

## Memorandum

**Date:** September 6, 2013

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

**From:** Chris Jordan, City Manager

**Subject:** September 9 Meeting and Work Session

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The City Council is scheduled to meet for a regular meeting and work session on September 9, 2013. Following the regular meeting, the work session discussion will include the following items:

### **The Arch Bridge Project/Bolton Center Master Plan**

As the Council is aware, the City applied for, and received, a grant of \$220,000 from Metro for the planning of this area. Attached is a memorandum from Sara Javoronok, John Sonnen and Chris Kerr discussing a suggested strategy and schedule for the master planning process.

### **Planning Department Docket**

In accordance with the recent Community Development Code changes, we are bringing to the Council an updated Planning Docket for your review. We believe the discussion is timely given the initiation of the Arch Bridge Master Plan process. I want to highlight some critical factors in the development of the docket and your review:

- We have accomplished much already in 2013, but still have several critical items remaining on the docket for 2013. Provided that there are no further unforeseen delays, we believe these can be completed this year.
- There are several time consuming, large projects on the docket for 2014 that are either Council Goals or mandated be accomplished in that year. Examples include the Arch Bridge master planning project; Blue Heron property master planning, and the Transportation System Plan. These projects will test the limits of our staff capacity.
- We suggest that the Council can prioritize the remaining projects, but the Council may also wish to wait until later in 2014 or early 2015 when the staff is in a position to actually pursue some of these projects.

### **Future Council Schedule**

Due to the delay of certain projects, staff is reviewing topics for Council consideration later in September.

Attachment



## Memorandum

Date: September 4, 2013

To: Chris Jordan, City Manager

From: Sara Javoronok, Associate Planner  
John Sonnen, Planning Director  
Chris Kerr, Economic Development Director

Subject: Update on the Arch Bridge/Bolton Center Master Plan and Implementation Strategy

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### **Purpose**

The purpose of the City Council work session on September 9, 2013, is to review the proposed Arch Bridge/Bolton Center Master Plan project, including the tentative work program, schedule, and the formation of an advisory committee. This is being done in conjunction with the Council review of the planning docket.

### **Background**

The Arch Bridge/Bolton Center project was included on the list of possible implementation actions for Phases II and III of the long-term vision for the Highway 43/Willamette Falls Drive corridor. Last spring the Council authorized staff to apply for a Metro Community Planning and Development Grant to complete a master plan and implementation strategy for the Arch Bridge/Bolton Center. The grant program is funded through the construction excise tax and staff requested \$220,000 with a City match of \$80,000 in staff time and direct costs. Metro approved the grant request for the full amount requested.

### **Project Description**

The first step in the project will be preparing and signing an intergovernmental agreement with Metro. Staff will work on this with Metro staff over the coming weeks and will present a resolution to Council to authorize the agreement. Once an agreement is in place, staff will release an RFP and select a consultant. A detailed work program, including a public outreach strategy, will be developed with the consultant. This will include how and when the Council will be involved and staff will present this for the Council's consideration. Formulation of the master plan will entail:

- Involvement of affected property owners, community groups and individuals, and affected agencies.
- Analysis of the market potential of the area;
- Identification of opportunities and incentives for mixed-use, pedestrian friendly, and transit-supportive development and an analysis of potential transportation impacts;
- Regulatory barriers to desired development;
- Physical constraints and opportunities;
- Alternatives for the type, location, scale, and character of infill/redevelopment including public spaces, potential street modifications, and enhancement to the public realm; and

The resulting master plan and implementation strategy will delineate the type, scale, intensity, and location of appropriate land uses, including the location and type of public spaces and amenities. It will also provide for street alignments and configurations that facilitate pedestrian, bike, and vehicular access, and make better use of the current excess public right-of-way in the Arch Bridge area.

The implementation strategy will identify and prioritize funding and economic development strategies, catalytic public investments, public-private partnerships, and amendments to the City's plans and codes to enable and spur the realization of the Master Plan.

### **Project Schedule**

Staff estimates that the consultant will begin working on the project by the end of the year. The project is divided into three major tasks as follows:

<b>Tasks</b>	<b>Expected Completion</b>
Task I – Existing Conditions	Spring 2014
Task II – Identification and Evaluation of Design Alternatives and Finalization of a Master Plan	Fall 2014
Task III – Implementation Strategy	Spring 2015

### **Community Involvement**

Over the coming months, staff will request that the Council appoint an advisory committee for the project. Generally, staff recommends involvement from the following interests:

- Affected property owners;
- Affected business owners
- Planning Commissioners
- Urban designers
- Economic Development Committee
- Chamber of Commerce
- Heritage organizations
- Parks and recreation
- Affected Neighborhoods

A Technical Committee may also be assembled to work on the project. There will be numerous opportunities for the community-at-large to participate in the project, including surveys, workshops, and outreach at community events.



## Memorandum

Date: August 27, 2013  
To: Chris Jordan, City Manager  
From: John Sonnen, Planning Director  
Subject: Docket of Comprehensive Plan and Community Development Code (CDC) amendments

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### **Purpose**

The purpose of the City Council work session on September 9, 2013, is to review the mandated, ongoing, and proposed planning projects listed in Attachment 1, to obtain direction from the City Council regarding which projects to include on the docket, and to identify any Council priorities. This will result in the official docket of Comprehensive Plan and CDC amendments that will be subsequently included in the Council's consent agenda.

### **Background**

Docketing. Earlier this summer the Council adopted the following docketing procedure:

#### 98.030 DOCKET

- A. Comprehensive Plan, CDC and zoning map amendments to be prepared and processed in a given year shall be listed on a docket established consistent with this section.
  1. Proposing amendments and projects. Anyone may request a Comprehensive Plan, CDC or zoning map amendment or a related project on a form submitted to the Planning Department.
  2. Planning Commission review. Each year, staff shall present the proposed project list to the Planning Commission to give them the opportunity to review the proposed projects, add projects of interest, and to prioritize the proposed projects within their purview.
  3. City Council review and action. The City Council shall set the docket each year after considering the proposed project list.
- B. Exception. The City Council may initiate Comprehensive Plan, CDC and zoning map amendments outside of the docketing process.

Planning Commission and Historic Review Board recommendations. The Planning Commission and Historic Review Board reviewed the projects listed in Attachment 1 late last year. Their recommendations are noted in the recommendation column of that attachment.

## **Other Issues**

Pressing projects. As noted below, the City will receive funding for the Arch Bridge/Bolton Master Plan project so it needs to be included in the docket. In addition, the Council has previously indicated interest in adding sports court regulations to the docket. ( see Attachment 1, the top of page 4).

Staff capacity. The planning staff consists of a director and three FTE planners (one FTE less than the previous year). Typically, the bulk of staffs' time is consumed by current planning (e.g., processing applications for conditional uses, design review, historic review, subdivisions, appeals, and lot line adjustments); staffing standing committees (i.e., the Planning Commission, Historic Review Board, and Sustainability Advisory Board); participating in Metro committees; code enforcement; responding to citizen requests; and administration.

Staff anticipates having 2.5 FTE planners available to work on long-range planning projects during the remainder of 2013 through 2014. This capacity is expected to be consumed by the mandated and ongoing projects listed on pages 1 through 3 of Attachment 1. If there is an up-tick in development activity as a result of the improving economy staff will have less time devote to long-range planning. For Council's information, Attachment 2 is a summary work program showing each of the current projects and associated tasks by month.

Funding. The City will be awarded \$220,000 for the Arch Bridge project. The grant application called for the City to provide \$80,000 in staff time and direct costs (including about .3 FTE of planning staff time). In addition, the City applied for a state grant (\$145,000) to help fund the required update of the Transportation System Plan (which is required to be completed by December 2014). The grant award is expected in October.

## **Options**

1. Consider the ongoing and potential projects and decide which projects to include in the docket and identify any Council priorities. The resulting docket will be placed on the consent agenda at an upcoming Council meeting.
2. Defer to another work session.

**Recommendation:** Staff recommends Option 1.

## **Attachments:**

1. Ongoing and proposed long-range planning projects
2. Summary long-range planning work program

# ONGOING AND PROPOSED LONG-RANGE PLANNING PROJECTS

*Updated 8-2013*

## PROJECTS COMPLETED IN 2013

PROJECT	PROJECT DESCRIPTION/ RATIONALE
<b>Unrelated, substantive code fixes</b>	This project addressed significant, potentially controversial, unrelated code problems. The project components are listed below:
	Chapters 18 and 19. Residential uses above commercial. The CDC does not allow residential units above the first floor of commercial businesses in the some commercial districts unless it is multi-family housing (e.g., three or more units) which forecloses the opportunity to have one or two residential units above smaller commercial buildings, for example in the Willamette district. The proposed amendment below would provide for one and two dwelling units in commercial buildings in the General Commercial (Chapter 19) district and single units in the Neighborhood Commercial (Chapter 18) district.
	Chapter 33. Eliminate the exemption for regarding stormwater control on residential lots to resolve the inconsistency with the stormwater manual
	Chapter 35. Temporary uses. The City has had requests for temporary use approval for construction trailers and staging areas that were needed for at least two years. These requests were acted on by the City Council following a public hearing. Processing a temporary use requiring a public hearing takes a couple of months and costs several thousand dollars. The proposed amendments would allow all temporary uses to be acted on by the Planning Director and Planning Commission.
	Chapter 52. Consider specific sign code amendments to allow blade/projecting signs in the Willamette Falls Drive Commercial District. Blade/projecting signs would enable increased visibility of businesses for motorists and pedestrians. Address signs/advertising at sports fields.
	Chapter 53. Consider allowing sidewalk uses, such as tables and merchandise, along the street side of the sidewalk as well as next to a building provided that it does not interfere with pedestrian passage.
	Chapter 55. Clarify and refine the submittal requirements for Class II Design Review to facilitate administration.
	Chapter 85. Amend the code pertaining to cul-de-sacs to accommodate appropriate infill development and reflect new Metro requirements.
	Chapter 92. Amend the code to provide opportunities for applicants to offer a fee-in-lieu of certain public improvements, such as sidewalks, where they are not appropriate. For some small infill lots, full public street improvements may be inconsistent with the surrounding built environment. The code allows a fee-in-lieu of sidewalks, but lacks a viable method for determining the amount of the fee and where to apply the funds.
	Chapter 98. Establish a docketing process to enable City boards and commissions, staff, and the public to suggest planning, historic and sustainability related projects to the City Council and to become aware of proposals under consideration. The Council would review the proposed projects, add projects of interest, and decide which of the proposed projects to include in the Planning Department work program. The docket would be set biannually in coordination with the budget, with an annual review. The docketing process would allow Council to review all of the projects together and decide which ones are of greatest importance and community benefit. It also gives the Council the ability to align planning efforts to further Council goals rather than the Planning Commission and staff working on projects that the Council will not ultimately support.
	Chapter 99. Reevaluate notice requirements; consider expanding the notice distance for proposed projects beyond 100 feet. Some Planning Commission members believe that 100-foot notice is insufficient for some projects.
<b>Willamette Historic District code update</b>	This project will complete the code update started in Phase I (which concluded in the spring of 2010). This project will refine the Willamette Historic District code and supplement it with illustrations. The City received a CLG grant in 2011 to help fund the project.
<b>Historic structure Survey</b>	This survey will add accessory structure data to the existing survey of the historic district and survey all properties in Willamette that are over 45 years of age and were not previously surveyed. The City received a CLG grant to help fund the project
<b>Energy Audit</b>	Identify water, energy and waste generated by City of West Linn facilities. Develop benchmarks to begin reducing resource use. Phase I, a consultant report, is complete.

**PROJECTS SCHEDULED FOR COMPLETION IN 2013**

PROJECT	PROJECT DESCRIPTION/ RATIONALE	STATUS	FTE NEEDED
1. Cut the red tape project	CDC and Comprehensive Plan amendments for the purpose of eliminating ineffectual and inefficient regulations to encourage positive economic development. Economic Development Department lead with planning support.	<b>(75% complete)</b>	.05 FTE
2. Master Trails Plan	The Master Trails Plan is intended to identify the future trail network in the city.	The Parks Department is amending the draft with planning staff support. A Planning Commission public hearing is expected in early October. <b>(80% complete)</b>	.05 FTE
2. Evaluate and refine the Water Resource Area (WRA) regulations)	Amend the WRA regulations to protect the functions of the resources, at least to the degree provided by current regulations, while minimizing unnecessary impediments for appropriate development, provide consistency with riparian Habitat Conservation Areas, and improve the clarity of language and diagrams (e.g., regarding hardship, disturbed area and applicability). Establish a mitigation fund to provide for offsite mitigation when it's not possible on site.	Draft amendments prepared by a Planning Commission subcommittee and staff are out for public/agency review. A public hearing will occur this fall. <b>(70% complete)</b>	.3 FTE
4. Residential infill/PUD update	Amend the CDC to provide for infill housing on small, infill properties that is compatible with the surrounding area. Amend the PUD regulations to coordinate with other applicable regulations, remove obsolete and ineffective provisions, clarify confusing and contradictory provisions, and facilitate appropriate development. Identify and implement ways to improve the design and minimize the adverse impacts of flag lots.	The project was on hold due to staff reassignment. The Planning Commission public hearing will occur this fall. <b>(60% complete)</b>	.3 FTE
5. Parking management program for the Willamette Commercial area	Prepare a parking management program for the Willamette Commercial area. The purpose of the program would be to explore short and long-term actions to manage existing parking, help accommodate infill development, make the area more walkable, and reduce the need for additional parking in the study area. The City Council committed to preparing a parking management program for the Willamette Commercial area in exchange for a state funded roundabout feasibility study at 10 <sup>th</sup> Street and Willamette Falls Drive. The parking management study has to be completed in 2013.	The project is underway. An advisory group has been formed and alternative parking management strategies are being identified and evaluated. <b>(30% complete)</b>	.2 FTE

**2013-2014 PROJECTS**

6. Arch Bridge/Bolton Center	Potential redevelopment of the Arch Bridge /Bolton area is best explored through an alternatives analysis using renderings or computer simulations to identify the location, scale and character of infill development, public spaces, and potential street modifications. A public process would be used to test the desirability and feasibility of the alternatives. This effort would yield a master plan that would provide the basis for amending the comprehensive plan, zoning code and drafting design guidelines. The Arch Bridge area has the potential for dramatic positive change, largely due to its transportation accessibility (particularly if high capacity transit becomes available) and proximity to the river and Oregon City. It has potential to accommodate employment and higher density housing, if desired. It should be planned in conjunction with the TSP and the Bolton area. The plan for this area would set the eastern alignment for the esplanade. The plans and regulations applicable to Bolton can be improved to protect and enhance the character and quality of the area as it evolves, bolster the viability of the business area, and improve the streetscape along Highway 43.	A \$220,000 grant has been awarded. Following execution of an Intergovernmental agreement, an RFP will be released and a consultant will be hired. <b>(0% complete)</b>	.4 -.6 FTE
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PROJECT	PROJECT DESCRIPTION/ RATIONALE	STATUS	FTE NEEDED
<b>7. Update the Transportation System Plan</b>	Amend the City's Transportation System plan (TSP) in conformance with Regional Transportation Plan (RTP). Also address Highway 43/Willamette Falls Drive (WFD) vision components: Complete streets with mobility and destination street designations that give higher priority to pedestrians and bicyclists in centers and improve traffic flow on Highway 43 and Willamette Falls Drive outside of centers; protected bikeways; safe pedestrian crossings in key locations; and improved transit stops and service. The City is required to amend the TSP to implement Metro's RTP by December 2014.	This project would be performed by planning and public works staff with consultants. On hold. Staff has prepared a detailed work program and sought a State TGM Grant in to help fund the project. Grant awards are expected in October. <b>(2% complete)</b>	.9 FTE
<b>8. Blue Heron Redevelopment</b>	Prepare a feasibility analysis and master plan for the redevelopment of the 39-acre former Blue Heron site. Consider comprehensive plan and zoning code amendments that provides for the preferred uses and prohibits undesirable uses. This project would address a potential esplanade alignment.	Staff and volunteers solicited ideas from the community regarding the future use of the former Blue Heron site. More than 500 people offered their ideas. A task force was formed to evaluate the ideas. They narrowed the possibilities to 11 concepts. After further feasibility analysis by consultants and staff this fall, they will select the most viable concepts to present to the community for comment. Based on the community's input, they will recommend the preferred reuse of the site to the City Council. A master plan and any needed zoning changes will be prepared based on the redevelopment concept approved by City Council and the County. <b>(55% complete)</b>	.25 FTE and a consultant to prepare the master plan
<b>9. Historic Resources Rehabilitation Grant Program</b>	In 2011, the City established a grant program using CLG grant funds to provide small matching grants (50% grant funding) to owners of contributing National Register homes for rehabilitation or restoration work. The program was very well received in its first year. The City received a \$3,000 grant to continue the program in 2013.	<b>(30% complete)</b>	.02 FTE
<b>10. Update Sustainable West Linn Strategic Plan</b>	Coordinate with West Linn Comprehensive Plan and focus action items into 5 year work plan; complete benchmarking criteria, review plan goals and accomplishments, and reformat to resemble Comprehensive Plan. Many goals in the existing plan have been accomplished, many are no longer relevant. Reformat to improve implementation and understanding by staff and other users. The Sustainability Advisory Board and staff are currently discussing plan update options regarding scope and plan format. Also weighing benefits of plan update vs. more tangible projects given available resources.	<b>(5% complete)</b>	.1 FTE
<b>TOTAL FTE NEEDED</b>			<b>2.57</b>

**Staff capacity: Approximately .6 FTE are available for the remainder of 2013 to perform long range planning projects. At this point, staff anticipates having approximately 1.9 FTE available in 2014 long range planning projects, for a total of 2.5 FTE through 2014. Staff estimates that the projects listed above will require approximately 2.57 FTE to complete.**

# POTENTIAL PROJECTS

PROJECT	PROPONENT	PROJECT DESCRIPTION/RATIONALE	FTE NEEDED	RECOMMENDATION
<b>11. Private Sports Courts</b>	Planning Commission	The Planning Commission has prepared draft regulations that address outdoor recreation facilities. The draft regulations need to be integrated into the CDC, legal review, and a Measure 56 notice in addition to the standard public hearings.	.02 FTE	
<b>12. Highway 43/WFD Vision - implementation</b>				
• <b>Robinwood Center</b>	Workshop support:  74 Yes/11 No	Minimally, design guidelines and zoning code refinements should be prepared to ensure that short-term development is of a type and character supported by the community and compatible with an ultimate center plan. This area would also benefit from a master plan derived through an alternatives analysis to explore the options for the location and scale of infill commercial and residential development, public spaces, streetscape improvements and a gateway to West Linn. Comprehensive plan and zoning code amendments and design guidelines would follow. This area is undergoing change. Planning now would allow the community to shape the development that is likely to occur.	\$35,000 plus .4 FTE staff for interim fixes; \$100,000 for a center plan	PC: Highest priority among centers Staff: Second priority
• <b>Willamette Center</b>	Workshop support:  70 Yes/6 No	Provide for appropriate infill development and coordinated streetscape amenities to enhance the commercial area as a destination, address traffic issues, and potentially provide for housing within walking distance of the commercial area through comprehensive plan, zoning and TSP amendments and new design guidelines. Alternatively, an analysis could be done using renderings or computer simulations to explore the options for the location and scale of infill commercial and residential development and public spaces prior to amending the comprehensive plan and code. Willamette is a strong center that could be enhanced to be more attractive as a destination and better serve the surrounding community.	\$35,000-\$100,000 plus 1 FTE staff	Staff /PC: Lowest priority among centers
• <b>Esplanade</b> between Willamette and the Arch Bridge area	Workshop support:  78 Yes/9 No	In coordination with the TSP and Master Trail Plan, and building upon the 2005 Willamette River Trail Plan, staff and consultants would refine the esplanade concept. Staff would explore, with representatives from the mill and PGE the possibility of eventual access through their properties, test the desirability and feasibility of various alignments and access points, and work with the community to decide on the alignment. The eastern alignment would be coordinated with the Arch Bridge Center Plan. The Phase II product could be a typical esplanade cross section and alignment and identification of key trail features/viewpoints to guide acquisition of easements. Design could wait until implementation was pending. An esplanade along the Willamette River would be an option to bike lanes along Willamette Falls Drive which is constrained by topography. It would also provide recreational access to the river. The potential alignment was largely set by the 2005 Willamette River Trail Plan. The Parks Department currently has approximately \$200,000 set aside for a riverfront trail in this area. These funds could potentially be supplemented with grant funds if easements are secured.	.1 FTE plus consultants (Parks Department lead)	PC/staff: Third highest priority among the Highway 43/WFD vision components
• <b>Overlooks</b> along Willamette Falls Drive		Evaluate the potential of reuse of the recycling center and discuss options for the bus garage with the property owners. Develop site plans as appropriate. Several participants at workshops suggested that the recycling center and bus garage along Willamette Falls Drive are not the optimal uses of these view points over the Willamette River.		PC/staff: Defer unless there is an acquisition opportunity
<b>13. Refine the commercial design regulations</b> (Ch. 55)	City Council	Identify and address issues related to infill commercial development to improve the quality of such development. Consider using a form based code, a design review board, and other alternative approaches and best practices. This program could be done in conjunction with center planning. Consultant assistance may be needed.	.7 FTE plus consultants	PC: Second priority Staff: Coordinate with center planning

PROJECT	PROPONENT	PROJECT DESCRIPTION/RATIONALE	FTE NEEDED	RECOMMENDATION
<b>14. Overhaul the Mixed Use District</b>	Staff	Review the effectiveness of the Mixed Use District (Chapter 59). Explore options for making the district more effective. Consider alternative regulatory approaches for providing for mixed use/transitional use. Recommend where the district should be applied. Evaluate the merits of the general commercial zoning in Willamette and near the mill and explore alternatives, and amend the zoning and warranted. This project could be done in conjunction with the centers projects.	.4 FTE	PC: Third priority  Staff: Coordinate with center planning
<b>15. Sustainability amendments to CDC</b>	Sustainability Advisory Board	Work with the Sustainability Board and Planning Commission to prepare CDC amendments that require more sustainable practices with regard to alternative energies, urban agriculture and environmentally sustainable development practices.	.6 FTE	Staff: Defer
<b>16. Implement and update the neighborhood plans</b>	Planning Commission member	Implement and, as needed update the approved neighborhood plans.		Staff: Defer until comprehensive plan/center plans are done.
<b>17. Wildlife habitat areas, protection options</b>	Staff	Prepare a report for the City Council's consideration that addresses regulatory protections for wildlife habitat areas that are not currently protected or adequately protected. Consider creating a plan to holistically address wildlife/habitat at an appropriate scale to establish the context for site specific decisions. Without an understanding of the context and natural processes at work, site specific decisions regarding habitat areas may be inappropriate.	.1 to 1 FTE plus consultant	Staff: Defer
<b>18. Overhaul the sign code (Chapter 52)</b>	Staff	Overhaul the sign code to clarify the requirements and incorporate easier to comprehend tables and examples. The Council could also consider providing for amortization of illegal signs. Allow definition of a sign to have more exceptions, e.g., now it encompasses everything including numbers on people's houses, etc. Consider making temporary signs allowed for more than 60 days per year. Prohibit monument signs in residential districts and address electronic reader boards. The existing sign code is patchwork that been revised in a piecemeal fashion over time. It includes language in 'text portion' that conflicts with the tables. This makes determination of the approval requirements difficult. Consequently, staff often relies on interpretations rather than direct code language. Specific areas that need clarity include: gas station signs; neighborhood event signs; signs on City property; subdivision entry signs; highway oriented signs; home occupation signs; and temporary commercial signs on commercial property.	.7 FTE	Staff: Defer
<b>19. Evaluate and reorganize the CDC</b>	Staff	Evaluate the CDC regulatory approach and structure. Identify deficiencies in current code. Identify alternatives for addressing deficiencies and improving its effectiveness and ease of administration. Determine if an alternative code approach is worth doing. Reorganize the code into the preferred format and make associated editorial changes. This would result in a reorganization of the CDC and an assessment of gaps and substantive problems. It would not involve significant substantive changes.	.5 FTE	Staff: Defer. This needs to be done, but not immediately.
<b>20. Routine minor code refinements</b>	Staff	Identify and correct minor errors and refine vague language in the code to make it easier to administer and avoid unnecessary impediments for appropriate development. This is a routine, annual exercise to refine the code and address minor issues that come up when administering the CDC.	.1 FTE	Proceed if needed
<b>21. Cut the red tape project - phase II</b>	Staff			

**ATTACHMENT 2**

LONG RANGE WORK PROGRAM

Revised 8-20-2013

PROJECT/ Staff	August	September	October	November	December	January	February	March	April	May
<b>PUD /Infill regulations</b> <i>Sara</i>	-Evaluate and refine draft -- Internal review and revision of draft	-Legal review 18-Review draft with PC and decide on public outreach -Prepare /submit LCDC notice Determine if measure 56 notice needed	Public outreach	- Prepare PC hearing notice and staff report -PC work session to discuss public comments if needed	PC hearing -PC work sessions to refine draft -Legal review of tentatively approved amendments -PC action	-Prepare draft ordinance -Schedule Council briefing and hearing -Legal review of ordinance -Prepare staff memo and agenda bill	-City Council briefing -Council hearing(s) -Work session(s) -Action -LCDC second notice			
<b>Arch Bridge/Bolton Master Plan and Implementation Strategy</b> <i>Sara/Chris Kerr/John</i>	-Metro Council action  -If grant received, begin intergovernmental agreement	- IGA prepared and signed - Prepare and release RFP	-Select consultant -Initiate project							
<b>Blue Heron Master Plan</b> <i>John, Sara</i>		Draft remediation investigation complete subject to DEQ approval	- Evaluate feasibility of alternatives - Tentative task force meeting to narrow options for public review - Prepare memo	-Brief Council -Public review of alternative proposals for reuse of the site -Brief PC	-Task Force recommendation to Council -Council decides on concept to be refined in master plan	-Prepare RFP for master plan -Initiate zoning /comp plan changes as needed				
<b>Historic Resources Rehabilitation Grant</b> <i>Sara</i>	July – applications posted	- Applications due 9/16	HRB awards grants						Grants must be complete by 7/31/14 (20 by end of grant)	
<b>Zoning map clean up</b> <i>Sara</i>						Review zoning map relative to ordinances and annexations and make any needed corrections. Remove land use /ownership information, determine if Council action is needed				
<b>Evaluation and refinement of water resource regulations</b> <i>Peter</i>	- Conduct public outreach - Open house - Produce and submit LCDC notice	18-PC work session to review/refine draft based on public input - prepare and release Measure 56 notice - Prepare staff report	-PC hearing -PC work session(s) to refine draft -Legal review of tentatively approved amendments -PC action -Schedule Council briefing and hearing	-Prepare draft ordinance -Legal review of ordinance -Prepare staff memo and agenda bill -Council briefing	-Council hearing -Worksession(s) -Action -LCDC second notice					
<b>Code analysis for economic development</b> <i>Zach, Chris Kerr</i>	7-PC hearing 14 PC work session 19 PC work session 21-PC work session -Schedule Council briefing and hearing	4 - Second public hearing and deliberations -Revised LCDC notice -Prepare draft ordinance -Legal review of ordinance -Prepare staff memo etc -Present draft to Council	-Council hearing -Work session -Action - LCDC second notice							
<b>Parking study</b> <i>Zach</i>	- Assemble workgroup - Existing conditions analysis - Begin demand analysis - - ID parking management alternatives - Present alternatives to workgroup	- Select preferred parking management alternatives	-Prepare staff memo and agenda bill -Present Parking Plan to Council -Revise as warranted	-Council Adopt Plan -Submit to ODOT -LCDC notice if needed	Implement as needed					
<b>TSP update</b> <i>Zach</i>			Notice of grant award -Prepare RFP if funded, if not decide how to proceed -	Initiate project						
<b>Master Trail Plan</b> <i>Zach, Parks Department</i>	- Complete Master Trails Plan final draft - Present draft Plan to PRAB and TAB for comment - Receive comment - Revise draft Plan	Submit draft and memo to PC	2-Present draft to PC, deliberation and action or schedule public hearing	City Council briefing -Council hearing(s) -Work session(s) -Action						
<b>Sustainable West Linn Strategic Plan</b> <i>Zach</i>	- Audit existing plan - Review applicable goals and policies of other adopted local and regional plans - Prepare project scope of work	Issue consultant RFP								
<b>Docket</b>		Solicit docket ideas	Compile docket ideas	Present docket ideas to PC Refine preliminary docket per PC Prepare staff memo	Present draft docket to Council Council action					