

2020



CITY OF
**West
Linn**

Citizen Advisory Group and
Neighborhood Association
Annual Reports



2020 Advisory Group & Neighborhood Association Annual Reports

Arts & Culture Commission

Group Leadership

Carrie Gilbert, Chair Mary Kleffner
Mary Jo Steele, Vice Chair Nancy Monson
Lauren Beeney Beate Scheller
Lorie Griffith

Meeting Times, Dates & Location

First Wednesday of each month, 5–7PM via Zoom (pre-COVID, meetings were held in the library community room)

Total # of meetings in 2020: 8 (cancelled April–July due to COVID)

2020 Accomplishments

- Successfully worked with City Council to update pertinent sections of West Linn Code regulating Percent for Art Program (2.200)
- Drafted guidelines for identifying, recruiting, and selecting artworks and artists as part of Percent for Arts program
- Began forging connections with other local groups, including WLHS Arts Department, Historic Willamette Main Street
- Purchased signage for Katy McFadden’s “The Gathering” sculpture installation at West Linn Library (using funds donated for that purpose) and oversaw installation

2020 Challenges

- COVID-related challenges affected ability to meet as a group and connect with community (e.g., cancellation of monthly commission meetings; cancellation of Spring and Fall McLean House events)
- As a relatively new CAG, faced with “start-up” hurdles such as establishing policies, learning how best to work with the City, etc.

2021 Goals

- Together with Historic Willamette Main Street, develop and execute artistic planter project, including theme selection, call for artist submissions, artist selection, and finished planter installation
- Establish marketing and PR efforts to keep community informed of the commission and opportunities for the arts in West Linn; partner with WLHS Graphic Arts program in development of flyers, brochures, etc.
- Continue outreach efforts to other local groups, including the Confederated Tribes



2020 Advisory Group & Neighborhood Association Annual Reports

BHT Neighborhood Association

Group Leadership

Robert Jester, President

Grace Carni, Vice President

Pia Snyder, Treasurer

Pam Yokubaitis, Secretary

Meeting Times, Dates & Location

All BHTNA meetings were conducted using zoom technology

July 16th board check in

October 20th board planning meeting

October 22nd annual meeting and election

November 19th board check in

2020 Accomplishments

- Applied for Fire wise recertification
- Elected treasurer and secretary at annual meeting
- Participated in planning commission meeting regarding Cornwall St six home subdivision
- Filed appeal to City Council on Cornwall development approval at planning commission level
- Remain diligent on responsible development for property adjacent to NA

2020 Challenges

- COVID-19 presents organization challenges to our NA which has restarted after a couple years of dormancy
- Changes in City Manager office presents continuity and institutional history of issues affecting BHTNA

2021 Goals

- Continue involvement in new development to assure city codes are met and water runoff and connectivity issues are adequately addressed.
- Increase involvement with residents in NA
- Continue to find new proactive ways to connect with residents and city services during COVID-19

Any additional feedback to share with the City Council?

BHTNA looks forward to working proactively and collaboratively with new council and city manager.

Accounting of Neighborhood Association Grant Funds

Neighborhood Association Grant Spending approximately \$40.00 on zoom account



2020 Advisory Group & Neighborhood Association Annual Reports

Bolton Neighborhood Association

Group Leadership

Robert McCarthy, President

Erich Kunrath, Vice-President

Janet McCarthy, Secretary

Walter Swan, Treasurer

Meeting Times, Dates and Location

The third Tuesday of every month from 7 PM to 8:30 PM at West Linn Fire Hall, #58 Community Room, Failing St., West Linn, and via Zoom, beginning June 2020.

2020 Accomplishments

- Resolved the long-standing and frustrating problem with MailChimp emails sent to BNA members ending in spam by converting our email system to Google Mail.
- Amended the BNA by-laws to add a Treasurer position. Nominated and elected Walt Swan as BNA Treasurer.
- Reorganized our meeting structure to deal with Covid-19 restrictions and purchased a month-to-month Zoom license for \$14.99 per month.
- Reviewed a presentation of WLWV School District planned expansion of West Linn High School parking and stadium expansion by Andrew Tull, 3J Consulting and his team.
- Between August and Octobers provided the opportunity for twelve candidates for public office to make presentations. These included candidates for state representative, West Linn Mayor and City Council.
- Reviewed a presentation of the school lunch program available during Covid-19.
- Matt Grady of Gramor Development presented their plans for a new 5,000 sq. ft. Post Office, or retail office space at the site of the existing post office. There was unanimous support for aligning the parking with Market of Choice and building a new retail post office at the site.
- Lance Calvert, Director Public Works, presented the challenges to improve traffic flow in Central Village that would better accommodate new and proposed developments at 1575 Burns Street, and the post office. This will be a continuing conversation.
- David Aaron Shelofsky, and partners presented their plans to develop and build an office building at 22150 Willamette Drive.
- Continued conversation with the City staff and the West Linn Collaborative on the extent of support for, and the possible uses for the Old Bolton Fire Station.
- Began the design of a new Walking Tour Booklet and App that would encourage neighbors, and their children to become more engaged in the community.

- Jessica Bull, JLA Public Involvement, reviewed ODOT plans for I205 and tolling.
- Daniel'le DeVoss, *City Associate Engineer*, outlined current status of Safe Routes to School, and plans for next year.
- Continued to explore solutions to the parking problems at the high school.
- Continued to support the restoration of Burnside Park, Maddax Woods and the McLean House.
- Continued to refine meeting norms that encourage listening, collaboration and the involvement to improve our collaboration and problem solving efficiency.
- Continued to advocate for the development of the new post office in Central Village by working with Gramor Development, and the City Council.
- Hosted and facilitated discussions on issues of community importance, such as the proposed City Charter Amendment, West Linn Wilsonville bond measure, and proposed developments for Central Village, and 1575 Burns Street.

2020 Challenges

- A reliable means of communicating with our members and reaching out to potential members.
- Refining and codifying BNA procedures to make it easier for new officers to step in to their positions, such as banking, contacts with the city and TVF&R, facilitating meetings, records retention and working with the Chimpmail system.
- Refining and strengthening "Zoom" meeting norms.
- Adapting to online meetings and broadening membership.

Draft 2021 Goals

- Increase active participation of residents and the business community in the BNA.
- Continue to improve communication with our members through our improved e-mail system, and with the use of social media and the City of West Linn website.
- Continue to support community events such as the Ice Cream Social, the Lighting of Maddax Woods, volunteer efforts to improve trails, the restoration of Maddax Woods, Burnside Park, and the Pocket Park.
- Continue to collaborate with the City, Gramor Development, and USPS on the development and retention of a new post office in Central Village.
- Collaborating with the owners/developers of 1575 Burns St., adjacent property owners and the City's Planning Department to agree on a development that serves the owners, adjacent property owners and is consistent with the Bolton Neighborhood Plan.
- Participate in the planning of the Waterfront Development.
- Continue to work with the West Linn Police Department, neighbors and the West Linn-Wilsonville School District to reduce the parking issues in and around the high school.
- Continue to support the McLean House as a vital part of our neighborhood.

- Update and print a new edition of the Bolton Neighborhood Walking Tour Booklet and link it with a app.
- Collaborate with the West Linn Garden Club to create a memorial for James Weaver in Maddax Woods.
- Continue to be involved with the West Linn Collaborative, Inc. and its proposals to plan a community center at the old Bolton fire station.
- Participate in the design and planning of the proposed middle school on Dollar Street, and the proposed expansion of the high school parking and stadium facilities.
- Support the Willamette Falls Heritage and Landings Coalition.

Accounting of Neighborhood Association Grant Funds 2020

- Office Supplies and Printing – 67.02
- New and Updated BNA Yard Signs – 318.21
- Zoom monthly subscription (8 months) – 119.92
- Website Name (boltonna97068.org) – 12.00
- McLean House Security System - \$500.00
- West Linn Food Pantry – \$300.00
- Total Expenses----- \$ 1,317.15

Likely Areas of BNA Planned Spending for 2021

- Ice Cream Social/Band Concert/Bolton Days/Daze -
- Office Supplies and Printing –
- Park Restoration Maintenance and Supplies –
- Volunteers and NA Meeting Food –
- Publication of Bolton Neighborhood Walking Tour Booklet and App -
- A memorial for James Weaver in Maddax Woods -
- West Linn Consortium, Inc. 501c3 application -
- Communication to membership and email system –
- Neighborhood Signs and Website –
- Survey of BNA members -



CITY OF

West Linn

2020 Advisory Group & Neighborhood Association Annual Reports

Committee for Citizen Involvement

[[None provided. Group has had difficulties in meeting quorum due to limited membership]]



CITY OF West Linn

2020 Advisory Group & Neighborhood Association Annual Reports

Economic Development Committee

Group Leadership

Chair: Shannen Knight

Meeting Times, Dates & Location –

Meeting Date	Meeting Time	Meeting Location
4/9/20	6:30-8:30 pm	Virtual
6/11/20	6:30-8:30 pm	Virtual
7/9/20	6:30-8:30 pm	Virtual
8/27/20	6:30-8:30 pm	Virtual
9/24/20	6:30-8:30 pm	Virtual
10/22/20	6:30-8:30 pm	Virtual

2020 Accomplishments

1. Assisted in the development of the new Sidewalk Cafe Program which was approved by Council this year
2. Prioritized the Highway 43 rezone project on the Council docket
3. Improved communication between Council, Staff and EDC

2020 Challenges

- COVID-19 prevented in-person meetings
- Little public participation given the virtual format

2021 Goals

1. Participate in the Highway 43 rezoning efforts
2. Assist in the development of code language for Accessory Dwelling Units
3. Develop a food cart/food truck pilot program
4. Continue to improve communication between Council, Staff and EDC.
5. Continue to be of assistance to our local businesses for grants and other helpful programs.

Any additional feedback to share with the City Council?

Need a budget for EDC to attend trainings or have a membership in Oregon City Business Alliance or other regional organizations so West Linn can be a better economic partner.



2020 Advisory Group & Neighborhood Association Annual Reports

Hidden Springs Neighborhood Association

Group Leadership

President- Lauren Beeney

Vice President- CJ Koll

Secretary- Eileen Wend

Treasurer- Patrick Christopher

Meeting Times, Dates & Location

Typically meet the 3rd Tuesday of every other (even numbered) months. In 2020, meetings took place in Feb, Aug, Oct and Dec.

2020 Accomplishments

Prior to the pandemic, crosswalk flags were purchased and intended to be implemented at Pimlico and Santa Anita. Due to the highly contagious nature of Covid-19, these flags have not been put to use yet. Additionally, 4 park benches were funded for 2 parks within NA boundaries; Palomino Park Alice Benski Park. Meeting attendance has been steady to increased, due in part to the ease of attending online. Additionally, we held a candidates forum in October prior to the election, and it was very well attended.

2020 Challenges

Same challenges as the rest of the world. We suspended meetings for a number of months, due in large part to a low need to address NA issues. Reconnecting with neighbors and the NA was a challenge, but by August, people pretty much had the hang of meeting online.

2021 Goals

The NA is meeting on December 15th, so no shared goals have been confirmed as of the time of this report submission. However, on behalf of the NA, I would foresee that increasing attendance and member engagement is high on the list of desired accomplishments for the coming year. If the city council or staff have ideas or recommendations for how to increase engagement, we are listening.

Any additional feedback to share with the City Council?

As you all know, it was a strange year. But I think that in some ways being forced to be separate has, in the smallest way, brought our neighborhood just a little closer together. There are more people interested in local government than I've seen in my 5 years of living here, so I hope to see that continue into 2021. We appreciate the technical support of city staff, and the funding that has allowed us to do a few cool things this year.

Accounting of Neighborhood Association Grant Funds

\$218.66- See Me Crosswalk Flags. Total expense includes item at \$199 and delivery cost. The NA has approved spending up to \$2,800 on park benches, but as of the time of this reporting, expenses have not officially been incurred. The HSNA is working with the West Linn Parks and Rec department to procure and install the benches, and is awaiting the final expense total from them. It is unclear whether these expenses will be incurred in calendar year 2020, but it is clear they will be incurred in FY 20/21. Related- perhaps these reports should coincide with the FY, in order to match the funding cycle.



2020 Advisory Group & Neighborhood Association Annual Reports

Historic Review Board

Group Leadership

Danny Schreiber – Co-Chair

Meeting Times, Dates & Location –

Third Tuesdays of the month. Meetings begin at 6:00pm and were held in Council Chambers until March when all meetings were held virtually. The HRB met seven times in 2020.

2020 Accomplishments

- CDC Chapter 25 and 58 Code Revision Project Work Sessions (April 21, May 19, Oct. 20, Nov. 17)
- DR-20-03 Public Hearing (June 16, July 21) – Class II Historic Design Review for window/siding replacement at 1683 Willamette Falls Dr. approved
- State Historic Preservation Office Presentation and Discussion (July 21, Sept. 15)
- CLG Grant Application Project Discussion (Oct. 20, Nov. 17)
- Annual Report Discussions (Nov. 17)

2020 Challenges

- Adjusting to virtual meetings
- Public engagement in virtual meetings
- Finding consensus on the amount of flexibility the code allows during remodels/additions to historic properties
- Making progress on CDC Chapter 25 and 58 Code Revision Project

2021 Goals

- Finalize recommendation on CDC Chapter 25 and 58 Code Revision Project
- Support the effort to nominate Historic City Hall to National Register of Historic Places
- Efficiently and effectively conduct quasi-judicial public hearings
- Utilize CLG grant funds to conduct historic preservation education/outreach and rehabilitation grants
- Research other cities and how they fund/participate in historic preservation
- Receive training on Historic Preservation roles and responsibilities

Any additional feedback to share with the City Council?

- Continued support by City Council and staff for historic preservation
- Budget support to match CLG grant funds for outreach and rehabilitation projects



2020 Advisory Group & Neighborhood Association Annual Reports

Library Advisory Board

Group Leadership

Janet Dalgaard, Chair, Tom Miller, Vice Chair

Members: Rebecca Cassidy, Melinda Robinson, Emily Hogan, Aeric Estep, Martha Swanson

Meeting Times, Dates & Location

Third Wednesday of each month at 5:45pm in the Community Room at the West Linn Library.

Only one meeting in 2020 - 11/18/2020 via Zoom. Scheduled meeting 12/16/2020 via Zoom

2020 Accomplishments

- Nothing to report due to COVID. Last meeting was 11/2019.

2020 Challenges

- COVID-19

2021 Goals

- Continue to work with staff for on-line/virtual programming. Revised & update Library Behavior Policy
- Any additional feedback to share with the City Council? None

2020 Advisory Group & Neighborhood Association Annual Reports

Marylhurst Neighborhood Association

Group Leadership

Karie Oakes, President; Tom Neff, VP; Sydney Potkowski, Treasurer

Meeting Times, Dates & Location –

Fourth Tuesday of the Month, 7:00 pm, ACC and Zoom, five total meetings

2020 Accomplishments

1. Supported Marylhurst Heights Park Plan and City Parks Master Plan for completion of the Park, in opposing citing of the C800 tower on the property designated as parkland (ODOT property) in conjunction with Council efforts to annex the property.
2. Partnered with the City to see that the street and right of way on Marylhurst DR was maintained for safety of pedestrians and bicyclists. Work in progress. Outcome/success TBD.
3. Continued work on beautifying the area around the neighborhood sign with landscaping.

2020 Challenges

1. The annexation of the ODOT property project was not well organized, communicated and tracked. It frustrated our members and created mistrust and doubt of Council's resolve to expedite it.
2. The City process to achieve our goal to improve the existing conditions on Marylhurst DR for the safety of pedestrians and bicyclists was unnecessarily long and cumbersome, as MNA was directed to various departments and staff members.
3. COVID restrictions on meetings and social gatherings.

2021 Goals

1. Support annexation and purchase of the ODOT property.
2. Complete sign landscaping.
3. Explore signage for creeks.
4. Restore socials when COVID restrictions allow

Any additional feedback to share with the City Council?

No.

Accounting of Neighborhood Association Grant Funds

Account Balance January 1, 2020	\$7213.37
Expenditures: Zoom invoices \$14.99/mo/Sept-Nov.	\$44.97
Deposits: City grant	\$740.00
Account Balance December 10, 2020	\$7909.00
Approved expense for social gatherings in 2021	\$500.00
Estimated expense for sign landscaping	\$3000.00

Estimated expense for signage of creek
Saving for Community Room at Park
(per Marylhurst Neighborhood Plan)

unknown



CITY OF

West Linn

2020 Advisory Group & Neighborhood Association Annual Reports

Parker Crest Neighborhood Association

[[None submitted]]



2020 Advisory Group & Neighborhood Association Annual Reports

Parks and Recreation Advisory Board

Group Leadership

Stacy Epsteen – Chair

Members – Mary Baumgardner, Vicki Handy, John Linman, Todd Olson, Sarah Silvernail and Eleanor Wynn.

Meeting Times, Dates & Location – 2nd Thursday of the month, 530 pm

February 13th – Bolton Room, City Hall

July 9, Aug. 20, Sept. 10, Oct. 8, Nov. 12, and Dec. 10 – All Virtual

2020 Accomplishments

1. Smooth transition of Parks and Rec Leadership.
2. Transitioning programming to pandemic conditions.
3. Transitioning PRAB to pandemic conditions.
4. Created signs for park safety
5. Restored tennis to skyline ridge
6. Addressed White Oak Savannah
7. Provided input to City Council for projects and priorities
8. Continued volunteer efforts even during pandemic

2020 Challenges

1. Pandemic conditions forcing virtual meetings.
2. Pandemic conditions impacted PRAB board plans for in-person citizen engagement.
3. Pandemic conditions impacted PR programming.
4. Extremely limited staff to sustain current operations. Limited staff to maintain extent of Parks acreage and recreation programming.
5. Pandemic conditions limited engagement opportunities.
6. The lack of a proactive system or process to manage repetitive special interest groups that divert a more strategic use of time.
7. Personal attacks, intimidation and threats to PRAB and staff.
8. Lack of support and representation by City Council Liaison.

2021 Goals

1. Maintain respectful dialogue and participate in the building a positive PRAB.
2. Consider new approaches for community outreach and input.
3. Develop a process for introducing and on-boarding new PRAB members.
4. PRAB member(s) will present PRAB recommendations or when PR topics are on the City Council Agenda.
5. In January, PRAB will create a 12 month agenda for PRAB with specific dates for specific topics published with transparency (see example below).
6. Prioritize projects based on Master Plans and GO Bond Plans.
7. Initiate and progress the Willamette Park Riverfront GO Bond plan.

8. Promote and recognize volunteer involvement.
9. Plan for post-pandemic conditions.

2021	Project A	Project B	Project C	Board Work
Jan				2021 Planning and Prioritize Projects and 12 month agenda with Board member based on Go Bond and Master Plan
Feb				Willamette GO Bond project overview
Mar				Park Safety Review Budget and Plan Review
Apr				West Linn Dog Planning
May				Programming Review
June				Budget and Plan Review
July				Volunteer Recognition
Aug				Park Review for accessibility, safety, maintenance, invasive species, etc. (passport worksheet)
Sept				Budget and Plan Review
Oct				Community Engagement Survey and Event
Nov				PRAB Self Evaluation
Dec				2022 Planning Budget and Plan Review

Any additional feedback to share with the City Council?

We would like to have input regarding the PRAB Liaison and improve the communication between PRAB and City Council.



2020 Advisory Group & Neighborhood Association Annual Reports

Planning Commission

Group Leadership

Gary Walvatne – Chair

Charlie Matthews – Vice-Chair

Meeting Times, Dates & Location –

First and Third Wednesdays of the month. Work sessions begin at 6:00pm and public hearings begin at 6:30pm. Meetings were held in Council Chambers until March when all meetings were held virtually. The Planning Commission met 16 times and twice in joint work sessions with City Council.

2020 Accomplishments

- Major/Minor Utility Definition Work Sessions (Feb. 5, May 6, June 3, July 1)
- 28-ft Street Width Work Sessions (Feb. 19, April 15, June 3)
- Docket Project Updates (July 1)
- MISC-20-04 Public Hearings (July 15, Aug. 19) – Two-year extension request for 34-lot Upper Midhill subdivision (approved in 2017) continued to Aug. 5th
- CDC-20-01 Public Hearing (Aug. 5) – 28-ft Street Width amendments recommended for approval, Major/Minor Utility definition amendments tabled
- MISC-20-06 Public Hearing (Aug. 5) – Two-year extension request for 34-lot Upper Midhill subdivision (approved in 2017) approved
- HB2001/2003 Discussion (July 1, Aug. 5, Sept. 8, Sept. 16)
- Joint Work Sessions with City Council (Sept. 8, Nov. 16)
- DR-20-02 Public Hearing (Sept. 16) – Class II Design Review to construct new single-story commercial building at 1575 Burns St. approved
- SUB-20-01 Public Hearings (Oct. 7, Nov. 4) – Six-lot subdivision request at 4096 Cornwall St. continued on Oct. 7th and approved on Nov. 4th
- ZC-20-01 Public Hearing (Oct. 21) – Comprehensive Plan and Zoning Map amendments at 1791 Blankenship Rd. recommended for approval by City Council
- VAR-20-03 Public Hearing (Oct. 21) – Class II Variance request to allow five single-family homes to take access via a shared private driveway at 2196 Tannler Drive approved
- DR-20-07 Public Hearings (Dec. 2, Dec. 16) – Class II Design Review to construct new commercial building at 5665/5639 Hood St. continued to Dec. 16th
- Annual Report Discussions (Nov. 18, Dec. 2)

2020 Challenges

- Adjusting to virtual meetings
- Public engagement in virtual meetings
- Finding resolution to the major/minor utility definition issue
- Making progress on Planning Docket priorities

2021 Goals

- Explore in-person meeting set-up with appropriate social-distancing and other protocols
- Receive training on Planning Commission roles and responsibilities
- Participate in HB2001/2003 policy discussions
- Work with Planning staff to complete docket projects

Any additional feedback to share with the City Council?

N/A



2020 Advisory Group & Neighborhood Association Annual Reports

Public Safety Advisory Board

Group Leadership

Thomas Freedland (Chairman)

Open (Vice Chairman) Mike Selvaggio accepted the position but he has resigned from the board

Kris Duncan (Secretary)

Meeting Times, Dates & Location –

The Public Safety Advisory Board met in January and February 2020; we adjusted our meeting night to the fourth Wednesday of the month at 6:00PM in the John Satter Community Room at the West Linn Police Department. The reason for this change was to facilitate greater participation by our Council liaison. We were considering fewer Board meetings and more frequent of smaller sub-committees on topical issues. COVID restrictions prevented us from meeting in person and completing our reorganization. Our city liaison has not been able to share the training needed for online Board meetings. Whenever that guidance is forthcoming, we expect to resume meeting remotely early 2021.

2020 Accomplishments

Promotion of the Map Your Neighborhood preparedness program continued throughout the early part of 2020. At the onset of the pandemic, our MYN Coordinator endeavored to post all the essential information online and presented a live promotion on the West Linn Police Department Facebook page.

2020 Challenges

The COVID lockdown has been the overwhelming challenge for the Board in 2020. We had started plans for both our primary projects, but could not implement them.

2021 Goals

In light of appointment of a new Police Oversight and Accountability Task Force, the future of the Public Safety Advisory Board is uncertain. Much of our charge to review patterns of criminal activity and gauge appropriate response appears to have shifted. In 2019, we also discussed the confusion the public experiences when a traffic safety concern emerges. Is this a function of PSAB or the more interdisciplinary Traffic Safety Committee?

If the City Council determines there remains a need for a citizen advisory group charged with preparedness for disasters, we recommend renaming the group, secure at least 9 citizens to participate and carry forward the following goals we identified for 2020:

- Continue with important board initiatives and outreach:
- Increase Map Your Neighborhood training sessions back to 2018 levels and to make the program available for remote attendance/training.
- Secure additional donors to continue the scholarship program enabling teens from West Linn to participate in Street Survival training.

- Work with TVF&R to raise awareness of actions citizens can take to prevent wildfires.
- Support the City to organize a 2021 Emergency Preparedness Fair
- Work with the Community Relations Coordinator to improve outreach for our established programs.



CITY OF

West Linn

2020 Advisory Group & Neighborhood Association Annual Reports

Robinwood Neighborhood Association

Group Leadership

AJ Handegard, President

Jon Burnett, Vice President

Kevin Bryck, Secretary/Treasurer

Jim O'Toole Ambassador

Meeting Times, Dates & Location

7pm second Tuesday every month at Robinwood Station. Actual: Less

2020 Accomplishments

Kept meeting mostly.

Live distanced Mayoral candidate presentation.

Addressed changes to Neighborhood Plan.

2020 Challenges

COVID

2021 Goals

Keep meeting

Any additional feedback to share with the City Council?

None

Accounting of Neighborhood Association Grant Funds

6/19	\$12.99	Website domain renewal
7/30	\$1000	Deposit
10/07	\$120	Consultant to format revised Neighborhood Plan



CITY OF

West Linn

2020 Advisory Group & Neighborhood Association Annual Reports

Rosemont Summit Neighborhood Association

Advisory Group/Neighborhood Association
Rosemont Summit Neighborhood Association

Group Leadership

Please indicate your group chair and vice chair, or president and officers.

Abby Farber, President

Christopher Groshko, Vice President

Stephanie Scott, Treasurer

William Ramirez, Secretary

Meeting Times, Dates & Location –

Please indicate the recurring dates, times and locations of your meetings. Also include the total number of times your group met in 2020.

We meet once a month, every month, on the first Thursday of each month from 7:00 – 8:30 PM (unless rescheduled due to holidays.) Our meetings usually take place at the West Linn Adult Activity Center, however due to COVID-19 restrictions and precautions, all meetings are currently taking place on Zoom.

In 2020 we will have held 9 business meetings and two candidate forums.

2020 Accomplishments

Please describe your group's notable accomplishments during 2020.

Met almost every month despite COVID-19 challenges

We met almost every month (at first in person, then using Zoom.)

Continued stewardship of Sahallie Illahee, Ibach, and Wilderness Park

Through the work of members David Kleinke and Bill Wilkins, work removing invasive species continued at these 3 parks. When social distancing requirements and bad weather came, David and Bill adjusted accordingly. We're very happy to see what a great improvement we've made in beating back blackberry, holly and ivy, and that the plantings we've made are doing OK.

Neighborhood Signs Installed

Signs at two locations in the RS neighborhood were installed by the City! We're very grateful for this and the signs look great. Our NA designed them and chose the locations.

Candidate Forums

We held two candidate forums—for City Council, Mayor and State Rep candidates. These were very well attended events and members appreciated being able to hear from the candidates. The events were non-partisan and all candidates were invited to speak.

Speakers/presentations

We invited speakers from "outside" groups including Tualatin Valley Fire and Rescue, Second Home, The W.L. Sustainability Advisory board, the new City Manager, and others.

Communications

We regularly sent via MailChimp a newsletter to our mailing list subscribers –at least once a month. We also sent emails if something important was happening in the City (pandemic info, post office, the toy drive, etc.) We also kept neighbors on the mailing list AND on Facebook and Nextdoor up-to-date on issues as well.

Neighborhood Association Presidents' Group

Abby Farber has attended every NAP meeting; she's the Secretary of the group and keeps the notes. She also participates and shares news of the RSNA as well as bringing news back to the NA.

Filled VP Vacancy

Christopher Groshko agreed to serve as Vice President.

2020 Challenges

Please describe challenges your group faced in 2020.

Attendance at meetings –having to meet by Zoom may possibly have cut attendance down a bit. Except for the Candidate Forums we average between 5-10 people per meeting.

We set some big goals for 2020.....that we did not always meet. Some were due to Covid-19, others that there simply are not enough people involved in the NA. We're proud about what we DID achieve especially the work in the parks and the neighborhood signs....perhaps this level of action is what we should aim for.

2021 Goals

What are your proposed goals for 2021, and how can the City Council assist your group in achieving these goals? Note that final advisory group goals should align with Council Goals and the mission of the City. Council advisory group liaisons should work with their advisory groups to relay Council direction following review of advisory group reports during Council Goal Setting in January 2021.

We've scaled back on what we hope to achieve, especially given COVID-19.

Goal – Monthly Meetings with Themes

In March 2021 we started assigning themes to each meeting. March's theme was Climate and Environment. April's will be Emergency Preparedness. We'll choose other themes and speakers for the rest of the year.

Goal – Purchase three benches for parks with inscriptions

We are purchasing via the Parks Department three benches –two for Sahallie Illahee park and one for Wilderness Park.

Goal – Host Grand Re-Opening Event for SI Park Playground

Once it is allowable to hold larger public events (hopefully by this summer or fall) we will host a grand reopening event at the SI Park playground.

Any additional feedback to share with the City Council?

Please include any additional information you would like the City Council to be aware of as they review your group's report.

We appreciate when Council members and City staff attend our meetings – you are always welcome. It would be great if at least one Councilor or City staff member could attend each of our meetings. Perhaps the five of you could split these up among yourselves. I think it's important for our residents to know that you are listening to us beyond reading this report.

2021 Potential Use of Funds:

Parks beautification – The NA has approved the sponsorship of three park benches at Sahallie Illahee Park and Wilderness Park.

Playground Opening Event – The NA will be involved in planning the celebration of the opening of the new playground at Sahallie Illahee Park. We intend to use funds to help pay for refreshments, signs, and other items that are not in the Parks Department budget.

Other – we have goals for 2021 (see goals section) all of which may incur expenses – printing materials, providing plants, equipment and snacks/refreshments for parks projects and other events. For example, we can fund neighborhood emergency kits for Map Your Neighborhood. We also want to continue to support efforts such as the Lions Club and other neighborhood HoAs in beautifying their areas. We're also going to do much more outreach to the community – perhaps with more events that have food and activities.

2020 Advisory Group & Neighborhood Association Annual Reports

Savanna Oaks Neighborhood Association

Group Leadership

President – Ed Schwarz

Vice President – Vacant

Secretary – Roberta Schwarz

Treasurer – Patrick McGuire

Meeting Times, Dates & Location

SONA meets bi-monthly on the first Tuesday in January, March, May, July, September, and November at 7:00 p.m.

In-person meetings are usually held in the Community Room of the TVF&R Fire Station on Willamette Falls Drive in West Linn.

In 2020, the January meeting was held in Bellagio's Pizza on Willamette Falls Drive due to unavailability of our usual meeting location.

Starting in March, our meetings have been held virtually using Zoom. SONA has met six times in 2020.

2020 Accomplishments

SONA recently received our **Firewise certification renewal for 2021**. Some insurance companies give a discount for living in a Firewise certified neighborhood. USAA is an example of a company that gives a discount. Firewise is administered by the National Fire Protection Association (www.nfpa.org).

SONA completed two big projects in 2020:

- The first was the **mowing of the tall grasses and invasive species in the 5-6 acres of meadows in the White Oak Savanna** (which was done with the generosity of 16 neighbor's donations this year).
- The second project was the filling of the "red box" eight times with a total of **about 105 cubic yards of wood fuel removed from the White Oak Savanna Park**. This wood came from the naturally felled trees which came down in the numerous windstorms we had during this year.

In addition, we completed the following:

- We had a small group **planting of 47 donated Sword Ferns in the White Oak Savanna** in the Fall done by six girls and their Moms and using the Covid-19 safety protocols.
- We had several families and small groups who planted **250 Camassia quamash bulbs in the Savanna** in the Fall. Covid-19 safety protocols were observed.
- **SONA made several presentations to the City Council** to advocate for the smaller-scale Natural Play Area that children in West Linn have been looking forward to for over three years.

- During the year, we hosted several speakers who provided information to our members on community issues. Examples include our new City Manager, West Linn Food Pantry, etc.

2020 Challenges

- **Fire break mowing of the White Oak Savanna Park.** Despite our efforts to work with the Park Department for mowing of the lower part of the White Oak Savanna, we were unable to convince them to provide the mowing. In the end, we reached out to several neighbors who paid their own money (\$1,200 in all) to have the park mowed.
- **Nature Play Area for the White Oak Savanna Park.** We found it difficult to work with the Parks and Recreation Advisory Board on the Nature Play Area for the White Oak Savanna Park. Despite our efforts to explain our reasoning for wanting a smaller, more natural, play area, many of the members of PRAB were upset by our request and resisted any changes to the original plan.

2021 Goals

- **White Oak Savanna Park Firebreak Mowing.** We hope to proactively work with the Parks Department to accomplish the mowing of the lower part of the White Oak Savanna Park as a firebreak.
- **Nature Play Area for the White Oak Savanna Park.** We look forward to helping finalize the plans for the Nature Play Area and work with the Park Department to begin construction of the Nature Play Area once funds are available.
- **Continue informing our members as to citywide issues and any communications from the city.**
- **Continue hosting speakers to keep our members informed.**

Any additional feedback to share with the City Council?

None

Accounting of Neighborhood Association Grant Funds

- In 2020, SONA's only expenditure was \$127.40 on a Zoom membership for our virtual meetings.
- As the Nature Play Area in the White Oak Savanna is built, we plan on spending some of our grant funds to assist with any items not in the original budget for the project which we feel will enhance the final result



2020 Advisory Group & Neighborhood Association Annual Reports

Skyline Ridge Neighborhood Association

Advisory Group/Neighborhood Association
Skyline Ridge

Group Leadership

Ryan Kling – President
Aaron Omlid – Vice President
Bryan Gilbert – Treasurer
Kate Byer – Secretary

Meeting Times, Dates & Location

NA Meetings in 2019/2020 fiscal:

- October 2019, W.L. Adult Community Center
- May 2020, Zoom meeting online
- March 2021, Zoom meeting online

Accomplishments

- Pool opening for 2021 with COVID restrictions
- Park tennis court and pickleball future

Challenges

- COVID-19 interruptions to pool opening
- Park destruction from storm

Goals

- Get park cleaned up following ice storm
- Get pool opened for summer

Any additional feedback to share with the City Council?

None

Accounting of Neighborhood Association Grant Funds

Current Bank Balance: \$2206.41

Aside from nominal administrative expenses there have been no significant expenditures due to the COVID-19 pandemic. Most of our NA spending goes toward the 4th of July party and the neighborhood garage sale advertising.



2020 Advisory Group & Neighborhood Association Annual Reports

Sunset Neighborhood Association

Group Leadership

President, Legion Anders

Vice President, Barbara Dobroth

Treasurer, Doreen Vokes

Secretary, Doug Vokes

Meeting Times, Dates & Location

Meeting dates = The 3rd Tuesday in January, April, September, and summer picnic (June or July) in Sunset Park

Times = 7pm

Location = Sunset Primary School

** because of Covid restrictions, we were able to only meet in January.

2020 Accomplishments

The redesign of Sunset Park was discussed with the parks director at our January 2020 meeting. We endorsed the plan as presented.

2020 Challenges

Due to COVID the park has not been completed as scheduled.

2021 Goals

- Work with the park director to ensure the completion of Sunset Park.
- At which time, we will schedule a neighborhood picnic/celebration of our new park.
- Reinstate the Adopt-a-Street program along Sunset Ave.
- Work with the city parks department to begin the process of designing a community gardens east of the tennis courts. This was initially discussed in 2018
- Resume our quarterly meetings via ZOOM

Any additional feedback to share with the City Council?

None

Accounting of Neighborhood Association Grant Funds

None



2020 Advisory Group & Neighborhood Association Annual Reports

Sustainability Advisory Board

Group Leadership

Cynthia Ellison, Co-chair

Terence Shumaker, Co-chair

Meeting Times, Dates & Location

Third Thursday of the month @ 6 – 7:30pm, Bolton Room, West Linn City Hall. Virtual meetings since April 2020. We met seven regularly scheduled times in 2020. Meetings in March, May, June, July and November were cancelled.

2020 Accomplishments

- Completed the addition of Appendix C, “Climate Action Plan Items,” of the *Sustainable West Linn Strategic Plan*.
- Sent a proposal to city council for the hiring of a new sustainability staff person. Current staff cannot handle the sustainability work that needs to be accomplished.
- Explored possible uses of city unimproved right-of-way properties that would require no additional maintenance by the city.
- Began the process of possible city enrollment in the Clackamas County *Leaders in Sustainability* program.
- Completed the SAB 2020 Goals and Tasks document for city council.
- SAB provided input to Jeremiah Kirk on new energy-saving lights in city hall.
- Began work on updating the SAB content on the West Linn city website.
- Explored new ways of providing educational workshops/videos on sustainability issues.
- Proposed the idea of purchasing electric vehicles for the city fleet.

2020 Challenges

- Maintaining a full committee of seven members, and rapid member turnover.
- Several meetings cancelled due to Covid-19 and city technical issues.
- Old Time Fair e-bike event and community education series cancelled due to Covid-19.

2021 Goals

GOAL 1: Continue to lobby for the hiring of a city sustainability staff person. The work that needs to be accomplished in the area of sustainability is far too great to be handled by existing staff.

GOAL 2: Enroll the city in the Columbia-Willamette Clean Cities Coalition, <https://www.cwcleancities.org>.

GOAL 3: Advocate for enrolling city buildings into the *Leaders in Sustainability* program from Clackamas County, <https://www.clackamas.us/recycling/work/getcertified.html>. Identify and

prioritize best buildings to start with, and with city council help, begin implementation of the program.

GOAL 4: Work with the city to develop and expand our Sustainability Education Series workshops. The focus should be on easily accessible digital content from the city website in lieu of traditional in-person workshops.

GOAL 5: Work with the city to reduce excessive water use in city parks, which can lead to a considerable cost savings for the city.

Any additional feedback to share with the City Council?

The sustainability work that needs to be done in the city can lead to money-savings in the future, but that work cannot be accomplished by the SAB as an advisory body, nor by existing city staff members. It needs the dedicated attention of a sustainability staff person. This should be a priority for the city council in 2021.



2020 Advisory Group & Neighborhood Association Annual Reports

Transportation Advisory Board

Group Leadership

Kim Bria – Chair

Rich Faith – Vice Chair

Meeting Times, Dates & Location

Bi-Monthly on the fourth Wednesday of the month, 6:00 pm, Bolton Room, West Linn City Hall. Inperson meetings January and February (joint meeting with Planning Commission). Virtual meetings since September, 2020. Total of four meetings in 2020, three regular and one joint. March, May, June, July and August meetings were cancelled.

2020 Accomplishments

- Joint meeting with Planning Commission regarding TSP and Development Code amendments, including a 28-foot wide local street cross-section as default for new subdivisions.
- Reviewed Willamette Falls Drive Concept Plan.
- Proposed sidewalk code review for clear standards and ADA requirements.
- Completed the TAB 2021 Goals and Tasks for city council.

2020 Challenges

- Meetings cancelled due to COVID-19 and city technical issues.
- Unable to have joint meeting with council due to COVID-19 impacts.

2021 Goals

- GOAL 1: Pavement Maintenance Management program approval (including crack and slurry sealing).
- GOAL 2: Robust partnerships with City/neighboring cities/Clackamas County for regional representation to ODOT on I-205 Tolling Project.
- GOAL 3: HB2001 Impacts, including ADA at sidewalk/driveway ramps.
- GOAL 4: Willamette Falls Drive back-in parking review for final striping.
- GOAL 5: Sidewalk Code Review.
- GOAL 6: Safe Routes to School (overall promotion of SRTS and design review for projects).
- GOAL 7: City Website (on transportation info resources and updates)

Any additional feedback to share with the City Council?

The I-205 Tolling Project proposal impacts the West Linn Transportation System Plan (TSP), existing transit options, Willamette Falls Drive Concept Plan, pavement maintenance plan, and Safe Routes to School. It is critical that the new council communicates with neighboring cities and regional partners for representation to ODOT, and brings new findings and milestones to city engineer and TAB.



CITY OF

West Linn

2020 Advisory Group & Neighborhood Association Annual Reports

Utility Advisory Board

Group Leadership

Jon Miller – Chair

Jocelyn Pease – Vice Chair

Meeting Times, Dates & Location

Traditionally, 6:00 PM on the second Tuesday of alternate months; more frequently as needed. UAB meetings are held at West Linn City Hall in the Bolton Conference Room. Due to COVID19 pandemic, we met once together in February at West Linn City Hall, then, due to the State of Oregon restrictions, we met virtually on WebEx October 13 and November 10.

2020 Accomplishments

- Continued review and discussion of water rates in conjunction with water use and system repair/replacement needs.
- Approval of FY 2021 5% water rate increase recommendation to City Council.
- By fiscal year 2023 an increase of rates beyond the 5% annual increase may be needed to meet system replacement needs, including earthquake resistance upgrades. Preliminary discussion of Revenue or General Obligation bonds, Federal Government financial assistance or dramatic water rate increases to address future FY water fund budget shortages.

2020 Challenges

- Impact of COVID19 on City of West Linn, SFWB and UAB.
- Onboarding new and current Board members to remote virtual meetings.

2021 Goals

- Continue review of water rates to determine if future rate increases are necessary.
- Determine the responsibilities of the UAB with respect to the anticipated 2023 budget shortfall
- In 2021, should COVID State of Oregon restrictions for open meetings no longer apply, schedule UAB meetings at SFWB and the Tri-City Wastewater Treatment Plant.
- Keep apprised of and provide input to City Council related to the new COWL Water Master Plan.

Any additional feedback to share with the City Council?

The UAB will need to coordinate with City Council and City staff utility leadership to explore options for addressing the projected 2023 budget shortfall.



2020 Advisory Group & Neighborhood Association Annual Reports

Willamette Neighborhood Association

Group Leadership

Kathie Halicki, President

Julia Simpson, Vice President

Elizabeth Rocchia, Treasurer

Mary Baumgardner, Secretary

Meeting Times, Dates & Location

Jan. 8, 2020 7:00 pm West Linn Police Station

Feb. 12, 2020 7:00 pm West Linn Police Station

March 11, 2020 7:00 pm West Linn Police Station

June 10, 2020 7:00 pm Willamette Park

July 8, 2020 7:00 pm Willamette Park

Aug. 8, 2020 7:00 pm Willamette Park

Sept. 16, 2020 7:00 ZOOM rescheduled from 9/9 due to poor air quality

Oct. 14, 2020 7:00 pm ZOOM

Nov. 11, 2020 7:00 ZOOM

Nov. 18, 2020 7:00 ZOOM Special Meeting

Dec. 9, 2020 7:00 ZOOM

2020 Accomplishments

- We held monthly board meetings to come up with agenda for meetings
- We held officer elections for board members
- We held a candidates forum for mayor and city council candidates
- We supported an Eagle Scout Project for Mason Bee houses
- Kept the members informed on updates citywide, ODOT, Willamette Falls Construction, Dollar Street School Project, Land Use projects, Main St.
- The Board met with our new City Manager (Jerry)
- We supported the West Linn Food Pantry and made announcement at each meeting
- We started using ZOOM, still learning
- We passed along names for the Police Oversight Committee
- We supported the businesses along Main St., mentioned them at every meeting
- We informed Planning about Parkrose Hardware work being done without city knowledge
- We salvaged 5 wooden benches from the Main St. construction (that were to be disposed of) and are refurbishing them.
- We sent out annual postcard informing people of our meetings, who we are
- We are in the process of “tweaking” our bylaws.
- We have remained in the forefront to keep our Post Office here in West Linn
- We have attended multiple pre-application meetings (at least 15) for our neighborhood
- Completion of Willamette Falls Dr. construction

2020 Challenges

- Fire/evacuation/smoke
- COVID 19
- ZOOM and Webex – still in the learning process
- Removal of noxious weeds on Tannler Dr./Blankenship – still working to get the dead ones removed.
- Still working on getting more “gateway” signs to clarify where WNA boundaries are. There is constant confusion as to which NA residents belong to.
- Athey Creek Dollar St. school project.
- I -205 Tolling coming soon
- Closing of Post Office
- Traffic
- Businesses hurting/ closing during pandemic/Willamette Falls Dr. construction
- Willamette Falls Dr. construction
- Communication between city and NA (a survey, announcement, etc. would be made public after our latest meeting and then the entities that put out/request the information make the deadline before we have our next meeting). We ask that the city look at the calendar before setting deadlines.
- Mail Chimp – confusing to use, some members not receiving notifications, some emails dropped. Seems like there should be a simpler/easier way.
- Illegal temporary signs
- City email being down for extended periods of time (almost 2 weeks)

2021 Goals

- Continue to support the Food Pantry
- Better communication with the city
- Get better at ZOOM and Webex
- Increase membership
- Restart the “gateway” sign project
- Elect a new secretary
- Do another post card
- Update our membership
- Keep track of all the land use projects, and keep members informed.

Any additional feedback to share with the City Council?

- Do whatever is needed to stop the tolling on 205
- Keep WNA informed on the 10th St. construction.
- Keep the Post Office in West Linn (even if it needs to move to another neighborhood). Once they leave, they will not be back.
- Not all of us are tech savvy. We may need to print this out and get a hard copy to you via the Finance Dept. (Nancy) (old school)
- Willamette Neighborhood Assoc. Financial Records Jan. 2020 – Dec. 2020

Accounting of Neighborhood Association Grant Funds (Next Page)

Willamette Neighborhood Assoc. Financial Records Jan. 2020 – Dec. 2020

1/1/2020 balance	\$3884.33
1/20/2020 office supplies	-316.61
2/1/2020 balance	\$3567.61
2/20/2020 grant to WL Food Pantry	-1,000.00
3/1/2020 balance	\$2567.72
4/1/2020 balance	"
5/1/2020 balance	"
6/1/2020 balance	"
7/1/2020 balance	"
West Linn Stipend	+\$1340.00
7/13/2020 Gift Card	- 59.72
8/1/2020 balance	\$2848.11
9/1/2020 balance	"
9/10/2020 ZOOM Acct.	-\$149.99
10/1/2020 balance	\$2798.21
11/1/2020 balance	"
12/1/2020 balance	"

Elizabeth Rocchia, treasurer