

## Memorandum

**Date:** May 1, 2015

**To:** Members, West Linn City Council

**From:** Chris Jordan, City Manager *CJ*

**Subject:** May 11 Agenda -- Business from the Council

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This memorandum provides a brief synopsis of items listed under Business from the Council on the May 11 agenda:

- 1) Robinwood Station -- Part 1: At the April 20 work session, the City Council directed staff to place this item on the next agenda. The Council indicated an interest in providing \$40,000 toward the cost of hiring a consultant to work with the Friends of Robinwood Station (FORS) to complete an application for a conditional use permit so that this facility may be used as a community center.

Staff believes the best way to manage this situation, is as follows:

- a) The City will issue an RFP (with the input from FORS) for the consulting services.
- b) FORS will review the proposals and select the consultant who will be required to sign a personal services contract with the City.
- c) FORS will oversee the consultant's work and review the invoices prior to the City paying the invoices.

Please note that the City will also have to process the completed application. Following receipt of the completed application, the City will send an invoice to the Lake Oswego-Tigard Water Partnership for \$10,000 for that agency's contribution as stipulated in the conditions of approval for that permit. At the direction of the Council, the City will waive the remaining portion of the City's fees, which staff estimates to be approximately \$10,000. Combined with the consultant costs, the City's contribution to the CUP application will be approximately \$50,000.

To accomplish this, the Council should approve the following motion:

*Move to approve the appropriation of \$40,000 from the General Fund -- Non-departmental account, to pay for the hiring of a consultant to assist the Friends of Robinwood Station with completing a land use application for a conditional use permit to create a community center at the Robinwood Fire Station.*

- 2) Robinwood Station, Part 2: The Friends of Robinwood Station have been operating the Robinwood Fire Station as a community center without a permit since June 2013. It is staff's responsibility to enforce violations of the City's Community Development Code. Provided that the Council wants FORS to continue to operate the station as a community center, pending the outcome of the land use process for a permanent CUP for this project, staff suggests the Council adopt the following motion directing staff to not take enforcement action against this violation:

*Move to direct the City Manager to not enforce the continuing violation of the Community Development Code by the Friends of Robinwood Station and allow the Robinwood Fire Station to operate as a community center until the conclusion of the land use process, or May 31, 2016, whichever comes first.*

(If the Council is uncomfortable with the process outlined above, and the project costs estimated by staff which includes state-mandated contracting practices and prevailing wage rates, the Council may wish to direct staff to explore a change in ownership of the facility.)

- 3) Stafford Reserve Designation: At the direction of the City Council, Council President Frank and Councilor Axelrod met with their counterparts from Tualatin and Lake Oswego to discuss a shared strategy for future Stafford area discussions. The outcome of that meeting is a shared position statement to help focus discussions with Metro and Clackamas County.

The draft position statement is being reviewed by the meeting participants and is subject to further revision. The draft reads as follows:

*The elected officials of Lake Oswego, Tualatin and West Linn agreed that they are opposed to the designation of Stafford as urban reserve until the cities are satisfied that the quality of life of their residents will not be reduced by the burden of increased taxes and utility rates from the costs of providing public infrastructure facilities and ongoing public services to future urban development in Stafford.*

The elected officials agreed that each city should approve a joint letter from the three cities. If that letter is not prepared in time for Council consideration on May 11, staff recommends the Council approve the position statement above so as to provide clear direction to our elected representatives at future meetings, and to staff. A proposed motion would be:

*Move to adopt the position statement above regarding the reserve designation for the Stafford area.*

**Items not on the Current Agenda**

There are two additional items that were mentioned recently that I have not placed on the agenda:

- 1) Fields Bridge Park. Concerns were raised about a recent event at this park that resulted in overflow parking. This has been placed on the May 18 work session.
- 2) Town Center. This topic is covered in my April 24 memorandum. I have not received guidance from members of the Council to date so I have not included it on the agenda.