



Memorandum

Date: November 7, 2014

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

From: Chris Jordan, City Manager *CJ*

Subject: Correspondence regarding Surplus Property at 4979 Summit Street

As I mentioned at the November 3 work session, prior to declaring the property at 4979 as surplus, I requested our Engineering Division notify the Sunset Neighborhood Association and the adjacent neighbors to the property of the possibility that the property would be declared surplus.

Attached is a memorandum from Dylan Digby with the correspondence that the City received on this subject.

Attachment

Memorandum

Date: October 31, 2014

To: Chris Jordan, City Manager

From: Dylan Digby, Public Improvement Specialist

Subject: Declaration of Surplus Property at 4979 Summit St. – Public Comments

Due to the history of the property at 4979 Summit St., City staff reached out and noticed the 500' buffer area surrounding this property in addition to the surrounding neighborhood associations.

Following are the two (2) responses received:

2694 GLORIA DR.:

From: Becky Wilson [mailto:wlschoolinfo@yahoo.com]
Sent: Friday, October 31, 2014 10:29 AM
Subject: update to concerns for 4979 Summit St

My husband and I are concerned with the sale of the property located at 4979 Summit Street. Although, we have always been hopeful that if it ever did come up for sale we, as an adjacent property, might have an opportunity for purchase before it became public.

There was property bought on Gloria last year by builders. These builders went house to house and lied to EVERY neighbor in order to get a petition signed to add a "MUCH SAFER SIDEWALK" for the residents. They explained that it was a matter of a few feet that was making a difference, and that if they got enough signatures they could amend the property line in order to put the sidewalk in. We found out later that it changed the property line enough that they were able to build 4 houses as opposed to 3 on that property. Jeff and I specifically asked questions about it changing enough to add another house and they told us no. At the time we had 6 foster kids and 2 of our own and we were not able to attend the city meetings as we would have liked, surrounding that sale. We will be at the November 10th meeting.

4979 Summit is another property that is so close to being able to build 2 homes as opposed to 1 that I am concerned that this situation could repeat itself. I understand its up to everyone signing anything to do their due diligence; although, these people came around and assured us and everyone around us that it was solely to create the sidewalk for safety reasons.

Our concern is not only for the construction of more houses nearby, but specifically for our property. I feel that there is already seclusion to our property, located at 2694 Gloria Dr. which makes it dangerous enough for firefighters and emergency vehicles to reach our home in a timely fashion, making the open lot next door imperative to our safety. The access we have to our home is on a flag lot with a sharp narrow turn in our driveway. It is difficult to get large utility trucks in. When we moved in 2011, we assessed all of the normal precautions of living on this specific flag lot, of course. We had called the city to see what the plans were for the subject

property. There was no intention on their part to sell the property at that time. We have called annually since moving in, in order to prepare if that changed.

This corner, in the current driveway, also came into play when my 6 year old, who was walking to the bus stop with her older siblings, was nearly hit by the neighbor backing out of their driveway. She was able to jump into the other neighbors yard but they said the teen never saw her. It is a blind and tough corner to maneuver in the dark, even after driving it for several years. Our intent was to apply for an easement through the property at 4979 Summit in order to have better access to the road. Our hope was that if the easement was not granted, that we possibly could be in a position to buy if it ever did come up for sale in order to secure the safety of an open piece of property next to our home and create a safer driveway for access.

We received the letter of intent last week. I was surprised to hear the potential timeline on the process for sales of city property. The process moves faster than expected it seems. It is causing anxiety as we have made annual calls in order to prepare since we have lived here to find out the cities intent and it has always been to not sell. We have other property that we wanted to sell in order to put ourselves in a good position because we love our home and we are incredibly happy in our city. Unfortunately, we had no idea the timelines moved so quickly.

Thank you,

Jeff and Becky Wilson
503.334.6982

IDEAS:

Our ideas for the property is that if it does not come up for sale yet, that my husband and I would take on the upkeep of the property regarding mowing in order to keep an open lot next door. This would also reduce the upkeep for the city for the most part.

4971 SUMMIT ST.:

The owner at 4971 Summit St. was interested in getting notice of the sale of the property in order to adequately prepare in the event the existing chain link fence is removed. Owner has dogs and is willing to put up a new fence.

Note: Staff notified owner that public notice of the sale will be in the West Linn Tidings at least one week prior and will be posted on an upcoming Council Agenda. Staff also plans to make contact with owner personally to ensure they are noticed of sale.



Memorandum

Date: November 7, 2014

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

From: Chris Jordan, City Manager *CJ*

Subject: Quasi-Judicial Hearing Procedures

At the Council's November 3 work session, Council provided direction to staff regarding the procedures for quasi-judicial hearings. Assistant City Attorney Megan Thornton has prepared the attached memorandum and hearing procedures which cover three different types of hearings:

- 1) Quasi-judicial hearings when there has been a determination that new evidence or information will be allowed;
- 2) Quasi-judicial appeal hearings that are on the record;
- 3) Quasi-judicial hearings for Comprehensive Plan Map Amendments that must be on the record in accordance with the Community Development Code.

Staff suggests that the Council amend the Council Rules to include these procedures at under Business from the Council at your November 10 meeting. The Council has scheduled a Comprehensive Plan Map Amendment hearing for November 24 and a land use appeal hearing for December 1.

Attachment

Memorandum

Date: November 6, 2014

To: Mayor and Members of City Council
Chris Jordan, City Manager
Chris Kerr, Community Development Director

From: Megan Thornton, Assistant City Attorney

Subject: Council Rules – On the Record Hearing Amendments

Purpose

The Council Rules require updating to establish a procedure for on the record appeal hearings and on the record hearings for comprehensive plan map amendments.

Background

The City Council had a work session on November 3, 2014, to discuss the process for upcoming on the record proceedings. During the work session, the Council gave staff direction to modify the Council Rules to add two new on the record hearing processes: 1) Public Hearings – Appeal Hearings, and 2) Public Hearings – Comprehensive Plan Map Amendments. It is important that a hearing process is established before the Council has an on the record hearing.

In addition, modifications were made to “Public Hearings – Quasi-judicial” to eliminate references to appeals because the quasi-judicial process will not be utilized for appeals, but it will apply to quasi-judicial applications that the Council hears, such as applications for boundary change proposals (annexations) and some temporary use or structure applications.

Recommendation

Staff recommends adopting the Council Rules with the modifications outlined in Exhibit A.

Attachments

Exhibit A – Excerpt of Council Rules

EXHIBIT A
Excerpt of Council Rules

Public Hearings – Quasi-Judicial.

A. Conducting Quasi-Judicial Hearing: Conduct of quasi-judicial hearings shall conform to the requirements of ORS 197.763 and the West Linn Community Development Code including, but not limited to the following:

1. The Mayor or City Attorney shall announce prior to opening the hearing the nature of the matter to be heard as it is set forth on the agenda and the procedure to be followed for the hearing.
2. The Mayor shall give notice that failure to address a criterion or raise any other issue with sufficient specificity precludes an appeal to the Land Use Board of Appeals on that criterion or issue.
3. Discussion of jurisdiction and impartiality of the West Linn City Council and Councilors.
4. Staff presentation and discussion of any correspondence received.
6. Applicant's presentation.
7. Public Testimony.
9. Staff response, if necessary.
10. Applicant's rebuttal testimony.
12. Questions from the Council to staff, the Applicant, or both.
13. Closure of public hearing, no further information from the audience.
14. Motion for the purpose of deliberation.
15. Discussion by Council and decision.
16. The Council has the discretion to adopt findings or direct the staff or prevailing party to submit proposed findings for Council consideration and adoption at a future meeting.

B. If there are objections to the jurisdiction of the City Council to hear a matter, the Mayor shall terminate the hearing if the inquiry results in substantial evidence that the Council lacks jurisdiction or the procedural requirements of any code or ordinance provision were not met.

C. All written arguments or other documents to present to Council for consideration must be submitted to the City Manager's office by 5:00 p.m. seven calendar days prior to the

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date at which the application is scheduled to be heard. All other written materials must be presented in person at the hearing.

Public Hearings – Appeal Hearings.

- A. Conducting Appeal Hearing: Conduct of on the record appeal hearings shall conform to the requirements of the West Linn Community Development Code, and applicable state law, including, but not limited to the following:
1. The Mayor or City Attorney shall announce prior to opening the hearing the nature of the matter to be heard as it is set forth on the agenda and the procedure to be followed for the hearing.
 2. The Mayor or City Attorney shall give notice that failure to address a criterion or raise any other issue with sufficient specificity precludes an appeal to the Land Use Board of Appeals on that criterion or issue.
 3. Discussion of jurisdiction and impartiality of the West Linn City Council and Councilors.
 4. Staff introduction of appeal.
 5. Argument on appeal and rebuttal.
 - a. If the Appellant is the applicant:
 - 1) The Appellant/Applicant will receive twenty (20) minutes to present argument based on facts and evidence in the record.
 - 2) Those opposed to the application will receive a total time limit of twenty (20) minutes to divide amongst themselves for argument based on facts and evidence in the record.
 - 3) The Appellant/Applicant will receive ten (10) minutes for rebuttal.
 - b. If the Appellant is not the applicant:
 - 1) The Appellant will receive twenty (20) minutes to present argument based on facts and evidence in the record.
 - 2) The Applicant will receive twenty (20) minutes to present argument based on facts and evidence in the record.
 6. Questions from the Council to staff.
 7. Closure of appeal hearing, no further information from the audience.
 8. Motion for the purpose of deliberation.
 9. Discussion by Council and decision.
 10. The Council has the discretion to adopt findings or direct the staff or prevailing party to submit proposed findings for Council consideration and adoption at a future meeting.
- B. If there are objections to the jurisdiction of the City Council to hear a matter, the Mayor shall terminate the hearing if the inquiry results in substantial evidence that the Council lacks jurisdiction or the procedural requirements of any code or ordinance provision were not met.

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- C. All written arguments or other documents to present to Council for consideration must be submitted to the City Manager's office by 5:00 p.m. seven calendar days prior to the date at which the review request is scheduled to be heard.

Public Hearings – Comprehensive Plan Map Amendments.

- A. Conducting Hearing for Comprehensive Plan Map Amendments: Conduct of on the record hearing for Comprehensive Plan Map Amendments shall conform to the requirements of the West Linn Community Development Code, and applicable state law, including, but not limited to the following:
 - 1. The Mayor or City Attorney shall announce prior to opening the hearing the nature of the matter to be heard as it is set forth on the agenda and the procedure to be followed for the hearing.
 - 2. The Mayor or City Attorney shall give notice that failure to address a criterion or raise any other issue with sufficient specificity precludes an appeal to the Land Use Board of Appeals on that criterion or issue.
 - 3. Discussion of jurisdiction and impartiality of the West Linn City Council and Councilors.
 - 4. Staff presentation and discussion of any correspondence received.
 - 5. Applicant's argument. Applicant will receive twenty (20) minutes to present argument based on facts and evidence in the record.
 - 6. Statements from the Public. Statements shall be limited to three (3) minutes per person, and all statements must refer to facts and evidence in the record. No new facts or evidence are allowed.
 - 7. Staff response, if necessary.
 - 8. Applicant's rebuttal. Applicant will receive ten (10) minutes for rebuttal.
 - 9. Questions from the Council to staff, the Applicant, or both.
 - 10. Closure of public hearing, no further information from the audience.
 - 11. Motion for the purpose of deliberation.
 - 12. Discussion by Council and decision.
 - 13. The Council has the discretion to adopt findings or direct the staff or prevailing party to submit proposed findings for Council consideration and adoption at a future meeting.
- B. If there are objections to the jurisdiction of the City Council to hear a matter, the Mayor shall terminate the hearing if the inquiry results in substantial evidence that the Council lacks jurisdiction or the procedural requirements of any code or ordinance provision were not met.
- C. All written arguments or other documents to present to Council for consideration must be submitted to the City Manager's office by 5:00 p.m. seven calendar days prior to the date at which the review request is scheduled to be heard.

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Public Records. The disposition of public records created or received by Councilors shall be in accordance with Oregon Public Records Law. Written information incidental to the official duties of a member of the City Council, including electronic mail messages, notes, memos and calendars (e.g.,



Memorandum

Date: November 7, 2014

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

From: Chris Jordan, City Manager *CJ*

Subject: Miscellaneous Items

Congratulations to Ken Worcester

This week, West Linn Parks and Recreation Director Ken Worcester celebrated his 35th year with the City of West Linn!!

Councilor Thomas Frank in the League of Oregon Cities Magazine

In its recap of its annual conference, the League of Oregon Cities' Local Focus magazine includes an article about the future of communications and the use of social media. West Linn City Councilor Thomas Frank was one of the presenters for that session and a photo is included in the article (attached).

Stafford Hamlet Presentation

The Stafford Hamlet has approached city staff and requested the opportunity to meet with the City Council to discuss the results of the recent Hamlet vote concerning the urban reserve designation of the Stafford area. I'm trying to arrange for this group to attend an upcoming Council meeting so that they can make their presentation.

Transportation System Plan Advisory Committee

As the Council is aware, we are beginning the process of updating the Transportation System Plan (TSP). The City has been working with other agencies on developing the process for developing the new TSP. One critical component of this process is to appoint a Citizens Advisory Committee to provide input to the consultant and project team. Attached is a memorandum from our lead staff member for this project, Associate Planner Zach Pelz, with a recommendation for the membership of the advisory committee. To keep this project on schedule, it would be helpful if the Council could appoint this committee either November 10 or November 17.

Attachment

The Future of Communication – Social Media

Serving as facilitator, West Linn City Councilor Thomas Frank kicked off the session with an overview of all things social media. He used an eye-opening video from Erik Qualman on Socialnomics, identifying social media as not only a relevant method of communication, but one necessary to reach a complete representation of a target audience.

Frank identified a key concept of social media: technology facilitates communication. The traditional manner of communication can be viewed as one-way, controlling, domineering and implying exclusivity. Engaging in social media avoids some of these perceptions by encouraging open communication, engaging the audience to post on Facebook, allowing comments on one's Facebook page, and responding to comments in a timely fashion. Frank suggested the use of intriguing photos and to ensure the posts offer something positive for the audience.

Following Frank was Eugene Community Outreach Coordinator Laura Hammond, who illustrated the need for a city to establish social media guidelines. The city of Eugene has 51 social media accounts, and decentralization allows for communication to be delivered by someone who is most knowledgeable. Hammond recommended the identification of target audiences and connecting them in ways they prefer. She touched on the utilization of social media during inclement weather and said that an organization should have a plan, monitor accounts and respond regularly.

Next, St. Helens Communications Officer Crystal Farnsworth outlined tactics for successful use of social media as a communication medium. She illustrated how social media can be maximized through Facebook Insights and Twitter analytics. Farnsworth also demonstrated how a city can track likes on Facebook, the reach of a page, how often that page is visited, the frequency and type of posts, and visitors through their Facebook account. In addition, Twitter analytics enables users to track tweets, impressions, engagements, retweets and followers. Both tools allow users to identify trends and determine what types of posts receive the most attention. This



West Linn City Councilor Thomas Frank shares social media best practices.

empowers a city to use social media as a tool which improves efficient and effective service delivery and increases the engaged population.

The final speaker was Sara Hottman, public information officer for Portland Mayor Charlie Hales, whose social media accounts have 35,000 followers. Hottman advice on responding to social media comments? Answer questions but ignore the inevitable “trolls,” which are defined as “individuals who sow discord on the Internet.” Hottman also said hashtags can be an enigma, and the best intentioned hashtag can go awry. But, she also noted hashtags are a useful tool to use when publicizing events or community service initiatives, when partnering with another agency, and further an administration's reach when attendees tag the administration. A vital point from Hottman's presentation was to focus on visual, distinct posts and to be active. But not too active...

Together, the panel managed to pinpoint the best aspects of social media and arguing points as to why a city should use it. The trick is to train staff and elected officials and maintain the proper amount and type of content to bring even the smallest administration into the digital community. ■

Join us next year in Bend!

90th Annual Conference

September 24-26, 2015

Riverhouse Conference Center

Memorandum

Date: November 6, 2014

To: West Linn City Council

From: Zach Pelz, Associate Planner

Through: Chris Jordan, City Manager

Subject: Proposed Citizen Advisory Committee roster

Purpose

West Linn's 2040 Transportation System Plan (TSP) Update officially kicked off on Monday, November 3, 2014. At the kick off meeting, the project management team (PMT) reviewed the preliminary project schedule and suggested revisions; and discussed the policy framework, financial outlook, and key regional and local outcomes. Over the next several weeks, staff and our consultants will work to revise these documents for their presentation to a Citizens Advisory Committee (CAC). Staff is requesting the Council's input and approval regarding the makeup of the advisory committee.

The CAC is intended to serve as the voice of the community providing feedback on the goals and objectives of the Updated TSP. The CAC will assist with the development of goals and objectives that support the City's mission and vision by developing evaluation criteria and performance measures used to evaluate and select the preferred programs and projects and reviewing technical memoranda and the draft Updated TSP. Through the CAC, the City will ensure outreach to freight organizations, businesses, residents, property developers, the active transportation community, public health officials, affordable housing groups, environmental and environmental justice communities. This is an advisory body with no decision making responsibility.

The CAC will be assisted by a Technical Advisory Committee consisting of City staff and other transportation experts. The PMT recommends the following individuals for the CAC;

- West Linn Transportation Advisory Board (7 members)
- West Linn City Council representative
- West Linn Planning Commission representative
- Bicycle Transportation Alliance (BTA) representative (non-voting)
- Oregon Walks representative (non-voting)
- West Linn Leadership Academy representative
- West Linn Youth Leadership Academy representative
- West Linn Parks Board representative
- Citizens at large (2 positions)

The CAC is currently scheduled to meet approximately five times throughout the development of the TSP Update.

Options

1. Accept staff's recommendation for the CAC
2. Amend/revise staff's recommended CAC roster

Recommendation

Accept staff's recommendation for the CAC and TAC as presented above