC included:
  - *Quasi-judicial items:* 7 land use cases (police station, library parking lot, 4 subdivisions and one design review)
  - *Legislative items:* made recommendations on: Master Trail Plan, Package of miscellaneous general minor code amendments, "Cut the Red Tape" amendments, Historic code amendments
  - *Other accomplishments:* Continued work on the WRA and infill / PUD code; Several members attended land use training courses/events; Completed work (without staff) on "Sport court" issue; Shortened staff presentations; Abbreviated required meeting minutes/notes; As the CCI, invited and met with NA representatives to address communication issues; Several members met outside of regular meeting times to address WRA and infill development code items

**2014 Goals:**

- Review and complete all required QJ items.
- Complete and adopt WRA amendments
- Complete and adopt infill / PUD code amendments
- Make recommendations on Arch Bridge / Bolton Master Plan project
- Have PC members attend individual NA meetings

**Anticipated Challenges in 2014:**

- Lack of communication from the CC and Staff on the role of the PC and overall vision for development of the City.
- Lack of trust with the City Council, City Manager, and Staff
- Loss of positive and popular Planning Director
- Had to meet without staff to work on sport court issue
- Continuing issues with tablets
- Increase in citizen distrust and acrimony
- Lack of resources to complete work

**2014 Tools for Success:**

- Per above, greater communication and direction from the CC on the role of the PC and overall vision for development of the City.
- In need of additional IT assistance generally
- In need of additional land use training and education for PC and for citizens





## Rosemont Summit NA

Dean Suhr, Former President

### Meeting Times:

- Group has been inactive since the Fall of 2010.

### Current Year Goals:

- Currently inactive, pursuing a merger with the Hidden Springs Neighborhood association so that residents can reestablish representation.



### Current Year Accomplishments:

- Inactive since the Fall of 2010.

### Current Year Challenges:

- Inactive since the Fall of 2010.

### 2014 Goals:

- Merging Neighborhood associations with the Hidden Springs Neighborhood Association.

### Anticipated Challenges in 2014:

- Lack of interest in the Neighborhood Association.
- Frustration with the definition of roles for Neighborhood Associations.

### 2014 Tools for Success:

- Inactive organization.

### Additional Information:

- As former president of the RSNA I have been discussing combining the Hidden Springs and Rosemont-Summit NA's. For what it's worth, it may be more efficient to review all NA's, their representation, size, the NA roles, and consider more NA combining for efficiency in representation and interaction with City Council. I could conceive of 4 relatively equal sized NA's.

## Sustainability Advisory Board

Nicole Alexander, Chair

Glen Friedman, Vice-Chair

### Meeting Times:

- Third Tuesdays of the month at 6:00 pm in City Hall.

### Current Year Goals:

- To update the Sustainable West Linn Strategic Plan.
- Secure a consultant to facilitate community workshops to aide in getting community input towards the Plan update.
- Ensure the new police station will be built to LEED Silver standards along with getting the LEED certification.

### Current Year Accomplishments:

- Hosted a Natural Step workshop for West Linn residents, businesses, City Council, city staff and other leaders on February 6, 2013.
- Worked with the City and West Linn Refuse and Recycling to host a community shred day/electronics recycling event on April 20, 2013.
- Attended meetings and submitted a letter to City Council and City Manager in August 2013 to advocate for building new police station to LEED Silver standards and obtain LEED certification. This was ultimately approved.
- We created an RFP to issue for a consultant to facilitate community workshops for the Plan update. The RFP was reviewed by City Staff and the City Attorney and was approved and issued in September 2013. SERA Architects was awarded the contract in October 2013 and they attended the November 2013 SAB meeting as kickoff meeting.



1895 photo of a high-wheeler bicycle on the West Linn end of the Oregon City suspension bridge. Photo courtesy of Old Oregon Photos.



### **Current Year Challenges:**

- We have been down 1-2 board members for the better part of a year and a half. SAB members have done a great job at attending most meetings so that a quorum is always present and the full board is engaged. We have also met outside of SAB meetings in small groups (not quorum) once or twice a month all year to make progress on tasks at hand.
- We run into the problem of City Staff not having much time to spend on SAB tasks outside of our monthly meetings. We follow up with City Staff via email and at times in person to ensure that progress is made on outstanding to-do items. This requires extra time on the part of SAB members but so far it has worked pretty well.
- We don't have a budget to hire a consultant to help us with updating the Sustainable West Linn Strategic Plan. This process is quite time consuming but we've broken down the task into manageable chunks. All board members are pitching in working on different tasks and while it will take longer to complete than if we had a consultant's help, we're confident the Plan will be satisfactorily updated in 2014.
- We faced the challenge of finding a consultant to facilitate community workshops that would be able to work with our budget. We reached out to firms that we've built rela-

tionships with in the past and it worked out that we will be able to have 3 workshops with SERA.

### **2014 Goals:**

- To complete the update the Sustainable West Linn Strategic Plan.
- To host 3 successful Civic Ecology workshops to get valuable community input for the Plan update.

### **Anticipated Challenges in 2014:**

- Time and funding will be ongoing challenges for the SAB. Staff is being reduced every year it seems and this increases remaining staff members' workloads which reduces the amount of time they can spend on SAB initiatives. SAB members strive to dedicate as much personal time as they can on projects however it is a challenge.

### **2014 Tools for Success:**

- We will need the continued support of City Staff and City Council to help propel our efforts to success. We will also benefit from access to a budget as we've had in years past. Communications assistance for advertising the Civic Ecology workshops will also be very helpful.

### **Additional Information:**

- We feel that working with City Staff to benchmark city energy usage/amount spent on energy (electricity, water, etc.) by building/facility would be very beneficial to our Plan Update, especially when articulating energy goals. We would love the opportunity to work with the appropriate department(s) - perhaps Finance and Public Works - to get some benchmarking done.
- We feel that increased communication between advisory boards would benefit all boards and the City. One idea we have is an annual advisory board summit where all boards have time to share their goals/efforts for the year. This would allow boards to work together more effectively, when appropriate. The SAB would also like increased communication from the City Green Team - we'd like to know what initiatives they are working on and where their efforts are focused. Even a quick update, 2-4 times a year, would be great.
- Lastly, we'd like to make sure that the Sustainable West Linn Strategic Plan is a supporting document to the Comprehensive Plan for West Linn. The update we're working on will help make the Sustainability Plan even easier to incorporate into all facets of the city, especially the Comprehensive Plan.



*Trillium Creek Second Graders learn about sustainability at City Hall*



## Willamette Neighborhood Association

Julia Simpson, President  
 Michael Selvaggio, Vice President  
 Elizabeth Rocchia, Treasurer  
 Elizabeth Hall, Co-Secretary  
 Beth Smolens, Co-Secretary

### Meeting Times:

- Second Wednesday of the month at 7:00 pm in the Pacific West Bank.

### Current Year Goals:

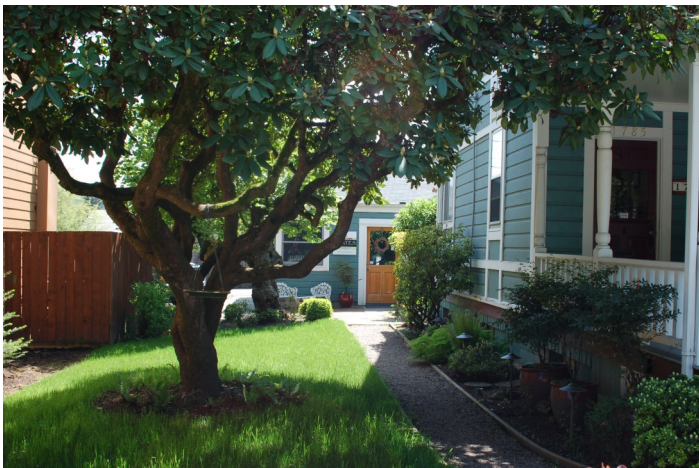
- Increasing attendance and participation.
- Bringing in speakers on timely issues.
- Designing street sign topper signs and a Willamette Neighborhood sign

### Current Year Accomplishments:

- Mostly we have learned about and reviewed current issues in the city such as the new Police Station, the Farmers Market, the Ballot topic of the Aquatic Center, the Trails Master Plan and the Tannler West pre-application.

### Current Year Challenges:

- A diminished attendance was our biggest challenge this year. I have been calling members on the phone to encourage them to attend. Those in attendance seem to feel good about our new direction. Michael is new to the neighborhood meeting process and will be leading the January meeting. So we are encouraging new leadership.



### 2014 Goals:

- Coordinate WNA, Chamber of Commerce, and Main Street efforts in the Willamette area (and also the Heritage area plans).
- Discuss ways to notify people of meetings and current information, such as: kiosks, meeting signs, posters, mailings.

### Anticipated Challenges in 2014:

- We are attempting to include everyone in the WNA area--to even let them know that we have a NA. We plan to get one or two more Willamette neighborhood area signs to place near Blankenship and Johnson and up on the hill in the farthest north location. (We need help from the city as to best locations). The signs cost \$850. each. We are also, discussing best times and locations for setting out upcoming meeting signs

### 2014 Tools for Success:

- Along with the signs, and money for them, we plan a postcard campaign to each household in WNA--about meetings and how to communicate with us by email and online. We understand the city will provide one postcard campaign per year. We would like to be able to do 2 campaigns this year.

### Additional Information:

- NAs are the best first step for citizens to learn about what's going on in their neighborhoods and to have a say about that information.



*Clockwise from top: Juggle Mania at the Library, summer 2013; Alex Kachirisky accepts the first annual Robert Moore Award for his service to the City in December of 2013; and Creature Feature at the Library, summer 2013*

