



Memorandum

Date: May 2, 2014

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

From: Chris Jordan, City Manager *CJ*

Subject: May 5, 2014 Work Session

The City Council will be holding a Work Session on May 5 at 6:00 p.m. in the Council Chambers. Items on the agenda for that evening are:

- Update from the Stafford Hamlet – two members of the Hamlet Board of Directors will be in attendance to provide the Council with an update of their activities.
- Water Resource Area Code Amendment Discussion – The Planning Commission has completed its review of Chapter 32 of the Community Development Code (CDC) relating to Water Resource Areas. The recommended new Chapter 32 is pending for a City Council hearing scheduled for May 19. At the May 5 work session staff will give an overview of the recommended changes to the code; how these changes provide solutions to difficult situations we have faced over the past several years; and we will discuss a few proposals that require more guidance from the City Council. Two memoranda are included in your packet discussing the recommended amendments.
- Annexation Procedures – Staff anticipates soon receiving three to five applications for annexations into the City. The City's Municipal Code and CDC both have sections discussing the process for these applications. Staff has some concerns about the required process and would like guidance from the City Council prior to receiving these applications. Megan Thornton will discuss the process and our concerns.
- Review of the May 12 Agenda – the main item on this agenda is a public hearing on the package of regulatory streamlining amendments that the Council has discussed in several work sessions. Also on the May 12 agenda is approval of a contract for new financial software. This has not been previously discussed at a Council work session so CFO Richard Seals will be in attendance to discuss this purchase and answer the Council's questions.

Another item that the Council may wish to discuss briefly is the request from two Neighborhood Associations to consolidate. Attached is a memorandum from Kirsten Wyatt outlining the process for considering this request which is not anticipated in our current process for NA boundary amendments.

The Council will also have an executive session at the end of the meeting.

Memorandum

Date: May 2, 2014

To: Chris Jordan, City Manager

From: Kirsten Wyatt, Assistant City Manager

Subject: Hidden Springs NA and Rosemont Summit NA Request to Merger

Purpose

The Hidden Springs Neighborhood Association (HSNA) recently passed a resolution to pursue a merger with the Rosemont Summit NA (RSNA). This memorandum is drafted to provide options to the City Council on how to proceed with this request.

Background

In 2012, the RSNA became an “inactive” Neighborhood Association (NA). Because there were no volunteers to replace Dean Suhr when his term as RSNA president ended, the NA became inactive and no longer meets. In 2013, despite the best efforts of then-HSNA president Alex Kachirisky, the HSNA had low participation and was unable to make quorum at four separate meetings.

In late 2013, Suhr and Kachirisky began discussing the possibility of merging the RSNA and HSNA to attain greater efficiencies and to broaden the scope and network of the boundary sharing NAs. The HSNA passed their resolution to pursue the merger at their January 2014 meeting.

In April 2014, City staff met with the new HSNA officers who articulated their interest in pursuing the boundary change as voted upon by the membership. Their reason for wanting to move ahead with this change in Spring 2014 was simple: they wanted to have enough time this summer to host a picnic to bring together the HSNA and RSNA into one combined NA.

The City of West Linn has an administrative policy related to NA boundary changes, but it was more generally written to accommodate subdivision or street-sized boundary changes, not a wholesale consolidation of two NAs.

And, the policy assumes that both NAs (the one gaining and the one losing territory) are both active. Thus, this policy is not applicable to the request from the RSNA and HSNA. That policy is attached for your review.

Discussion

An NA merger could occur in several different ways, depending on the City Council’s preferences. Some factors to take into account as you consider the options included in the next section include:

- *Citizen involvement with the consolidation decision*
 - How does the City Council wish to engage the affected neighbors in the discussion related to the NA merger?

- *Efficiency related to merger notifications and involvement*
 - How much money and staff time does the City Council wish to spend to pursue the merger request?
- *Council goals related to NA size and responsibility*
 - Does the concept of a combined HSNA and RSNA fit with the City Council's goals and expectations for an NA in West Linn?
- *Expectations for an inactive NA*
 - How should the City engage the RSNA, which is currently inactive and thus not meeting regularly to pass as resolution similar to the HSNA?
- *Expectations for the newly merged NA*
 - If the merger occurs, there are no current leaders for the merged NA other than the elected HSNA officers (again, there are no RSNA officers as that NA is inactive). How does the Council wish the merged NA to operate?

Options

1. "City Council Approach:" City Council directs staff to pursue an agenda item for a future City Council work session and meeting to authorize the merger. The agenda item will also be circulated to the NA Presidents group (which is currently meeting on an infrequent basis) for their discussion. The general calendar for this would place it on a City Council Work Session agenda on June 2; with a City Council decision on June 9. This would ensure that the newly formed NA has sufficient time this summer to organize their summer picnic.
2. "Boundary Change Approach:" City Council direct staff to follow the steps outlined in the administrative policy related to boundary changes (step 1b or 1c). As this option requires more staff time and notification, it is unknown of when the decision may appear on a City Council agenda.
3. "No Change Approach:" City Council direct staff to not pursue the NA merger until additional discussions are held at the Council level related to NA purpose and leadership for the proposed merged HSNA and RSNA.

Recommendation

Staff recommends the City Council take Option 1, the "City Council Approach" and direct staff to pursue a work session discussion and meeting to authorize the merger. The City Council is encouraged to have a short discussion on Monday, May 5 and provide direction to staff on the option that staff should pursue.

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Attachment A

Neighborhood Association Boundary Change Policy & Procedures

This policy is designed to empower individuals and Neighborhood Associations (NA) in the boundary change process. The goal is to enable boundary changes based on feedback from the affected residents and other affected NAs. This policy tasks the City Council with the review of information as submitted by residents and the NAs. By ensuring that both individual residents and NAs weigh in on proposed boundary changes, the interest of both the larger organization and the individual homeowner carry equal importance. This policy is not to be used for the creation of new Neighborhood Associations. Upon City Council adoption of a Neighborhood Association boundary change, staff will begin to integrate the new Neighborhood Association boundaries into all City documents and correspondence.

