

DRAFT PROPOSED LONG-RANGE PLANNING PROJECTS FOR 2012 11-30-2011

PROJECT	PROPONENT	PROJECT DESCRIPTION	RATIONALE/ANALYSIS	STAFF NEEDED IN 2012 *	RECOMMENDATION	COUNCIL RANKING
Projects Currently Mandated/Approved for 2011-2012						
MANDATORY PROJECTS						
1. Update the Transportation System Plan	Metro requirement. Workshop support: Mobility segments: 59 Yes/15 No Destination segments: 64 Yes/13 No. Protected bikeways: Highway 43: 79 Yes/10 No WFD: 73 Yes/14 No	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 within two years after the state "acknowledges" Metro's RTP (December 2012). This project would be performed by public works and planning staff with consultants. Staff scoped the project and sought a State TGM Grant in March 2011 to help fund the project. The grant was denied due to state funding shortfall. Staff intends to reapply for a TGM grant in March 2012.	.4 FTE	PC: Retain on docket, complete streets a high priority Staff: Retain on docket. Apply for a grant and proceed with the project when it's funded.	
2. Parking management program for the 10th Street corridor	Council	Prepare a parking management program for the 10 th Street corridor. The purpose of the program would be to explore short, mid 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 10 th Street corridor in exchange for a state funded roundabout feasibility study at 10 th Street and Willamette Falls Drive. The parking management study has to be completed by August 2013.	.2 FTE	Staff: Add to docket.	
DISCRETIONARY PROJECTS						
3. Highway 43/WFD Project - Phase I	Council	This is a visioning project for the Highway 43 /Willamette Falls Drive corridor. The results of Phase I was presented to Council on November 21, 2011.	Awaiting Council direction	.01 FTE	N/A	
4. Residential infill/PUD update	Planning Commission	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.	Since the city is largely built out, infill and redevelopment will be dominate forms of development in the future. The PUD chapter is outdated. It was not designed to provide for the small scale development likely to occur in the future. In addition, it is not coordinated with related code provisions. The project is on hold due to staff reassignment (70% complete)	.3 FTE	Staff: Retain on docket.	

*Based on 2080 hours = a Full Time Equivalent (FTE); 0.04 FTE = 80 hours; 0.1 =208 hours

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5. Evaluate and refine the Water Resource Area (WRA) regulations (Chapter 32)	Planning Commission	Determine if the WRA regulations are working as intended. Amend to provide consistency with riparian Habitat Conservation Areas and improve the clarity of language and diagrams (e.g., regarding hardship, disturbed area and applicability). Identify possible changes that would protect the functions of the resources, at least to the degree provided by current regulations, while minimizing unnecessary impediments for appropriate development. Establish a mitigation fund to provide for offsite mitigation when it's not possible on site.	The project is underway. Draft amendments are expected in the winter of 2012 (30 % complete).	.3 FTE	Staff: Retain on docket.	
6. Willamette Historic District code update – Phase II	Historic Review Board	This project will complete the code update started in Phase I (completed the spring of 2010). This project would refine the Willamette Historic District code and supplement it with guidelines and graphic illustrations.	The City received a CLG grant in 2011 to help fund the project. The project started in September 2011 and is required to be completed in late summer 2012. The contract was award in late November.	.4 FTE	Staff/ HRB: Retain on the docket.	
7. Historic accessory structure survey and Willamette Neighborhood Survey	Historic Review Board	This survey will add accessory structure data to the existing survey of the historic district and survey all properties over 45 years of age that were not previously surveyed.	The City received a CLG grant in 2011 to help fund the project. A consultant was put under contract to perform the work beginning in November 2011. The project is scheduled to be complete in March 2012.	.02 FTE	Staff/HRB: Retain on the docket.	
8. Historic Resources Rehabilitation Grant Program	Historic Review Board	In 2011, the City established a grant program for small matching grants to owners of contributing National Register homes for rehabilitation or restoration work using CLG grant funds. CLG funds are available every two years on a 17-month grant cycle. Staff and the Historic Review Board would like to continue the program in 2012 at a smaller scale. The City could reapply for grant funding for 2013.	In 2011, the Historic Review Board awarded \$6,000. Half of this was funded by CLG grant funds and the homeowner was required to match the amount rewarded. In 2011, the \$6,000 went towards projects anticipated to cost nearly \$24,000. The program was very well received in its first year. Staff would like to keep it going.		Staff: Continue funding the City half on the program in this off grant cycle year.	
9. Goal and policy analysis	Council/Staff	Analyze the City's goals and policies to see how they align and conflict, determine whether they satisfy State and Metro regulations, and assess their viability in light of the major trends that will likely influence West Linn's future.	This project is underway and expected to be completed in the Spring of 2012. (75% complete , put on hold to enable work on the Highway 43 /WFD project).	.3 FTE	Staff: Retain on the docket.	

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10. Unrelated, substantive code fixes	City Council, staff, Legal Council	<p>Amend the CDC to provide for docketing, to address residential lighting impacts, dispensing of medical marijuana, and modification of the Mixed Use District.</p> <p>The docketing process is intended to provide a procedure for the Planning Commission, Historic Review Board, and Sustainability Board, staff, community members and other interested people to suggest planning and historic related projects to the City Council and to become aware of proposals under consideration. The City Council would review all of 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.</p>	<p>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 Planning Director potentially proceeding in different directions or working on projects that the Council will not ultimately support.</p> <p>The project is currently underway. (It was on hold pending completion of Phase I of the Highway 43 /WFD vision project.)</p>	.1 FTE	Staff: Retain on docket.	
11. Storm water pond aesthetics	Staff	Identify and evaluate aesthetically pleasing alternatives to chain link fences around storm water ponds, especially in prominent locations, that address safety and maintenance concerns and potential wildlife use.	A demonstration project is underway at an existing storm water pond located at the corner of Rosemont and Santa Anita. Preliminary code fixes have been prepared and will be refined based upon the findings from the demonstration project currently under way (Public Works is in the lead with Parks and Planning department support).	.1FTE	Staff: Retain of docket.	
Total Staff Commitment on Preceding Projects				2.13		

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Potential Projects for Council Consideration

The Council may add to, delete, or defer the projects listed below before deciding upon the priority projects for 2012

- Staff expects to have approximately **3.2 FTE planners available** to perform long range planning projects in 2012, this is largely consumed by the previously approved/mandated projects above which are estimated to require a total of **2.13 FTE**
- If the Council decides that any of the projects listed below are of higher priority than the previously approved projects they can delete or defer one or more of the projects listed above or add staff or consultant capacity. Alternatively, the Council can add one or two projects to the 2012 docket recognizing that staff will not be able to complete, or perhaps start them, in 2012.

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12. Highway 43/WFD -Phase II		Pending City Council authorization				
• Willamette Center	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.	\$30,000- \$80,000 plus 1 FTE staff	Staff /PC: Lowest priority among centers	
• Arch Bridge Center	Workshop support: 67 Yes/16 No	Potential redevelopment of the Arch Bridge area is best explored through an alternatives analysis using renderings or computer simulations to identify potential street modifications, the location, scale and character of infill development and public spaces. 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 and with consideration of planning for the former Blue Heron site across the river. The plan for this area would set the eastern alignment for the esplanade.	\$80,000 - \$100,000 plus .5 FTE staff	PC: Second priority among centers Staff: Highest priority among centers	
• Bolton Center	Workshop support: 75 Yes /6 No	A plan to provide for appropriate infill development and streetscape amenities could be accomplished with comprehensive plan, zoning code 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, public spaces, and streetscape improvements. In that case, comprehensive plan and zoning code amendments and design guidelines would follow.	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.	\$30,000 - \$80,000 plus .5- 1 FTE staff (\$156,000 if combined with Arch Bridge area		

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<ul style="list-style-type: none"> Robinwood Center 	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 using renderings or computer simulations 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. This work is best done in coordination with the TSP update. 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 in the commercial area with the addition of Wal-Mart.	\$35,000 plus .4 FTE staff for interim fixes; \$80,000 for a center plan	PC: Highest priority among centers Staff: second priority	
<ul style="list-style-type: none"> Esplanade 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. We would explore with representatives from the mill, PGE, and the future Blue Heron owners 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/view points 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.		PC/staff: Add to docket third highest priority among the Highway 43/WFD vision components (the Robinwood and Arch Bridge centers were higher priorities)	
<ul style="list-style-type: none"> Blue Heron site 		Comprehensive plan and zoning code amendments could be done to establish appropriate zoning for the Blue Heron site and potentially adjacent properties that provides for an acceptable range of uses and prohibits undesirable uses.	The site was zoned to reflect its use as an industrial effluent treatment pond. Since this use will no longer continue, the zoning should be reevaluated before a new use is proposed.		PC/staff: Add to docket	
<ul style="list-style-type: none"> Overlooks 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	

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13. Significant CDC fixes		This project would address significant, potentially controversial, unrelated code problems. The potential project components are listed below:		.2 to .7 FTE* depending on scope		
	Planning Commission member	a. Chapter 2. Definitions. Evaluate and amend, if warranted, the definition of substantial construction and time limitations as well as the development approval revocation procedures in the CDC.	Projects just have to achieve substantial construction prior to the expiration of project approval. The Planning Commission and public question the merits of this approach, particularly on phased projects.			
	Staff	b. Chapters 24 and 27. Clarify whether land division is allowed in 100-year flood plain; currently it is implied that it is allowed in Ch. 27 Flood Management Areas while Ch. 24's table forbids it.	This would correct a code conflict		Staff: Add to the docket.	
	Staff	c. Chapter 35. Consider giving the Planning Commission authority to approve temporary uses for up to two years.	The City Council must approve temporary uses exceeding 6 months duration. Also, the City Council is limited to authorizing temporary uses for one year.		Staff: Add to the docket.	
	Legal counsel /staff	d. Chapter 38. Clarify what development (e.g., driveways, walkways, retaining walls and staircases) can occur in utility easements and required front yards and under what conditions.	The code allows some development in front yards but it prohibits development in utility easements which typically occur there. Nevertheless, driveways, walkways, staircases and retaining walls are built in such easements. It would helpful to clarify what is allowed in front yards/utility easements and prescribe appropriate conditions.		Staff: Add to docket.	
	Planning Commission member	e. Chapter 40. Building Height. -Consider removing exceptions for the height of places of worship and government buildings; -Refine height exception graphic pertaining to steep slopes so it is more easily understood.	Church spires, fly lofts for auditoriums, and gyms are typically taller than the standard residential height limits.			
	Planning Commission member	f. Chapter 43, Side Yard Transitions. Expand applicability to include any (commercial, multi-family, etc.) that is adjacent single family or duplex dwellings.				
	Staff	g. Chapter 48. Evaluate the access/driveway spacing standards (48.060 C-E) and provide reasonable exceptions that can be applied administratively (without a variance).	The spacing requirements for driveways along collector streets (75 feet) and arterials (150 feet) are unworkable in some instances. Requiring a variance seems onerous.		Staff: Add to docket.	

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	Council Member/City Manager/ Staff	h. Chapter 52. Consider specific sign code amendments: Amend the sign code to allow blade or projecting signs in the Willamette Falls Drive Commercial District and signs/advertising at sports fields; prohibit monument signs in residential districts; and address electronic reader boards. (Also see project 18).	Blade/projecting signs would enable increased visibility of businesses for motorists and pedestrians. Signs for businesses are common around sports fields to help finance operation of the facility. Monument signs at the entrance to subdivisions are used to advertise the builder.		Staff: Add to the docket	
	Staff	i. Chapter 53. Consider allowing sidewalk uses, such as tables and merchandise, along the street side of the sidewalk as well as beside a building provided that it does not interfere with pedestrian passage.				
	Planning Commission member Staff	j. Chapter 55, Design Review - Refine the submittal requirements for Class II design reviews. Decide what is required or conditionally required, and enforce rigorously; add to the "lines of sight" description under Crime Prevention (J) for clarity and enforceability; and provide "teeth" or pragmatic descriptions for scale and massing. -Amend the CDC as necessary to ensure that clear and objective standards apply to "needed housing," consistent with ORS 197.303. -Consider allowing more staff discretion as to whether certain details required on site plans are necessary in every case. In many cases something completely irrelevant keeps an application from being complete...	ORS 197.303 states that cities may not rely upon discretionary standards when reviewing proposals for housing types and price ranges deemed "needed housing" consistent with ORS 197.303. CDC Chapter 55 includes subjective provisions that apply to multi-family housing.			
	Staff	k. Chapters 65-68. Nonconforming structures and uses. Clarify what expansions, if any, are allowed on nonconforming structures and uses.	The CDC is not clear regarding what expansions can be made to nonconforming structures and uses. Consequently, staff must determine what is appropriate on a case by case basis.		Staff: Add to the docket	

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14. Refine the commercial design regulations (Chapter 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 (see 12). Consultant assistance may be needed.	.7 FTE plus consultants	Staff: Coordinate with center planning	
15. Overhaul the Mixed Use District	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 (see 12)	.5 FTE	Staff: Coordinate with center planning	
16. Historic CLG Projects	Historic Review Board	The City is eligible for approximately \$15,000 in CLG grant funding from SHPO every two years. The next grant cycle starts in spring 2013. The HRB will develop a 5-year work program in 2012. Tentative projects include continuing the Historic Resources Rehabilitation Grant program, continued Reconnaissance Level Surveys, intensive level surveys for properties/districts potentially eligible for the National Register, and a National Register nomination for properties throughout the community through a multiple property documentation form.	These projects would support historic resources in West Linn. The rehab grant program gives funding directly to owners for work on their historic property. The surveys are the first step in designating additional resources. Listing of properties on the National Register also requires them to follow any local regulations.	Project dependent, may include consultants	Staff: Seek grant funding	
17. Organize the Robinwood Commercial Area to participate in the Main Street Program	Staff	Implement a Main Street Program in Robinwood similar to what was done in Willamette. With the help from the County Main Street program staff and their consultants, study the Robinwood area to determine the economic needs Main Street could address, and organize business owners, property owners, residents, neighborhood representatives, and other stakeholders in the area into an "Exploring Main Street" level group under the Main Street Program.	A few years ago, Council approved both Robinwood and Willamette for participation in the national Main Street Program. Willamette was initiated first. The Willamette group is now able to promote itself and the district, and functions with much less assistance from City and County staff than it did at the beginning. This paves the way to begin a similar effort for Robinwood.	.1 FTE	Staff: Add to docket	

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18. Overhaul the sign code (Chapter 52)	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.	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. Issues with all of these topics have boiled up to the City Council level.	.9 FTE	Staff : Defer	
19. Sustainability amendments to CDC	Sustainability Advisory Board/ Council member	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.	On hold. Staff has completed a rough draft of a white paper summarizing alternative approaches for addressing sustainability.	.7 FTE	Staff: Defer, reconsider after the goal and policy analysis is completed and Council provides direction	
20. Evaluate and reorganize the CDC	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.	.6 FTE	Staff: Defer. This needs to be done, but not immediately.	
21. Wildlife Habitat Areas, phase II - protection options	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.		.1 FTE	Staff: Defer	
22. Parking management program for the Central village area	Planning Commission member	Prepare a parking management program for Central Village and the immediate vicinity.		.4 FTE	Coordinate with the center plan	

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23. Update the neighborhood plans	Planning Commission member	Update the neighborhood plans			Staff: Defer until comprehensive plan/center plans are done	
24. Prepare Hidden Springs neighborhood plan	Hidden Springs NA	The HSNA has expressed an interest in 2010 in finalizing their Neighborhood Plan for adoption by the City.			Staff: Defer, reconsider after the goal and policy analysis is completed	
25. Implement neighborhood plans		Assess and take steps to implement the portions of the neighborhood plans within the City's purview	Each plan includes specific action items, many of which require City actions.		Staff: Defer until the goal and policy analysis is complete and Council decides what they want to accomplish.	
26. Routine minor code refinements	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.		Proceed if needed	
27. Tree protection	Staff	Consider amending Chapter 8.5 of the Municipal code to protect trees in tracts rather than on individual lots.	Tree protection in tracts would ensure long term protection of trees. Tree preservation on individual lots is problematic and may pose safety concerns for nearby residents, particularly with large trees on small lots.			
28. Update Sustainable West Linn Strategic Plan	Sustainability Advisory Board	Coordinate with West Linn Comprehensive Plan and focus action items into 5 year work plan; complete benchmarking criteria, review plan goals and accomplishments, 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.	0.1FTE		
29. Integrate Sustainability Practices with the City	Sustainability Advisory Board	Revise sustainability assessment form (as reference for "Sustainability Considerations" on City Council Agenda Bill) to promote widespread use among City Departments. Develop "green" procurement policy for City purchases. Develop waste reduction/recycling program for major City events.	Sustainability Considerations on many agenda items do not reference Sustainability Strategic Plan and instead talk generally about sustainability. Green procurement policy to reduce the City's carbon footprint and encourage similar practices by residents and other private entities.	0.04FTE		

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30. Develop Green Business Award	Sustainability Advisory Board	Recognition of businesses that promote sustainability	Raise awareness of businesses that are working to promote sustainability and encourage those practices among other businesses	0.04FTE		
31. 2012 Sustainability Lecture Series	Sustainability Advisory Board	Series of 3-5 lectures focused on sustainability theme	Promote education about sustainability.	0.04FTE		
32. Improve Sustainability Advisory Board Coordination with other City Advisory Boards and City Departments	Sustainability Advisory Board	Improve coordination among other City Advisory Boards and City Departments	Improve decision making	0.04FTE		
33. Energy Audit	Sustainability Advisory Board	Identify water, energy and waste generated by City of West Linn facilities	Develop benchmarks to begin reducing resource use	0.1FTE		