

**Sustainability Advisory Board  
Summary Notes  
March 15, 2010**

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**MEMBERS PRESENT:** Chairperson Michelle Wittenbrink, Michael Babbitt, Glen Friedman, Tamara Gilbert, Rich Wilhelmi,

**MEMBERS ABSENT:** Elaine Aye, Susan Day

**GUESTS:** John Sonnen, Planning Director

**STAFF:** Shauna Shroyer, Engineering Admin. Asst.

Chairperson Wittenbrink opened the meeting at 6:03 pm.

**1. Introductions**

John Sonnen, Planning Director was introduced.

**2. Planning Code Update Strategy**

John Sonnen presented the Planning Department's work program. It details the projects coming up over the next several years. Highlights are:

- Creating a docketing process for Council's consideration to identify, prioritize, and approve long-range work program components and ensure that staff, the Planning Commission and boards and commissions are aligned in their efforts to achieve the Council's priorities.
- Ongoing projects and Council authorized projects over the next 12 to 18 months – updating regulations for infill projects, reevaluating the Water Resource Area regulations, refine the commercial design review regulations, mandatory update of the Transportation System Plan.
- Sustainability Code Amendments – Council has put on hold for now until Task 3: Analyze Adopted City Goals and Major Policies, and Task 4: Confirm the City's Goals/Guiding Principles and Establish Strategic Direction are in place.
- Task 5: Potential Code and Plan Updates would be similar to a docketing process. This is when insights gained from the goal and policy analysis will determine priorities and where code updates and changes need to be made.
- Task 6 and 7: Preparing and Implementing Periodic Review program. Anticipated start is 2012. Much needs to be done before this can take place.

The best approach right now is to coordinate with the project contacts to be sure what the SAB is trying to achieve through the strategic plan is communicated.

**3. Approval of Minutes**

Minutes from February 23, 2010 were approved with minor changes.

**4. Election of Vice Chair**

Will wait for Susan's return.

## **5. Status Updates**

- a. Comp Plan/CDC  
Covered by John Sonnen.
- b. Procurement/Audits  
No change to report. Need to gather information for Council.
- c. Education
  - i. Website/Kiosk – Starting with Watershed and Carbon Foot Printing, then Landscaping and Building. Need to outline the concepts and fill in the blanks.
  - ii. Employee Training – Glen is looking into a modified Natural Step training for department managers, Planning/Building departments, possibly Council.
  - ii. Community Education – Lecture series. Jean Bauman at the Chamber April 13.

## **6. Action Items**

- a. West Linn/Wilsonville School District Sustainability Fair – Rich will follow up for the next meeting.

## **7. Other Items**

- a. Clackamas County EV Stations. Funding is available for EV stations throughout the County. Shauna will forward the information on upcoming meetings to the members. SAB might want to suggest locations for stations in West Linn.
- b. Solar Highway – Town Hall is scheduled for those who would like to attend. ODOT's report is out.
- c. Next Meeting – Proposed Police Station.

Meeting adjourned at 7:38 p.m.

Next meeting is April 6, 2010