

Memorandum

Date: December 30, 2010

To: John Kovash, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager *CJ*

Subject: Miscellaneous Items

Correspondence from Metro Regarding Urban Growth Management Functional Plan Changes

Attached is a letter from Metro Chief Operating Officer Michael Jordan regarding Metro's adoption of policy changes to the Regional Framework Plan and the status of West Linn with regards to complying with the existing plan. Although Metro has made changes effective this month, the letter does state that West Linn is in compliance with all Urban Growth Management Functional Plan requirements in effect on December 15, 2010.

January 3 and January 10 Council Meetings

The January 3 Council meeting will be mostly ceremonial with the swearing-in of Heather Karabeika as Municipal Court Judge and Jody Carson and Mike Jones as City Councilors. The only other business item on the agenda is the election by the Council of the new Council President.

The dais in the Council Chambers is still being remodeled and will not be fully functional by Monday evening's meeting but we do plan to have it looking as complete as possible even if we won't be using it for any formal business functions on Monday evening.

The January 10 Council meeting has only one item of business for Council consideration which is a temporary use application by ODOT for construction staging for the Arch Bridge project. If the Mayor is prepared to, he may also wish to ask the Council to confirm appointments to some of the advisory boards that evening. It is our hope to keep this meeting brief as the Oregon Ducks football team is playing for a national championship that evening!

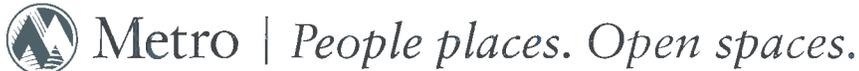
Utility Rates

As a reminder, the City's water, sewer and stormwater rates all increase by 5% effective January 1. These increases will not be noticed by ratepayers until they receive their bill in mid-February.

State gas taxes also increase by 6 cents per gallon on January 1.

The next phase of the City's SDC increases begins on January 26, 2011.

Attachment



December 28, 2010

Mr. Chris Jordan
City Manager
City of West Linn
22500 S Salamo Road
West Linn, OR 97068

Dear Mr. Jordan:

On December 16, 2010, the Metro Council adopted policy changes to the Regional Framework Plan and to implementation strategies in the Urban Growth Management Functional Plan (Metro Code Chapter 3.07) as part of the Community Investment Strategy Ordinance 10-1244B. The ordinance changes Functional Plan requirements that affect your jurisdiction and since the ordinance takes effect immediately, I wanted to make sure you are aware of these changes. These adopted ordinance and Functional Plan titles are accessible on Metro's web site at: www.oregonmetro.gov/capacity. Listed below is a summary of the changes to the Functional Plan. Metro staff will be preparing guidelines that will provide you with additional details on how to implement these changes.

In addition, after a temporary suspension, the annual compliance report will be reinstated in 2011. I wanted to let you know our understanding of the status of your jurisdiction's compliance with Functional Plan requirements in effect on December 15, 2010 so that we can correct any differences prior to the release of the compliance report. The 2010 Compliance Report will be released in February 2011 and the Metro Council will review local compliance at that time. Included in this letter is a summary of our understanding of your compliance status. If you have questions about this status, please contact Sherry Oeser at sherry.oeser@oregonmetro.gov or 503-797-1721.

Urban Growth Management Functional Plan Changes

Title 1 Housing Capacity (Metro Code 3.07.110-120)

The previous version of Title 1 specified the minimum zoned capacity for housing and jobs for each city and unincorporated area within the urban growth boundary (UGB) and contained Table 1 which listed each jurisdiction's zoned capacity for housing and jobs. The new Title 1 moves to a "no-net-loss" approach for housing based on a project amendment basis, eliminates Table 1 and the need to calculate capacity city-wide, and eliminates the requirement for calculating and tracking job capacity.

The new Title 1 requires that an increase in capacity must be adopted before a decrease in capacity is adopted. Title 1 also allows a local government to reduce capacity to allow an industrial use, a major educational or medical facility, or to protect natural resources without violating the no-net-loss policy.

Under Title 1, each city or county is required to adopt a minimum dwelling unit density for each zone in which dwelling units are authorized except for zones that authorize mixed-use. If your jurisdiction has not adopted a minimum density for such a zone prior to March 16, 2011 it must adopt a minimum density that is at least 80

percent of the maximum density. The compliance report released in February will provide you with more details about when local actions must comply.

Title 4 Industrial and Other Employment Areas (Metro Code 3.07.410-450)

Title 4 seeks to protect a regional supply of sites for industrial uses. In recent years, several industrial-designated sites have been developed for non-industrial uses. The new version of Title 4 limits new schools, places of assembly, recreational facilities and parks (with exceptions for habitat protection) in Regionally Significant Industrial Areas. A new Title 14 (Urban Growth Boundary), discussed below, includes an expedited process for adding large industrial sites to the UGB. The process to amend the Title 4 map does not change.

Title 6 Centers, Corridors, Station Communities and Main Streets (Metro Code 3.07.610-650)

The previous version of Title 6 covered only Centers and Station Communities and required local governments to develop a strategy to enhance all centers by December 2007. The previous version also required jurisdictions to submit progress reports to Metro every two years. This approach was not effective in encouraging center development and development in centers has not achieved the results originally anticipated.

The new version of Title 6 moves away from reporting requirements to an incentive approach to encourage cities and counties to develop centers. The changes to Title 6 are:

- Provide incentives to local governments that adopt a plan of actions and investments to enhance their center, corridor, station community or main street. These incentives include:
 - Eligibility for a regional investment (currently defined as new high capacity transit lines). In the future, the Metro Council in consultation with the Metro Policy Advisory Committee (MPAC) and the Joint Policy Advisory Committee on Transportation (JPACT), could add other major investments to this definition).
 - Ability to use a higher volume-to-capacity standard under the Oregon Highway Plan when considering amendments to comprehensive plans or land use regulations, and
 - Eligibility for an automatic 30 percent trip reduction credit under the Transportation Planning Rule when analyzing traffic impacts of new development in plan amendments for a center, corridor, station community, or main street
- Add corridors and main streets to Title 6 because of their potential for redevelopment and infill. Title 6 links strategies for centers and corridors to a community investment strategy.
- Align local and regional investment to support local aspirations in centers, corridors, station communities, and main streets.
- Reflect a desire to focus development in all centers (central city, regional and town centers, and station communities) as well as along corridors and main streets.
- Better link land use and transportation to support mixed-use, pedestrian-friendly, and transit-supportive development.
- Address the problems that transportation impacts have on achieving mixed-use, pedestrian-friendly, and transit-supportive development

A new Title 6 map will be Metro's official depiction of adopted boundaries for centers, corridors, station communities and main streets and will be revised as local governments adopt revised boundaries.

Title 8 Compliance Procedures (Metro Code 3.07.810-870)

Title 8 establishes a process for determining whether a jurisdiction complies with requirements of the Urban Growth Management Functional Plan. To streamline the process, Title 8 was changed to make requests from local governments for extensions of compliance deadlines or exceptions from compliance administrative

functions but still allow for an appeal to the Metro Council. The criteria for determining whether an extension or exception is granted remain the same.

Title 9 Performance Measures

Title 9 set out a process for Metro to measure and report on the progress of achieving implementation of the Functional Plan. Title 9 was repealed but the policy of measuring performance is now included in the Regional Framework Plan.

Title 10 Functional Plan Definitions (Metro Code 3.07.1010)

Title 10 defines terms found in Metro Code Chapter 3.07. Changes to Title 10-reflect updated definitions.

Title 11 Planning for New Urban Areas (Metro Code 3.07.1105-1140)

Title 11 was amended during the urban and rural reserves process in spring 2010 and with the more recent adoption of Capacity Ordinance 10-1244B. The new Title 11 requires concept planning for urban reserve areas prior to their coming into the UGB. Previously, concept planning occurred after an area was brought into the UGB. Title 11 also contains outcomes that must be achieved by the concept plan. The new version of Title 11 does not become applicable to concept plans until December 31, 2011.

Title 14 Urban Growth Boundary (Metro Code 3.07.1405-1465)

The Urban Growth Boundary and reserves procedures and criteria that were in Metro Code Chapter 3.01 were moved to this new Title 14 to join other growth management tools and strategies. In addition, Title 14 includes an expedited process for adding large industrial sites to the UGB (3.07.1435).

Compliance with Urban Growth Management Functional Plan Requirements

While many reporting requirements for certain functional plan titles were suspended in 2007, other compliance requirements continued including capacity requirements in Title 1 Housing Accommodation, Title 3 Water Quality and Flood Management, Title 4 Protection of Industrial and other Employment Areas and the map amendment process, Title 11 Planning for New Urban Areas, and Title 13 Nature in Neighborhoods.

The City of West Linn is in compliance with all Urban Growth Management Functional Plan requirements in effect on December 15, 2010.

Sincerely,



Michael Jordan
Chief Operating Officer

c: John Sonnen, Planning Director



Memorandum

Date: December 30, 2010

To: John Kovash, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager *es*

Subject: Report of the Community Police facility Development Committee

Attached are a memorandum from Police Chief Terry Timeus and the report of the task force that staff convened to make recommendations regarding a future police station.

The committee met numerous times to become more educated on the workings of police stations, the size and scale necessary to meet the community's demands and possible locations in West Linn for a future station. The attached report is the culmination of their work.

I will be scheduling a work session for the Council to discuss this report and to hear directly from members of the committee.

Attachment

Memorandum

Date: December 21, 2010

To: Chris Jordan
City manager

From: Terry Timeus
Chief of Police

Subject: Recommendation document from the Community Police Facility Development Committee

Background

In August of 2010 The Community Police Facility Development Committee was formed at the request of the City Council. City Manager Chris Jordan, Police Chief Terry Timeus, and Captain Vic Lancaster assembled a broad and diverse set of West Linn citizens for the Committee.

Purpose

After several months deliberating many facets of a potential May 2011 bond measure for a new police station the following criteria were analyzed:

- Location
- Functionality
- Funding
- Timing
- Communications plan
- Location

Attachments

- Committee recommendation

Community Police Facility Development Committee
December 16, 2010

Recommendations for

A New Police Station Proposal for the City
of West Linn, OR

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I. Summary

In May 2010, the City of West Linn put forth a bond measure (Measure 3-356) to fund the building of a new police station.

Results: Defeated

NO = 3,865 (55.13%) YES = 3,146 (44.87%)

The Community Police Facility Development Committee was formed in August 2010 at the request of the West Linn City Council. City Manager, Chris Jordan, Police Chief, Terry Timeus, and Captain Vic Lancaster assembled a broad and diverse set of West Linn citizens for the Committee.

The Council chartered the Committee with delivering a set of recommendations to city staff on what a police station proposal should include so it is supported by voters.

All facets of the first bond measure were to be reviewed, evaluated, discussed, and debated, including but not limited to: cost/funding, functionality, location, citizen involvement, communications plan, etc.

Please refer to *Appendix A* for the full list of reasons developed by the Committee on why the initial proposal was defeated.

Committee Members

Bill Hill – Co-Chair
Karen Hensley – Co-Chair
Troy Bowers
Phil Bransom
Michele Eberle
Dale Fortuna
Thomas Frank
Glen Friedman
Ray Kindley
Grant Oakes
Midge Pierce
Dennis Richey
Jack Snook
Ron Whitehead
Chris Yarco
Terri Zagone

This report contains the recommendations of the Committee.

II. Public Safety Needs for the City of West Linn

West Linn's citizens deserve a safe community. The current police station is unsafe. It limits the ability for police officers to perform their jobs efficiently and effectively. Funding a police station is paramount to the city delivering the basic service of public safety.

POLICE STATION: The current police station is 75 years old with major limitations. The building is located at 22825 Willamette Drive.

Please see Attachment A at the end of this report for a list of current police station deficiencies.

Remodeling or expanding the existing building is not a viable option. The City owns just the foot print of our building, not any of the surrounding parking/asphalt areas.

III. Recommendations

The recommendations provided by the committee are presented as a "package" of recommendations that are interrelated. For example, the timing recommendation is dependent upon prioritization by City Council and location determination.

a) Prioritization of City Projects Requiring Voter Approval

The Committee fundamentally believes that West Linn's City Council must prioritize, in order, several outstanding city projects requiring voter approval. All subsequent recommendations from this committee require that this project be placed as the number one priority. This ensures that all possible resources are dedicated to support this project's communications plan. Building the facility must be the first priority as set forth by the City Council.

b) Functionality

The Committee recommends that the bond measure focus on the police station only, then add a multi-purpose area if the budget allows for such additions in cost.

c) Funding

The May 2010 proposal included up to \$10.8 million in bonds for land acquisition and to construct, furnish and equip a new police and court facility.

The Committee recommends that a new proposal be represented as a set value, not to exceed \$ 8.9 million (land plus building). The Committee believes that this project could meet the needs of the community in this price range. The absolute spending value acknowledges the cost concerns of citizens in this economic downturn.

d) Timetable

With the first proposal, the economy had stabilized by May 2010, but with a slow economic recovery. The Committee believes that the economic outlook has not changed considerably since May 2010. More importantly, the Committee does not believe waiting a year or two will yield significant improvement in the economy.

The Committee recommends that the bond measure be placed before the citizens of West Linn on the May 2011 ballot. This recommendation requires that (a) the City Council prioritize the police station as the number one priority by January 10th, 2011 and (b) a proposed site can be communicated as part of the proposed bond measure.

The Committee is most concerned with the limited amount of time between the passing of a resolution by City Council and the May 2011 vote. The following timetable represents the limited time available between the delivery of these recommendations, the passing of a resolution by the city council, and the May 17, 2011 vote.

	Date	Days
Recommendations Delivered	12/16/2010	54
Last day for City Council to pass a resolution	2/8/2011	98
May 2011 vote	5/17/2011	
Total Days for Communications Plan		<u>152</u>

e) Communications Plan

The Committee believes that a professionally lead communications plan is essential to acceptance of a new proposal by West Linn citizens. The communications plan must include a basic story about West Linn's public safety. A tightly managed communications schedule must be planned and executed. Content for the communications plan must be delivered by individuals consistently – whether elected officials, city staff, or citizens. Coordination must exist between factual information provided information from the City and any Citizens' lead committees.

f) Location

In the May 2010 proposal, a corresponding ballot measure to annex two parcels of property on Parker Road needed to be simultaneously approved by voters. If approved, the new police and court facility would be located on Parker Road. A site analysis was conducted and several sites in West Linn were evaluated based on cost, availability, accessibility and functionality factors. Based on the findings from this research, the Parker Road location was selected for the proposed police and court facility. *Note: Voters did approve the measure to annex the two parcels of property on Parker Road.*

The committee spent a significant amount of time reviewing the original 9 sites as evaluated by the consulting firm, Group McKenzie. More importantly, the Committee and a sub-committee evaluated another 6 sites in an attempt to completely exhaust all possibilities in this area. West Linn's citizen advisory committees received the list of sites and were asked to provide their opinions on each of the top sites. The most challenging aspect of site evaluation is that – the list of available sites changes on a daily basis.

The following 4 locations represent those locations that were recognized based on their advantages and disadvantages.

8th Ave.	
Advantages	Disadvantages
<ul style="list-style-type: none"> • Available land lots with future growth • Existing business district with vacant properties available • Access to highways • Access to mass transit • Access to overflow parking • No overt political opposition • Neighborhood support • Synergies with Fire Station 	<ul style="list-style-type: none"> • No public safety facility (Police or Fire) at the top of the hill • Over flow parking needed • Traffic concerns • 2-story building, more expensive

Parker Road

Advantages	Disadvantages
<ul style="list-style-type: none"> • Parking • Growth • No commercial displacement • Complete service area (emergency coverage on the hill), centrally located • Lowest new building cost • Greatest building functionality • Least site disruption 	<ul style="list-style-type: none"> • Competition against current perceived use by public • Disruption of view corridors • No access to public transportation • Significant political opposition

Tannler West

Advantages	Disadvantages
<ul style="list-style-type: none"> • Major traffic corridor • Public transportation • Access • No known political opposition 	<ul style="list-style-type: none"> • Site development • Current development plans • Commercial tax base displacement • 2-story, more expensive building

Building Adjacent to City Hall

Advantages	Disadvantages
<ul style="list-style-type: none"> • Existing structure of adequate size • Centrally located • Access • Lower total cost • Moving of existing tenants would increase occupancy in other available office space 	<ul style="list-style-type: none"> • Displacement of existing tenants with associated costs and political fallout • Parking – not optimal • Retrofit costs • Questionable availability

IV. Next Steps

This recommendation is hereby presented to West Linn City Staff – Captain Vic Lancaster and Police Project Coordinator, Ms. Tina Lynch.

- Council prioritizes city projects requiring voter approval by January 10th, 2011.
- Staff will present these recommendations to the City Council in January 2011.
- The City Council must pass a resolution by February 8, 2011 in order to list the measure on the May 2011 ballot.

V. Closing

The members of this committee look forward to continuing to support a new station for the City of West Linn. Public Safety is of the utmost importance to all citizens. With a new facility, we are investing in not only our own security but also the future safety of many generations to come.

VI. Signatures of Committee Members

Karen Hensley: _____
Bill Hill: _____
Troy Bowers: _____
Phil Bransom: _____
Michele Eberle: _____
Dale Fortuna: _____
Thomas Frank: _____
Glen Friedman: _____
Ray Kindley: _____
Grant Oakes: _____
Midge Pierce: _____
Dennis Richey: _____
Jack Snook: _____
Ron Whitehead: _____
Chris Yarco: _____
Terri Zagone: _____

Appendixes

Appendix A – Polling Results for Components of a New Proposal

On August 24th, the Committee was polled as to reasons why the first proposal was defeated. The first poll transpired during the Committee's first meeting. Each committee member stated his/her top 3 votes. Following are the ranked results based upon the votes:

1. Cost (in relationship to economic climate)
2. Marketing/Communications Plan (poor "story")
3. Location
4. Functionality (size justification, perceived unjustified expansion)
5. Misinformation
6. Too complex (3 measure on one ballot)
7. Local government credibility
8. No Citizen Ownership (via a committee or impartial advisory board)
9. Citizens polarized for other issues

On October 25th, Co-chair Karen Hensley polled each committee member on what needed to be included in a new proposal. The second poll occurred after each committee member had actively sought input from citizens via his/her relationships within the community. Following are the ranked results based upon the votes:

1. Prioritization of projects requiring voter approval
2. Marketing/Communications Plan
3. Cost
4. Location
5. Functionality

Appendix B – Complete List of Sites Evaluated

1. Original Site 1 – Salamo Road (ODOT property)
2. Original Site 2 – Parker Road
3. Original Site 3 – Falling Street
4. Original Site 4 – Cedar Oak Drive
5. Original Site 5 – Haskins Road
6. Original Site 6 – S. Salamo Road (vineyard property)
7. Original Site 7 – Brandywine Drive
8. Original Site 8 – 8th Ave.

9. Original Site 9 – Salamo and Tannler (Tannler East)
10. New Site 10 – Willamette Falls Dr. (Old Kasch's property)
11. New Site 11 – 8th Court (behind Shari's)
12. New Site 12 – Robinwood Shopping Center (Bale's)
13. New Site 13 – "Old" Willamette Church – Willamette Falls Dr.
14. New Site 14 – Salamo and Tannler (Tannler West)
15. New Site 15 – Building Adjacent to current City Hall (Salamo Dr.)

Attachment A – List of current police station deficiencies



Community Police Facility Development Committee

Deficiencies of the *current* Police Facility – Attachment A
December 16th, 2010

Deficiencies of the *current* Police Facility



Police exterior deficiencies

- Police parking is unsecure and limited (the Mill allows us to use their parking); building is open to vandalism and attacks
- The building is not protected from inclement weather – (ie..the patrol cars could be covered in snow or sleet, delaying emergency response)
- There is a detainee flight risk – (if someone escapes from custody there are many places they can go)
- The current facility does not meet seismic design requirements and is characterized as functional inefficient
- Some areas of the building are not accessible to people with disabilities due to stairs and narrow corridors

Police Lobby & Records deficiencies

- Low security/Non-bullet resistant reception counter
- Unsecure Police Break Room directly off of public lobby
- Minimal work space and file storage
- Single, non-secure interview room
- Confined work spaces, no growth potential and poor circulation
- Heating and cooling deficiencies
- Police files scattered throughout building, reducing staff efficiencies

Community Police Facility Development Committee

Deficiencies of the *current* Police Facility



Police Administrative Office deficiencies

- ◆ Undersized administrative space
- ◆ No meeting space available within offices
- ◆ No secure administrative file or storage space
- ◆ Administrative assistant has minimal control over access to admin
- ◆ Heating and cooling deficiencies and poor lighting, and electrical
- ◆ Unprotected glazing and views into offices

Police Evidence deficiencies

- ◆ Unsecured/Non-dedicated technician work space/office
- ◆ Severely undersized evidence storage
- ◆ Little to no ventilation within evidence storage
- ◆ Inefficient & dangerous access to evidence
- ◆ Unsecure & undersized evidence processing
- ◆ No evidence dry storage available

Community Police Facility Development Committee

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Deficiencies of the *current* Police Facility



Police Locker/Restroom & Armory deficiencies

- ◆ Locker rooms spread out and not consolidated
- ◆ Lockers require to be utilized inefficiently as miscellaneous storage
- ◆ Men's locker hall open to facility, no privacy
- ◆ Only two single restrooms, no showers
- ◆ Limited weapon storage & no maintenance space
- ◆ Ammunition stored in non-bullet resistant closet

Police Briefing & Break Room deficiencies

- ◆ Briefing serves as only 1st floor conference space
- ◆ Briefing is not securable, non flexible & Inadequately sized
- ◆ Stair to briefing is dangerous & a tripping hazard
- ◆ Briefing room required to be utilized as break room
- ◆ Copy/fax work space compressed into tight corridor
- ◆ Files & forms not adjacent to report writing

Community Police Facility Development Committee

4



Deficiencies of the *current* Police Facility

Police Patrol Area deficiencies

- Report writing area open to main corridor allowing distractions
- Sergeants (SGTS) offices undersized & overcrowded
- K9 officer kennel required to be open to report writing
- Interview room highly confined for interviews
- Heating & cooling deficiencies between the shared spaces
- Access to report writing off public street
- Offices utilized as ancillary storage spaces
- No secure room for temporary holding of detainees

Police Multipurpose Room & Detective deficiencies

- Multipurpose room open to police files which should be secured
- Building structure unable to support additional files
- Access to detectives division through main lobby & conference
- Detective office space undersized & overcrowded – Interview room not sound proof
- Computer & server equipment overheat detective office space

Community Police Facility Development Committee