

# 2024



CITY OF  
**West  
Linn**

Community Advisory Group  
Annual Reports



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# West Linn

## 2024 Community Advisory Group Annual Report

### Advisory Group Name

Arts and Culture Commission

### Group Leadership

Chair: Charity Hudnut

Members: Julie Matthiessen, Suzanne Wells, Shatrine Krake, Christine Linder, Lauren Beeney

### Meeting Times, Dates & Location

Monthly meetings were held on the first Wednesday of each month @ 5PM in the Community Room at the West Linn Library.

We met 9 times in 2024:

- January 9
- February 7
- March 6
- April 5
- May 1
- June 5
- September 4
- October 2
- November 6

### 2024 Accomplishments

*Please describe your group's notable accomplishments during 2024.*

2024 was a very productive year where we grew our committee membership and participated in more community activities and projects than in 2023.

Spring: Planning meetings for Various Activities including: Summer Street Market Booth, Art Show, Holiday Arts & Craft Tables, and planning for Bike Kiosk Call for Art. We also created a list of art on display in West Linn to expand the list already on the Library website. Bookmarks were created with a QR code to link to the art listing with descriptions and links to the artist's websites, if available. Bookmarks were very popular to have available at events and to give away at the library.

Summer: We had a booth at Willamette Summer Street Market to create excitement and awareness of the Arts and Culture Commission once a month in the summer. We had a coloring tablecloth for visitors to doodle on, and take a bookmark or a flyer about the ACC.

August 5-September 20: we launched our Call for Artists, here are the details:

Transform West Linn's Bike Repair Kiosk!

The City of West Linn Arts and Culture Commission, in partnership with Historic Willamette Main Street, invites artists to submit proposals to enhance our new bike repair kiosk with the theme "Where Rivers and People Meet." This is a unique opportunity to turn a functional infrastructure into a vibrant community asset on Willamette Falls Drive.

- Proposal Deadline: September 20, 2024
- Budget: \$7,500 (all-inclusive)

We seek dynamic and inclusive artwork that celebrates movement, connectivity, and community. The kiosk will feature transparent walls, providing a canvas for your creativity. Submissions should consider natural light interaction and be scalable to fit the space. This opportunity allows you to create a public art piece that combines utility and beauty along our much loved, highly visible Main Street. Don't delay and submit your proposal today!

Fall: October Fall Art Show in the Community Room with a reception. Art was selected from a variety of submissions from the area (not just West Linn) to participate with the theme of 'Inspired by West Linn.' Reception was well received and well attended. We created a digital booklet that was accessible by QR code that showcased all the artists and their submitted work with pricing. From October 5th - 31st we had 88 people scan and interact with the booklet.

November: we hosted an arts & crafts table at the WL Parks & Rec Annual Holiday Bazaar (in the Adult Community Center), providing materials, supervision and holiday spirit for creating sustainable ornaments and winter art (all ages).

December: we hosted an arts & crafts table at the Winter in Willamette Holiday Market (in the Willamette United Methodist Church), providing materials, supervision and holiday spirit for creating sustainable ornaments and winter art (all ages).

One of the biggest accomplishments this year was collaborating with the City, along with Historic Willamette Main Street, on the Bike Kiosk Call for Art project, to implement art into the structure. This took a lot of outside planning, time, and meetings with the planners, as well as during the art selection process. We are excited to see the end result with the artist that was chosen collectively with the City.

## **2024 Challenges**

*Please describe challenges your group faced in 2024.*

Some of the challenges that we faced were not meeting often enough to move some of the items along quickly enough, or being stalled by the City based on financial decisions. At our events we could use more volunteers to help.

## **2025 Council Priorities**

*What issues do you think the Council should focus on as they go into their annual priority-setting retreat? Do you have recommendations about how the issues could be resolved? Council will take this advice into consideration as they prepare for goal setting. Community advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.*

- Now that we have worked through understanding and finalizing with the City's attorney how the Percent of the Arts budget approval process works, it would be great to streamline this process as much as possible to ensure that the A&CC can bring ideas to Council for approval quickly and efficiently. Consequently, we can work to implement art projects more quickly.

## **2025 Goals and Council Direction**

*What goals and recommendations to Council would your group like to work toward advising Council on in 2025? What specific direction on these goals and projects does your group need from Council?*

- Our group has many ideas that we could utilize to enhance the cultural attraction of our City. Expanding this into a larger group would be wonderful if we could. One of the ideas we have is a walking artist sculpture path which will take more time and coordination with the City for where this could occur.
- Instead of Farmer's Market in 2025 we are considering joining efforts with the Parks & Rec Department to have a booth at some of the Music in the Park and Movie nights with Artists in Action.

### **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.*

This year we have flourished and grown our reach. With the dynamic versatility and improved engagement of the group members, we could be our own division for the City! We would love to see more of our City's history highlighted, incorporating additional art throughout the City, created by artists who can tell this story.



## 2024 Community Advisory Group Annual Report

### **Advisory Group Name**

Committee for Community Involvement (CCI)

### **Group Leadership**

Shannen Knight – Chair

Vicki Olson – Vice-Chair

### **Meeting Times, Dates & Location –**

Fourth Tuesday of the Month at 6:00pm in the Bolton Conference Room, First Floor City Hall.

The CCI met seven (7) times in 2024.

### **2024 Accomplishments**

- Reviewed Vision 43 Community Engagement Plan
- Reviewed/Recommended Vision 43 Working Group Members to City Council
- Reviewed/Recommended Housing Production Strategy Project Working Group to City Council
- Received Briefing on Community Recreation Center Feasibility Study Engagement
- Received Briefing on Engagement in Public Works Projects
- Received Briefing on CFEC Implementation
- Received Briefing on Housing Production Strategy Project
- Finalized Recommendation Letter to City Council, re: Develop a Citywide Engagement Plan

### **2024 Challenges**

- Communication with/between other community advisory groups
- Continued confusion in the community on engagement in development review projects versus land use planning projects

### **2025 Council Priorities**

*What issues do you think the Council should focus on as they go into their annual priority-setting retreat? Do you have recommendations about how the issues could be resolved? Council will take this advice into consideration as they prepare for goalsetting. Community advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.*

- Set up annual community advisory groups group meeting
- Develop a City-wide engagement plan with best practices and tools that all City projects would utilize to varying degrees depending on the scope/need
- Continue improving the message and exploring tools to help increase community engagement in City projects
- Request final evaluation report on Waterfront and Vision43 engagement efforts to share with CCI
- Continue improving the City's website

**2025 Goals and Council Direction**

*What goals and recommendations to Council would your group like to work toward advising Council on in 2025? What specific direction on these goals and projects does your group need from Council?*

- Appoint the CCI to work with staff on development of a City-wide engagement plan and provide funding in the budget to hire a consultant to assist

**Any additional feedback to share with the City Council?**

- Please recognize the Planning staff for outreach of the Waterfront and Vision43 projects.

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



## 2024 Community Advisory Group Annual Report

### Advisory Group Name

- Economic Development Committee (EDC)

### Group Leadership

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

- Josh Carter (Chair), Heather Jones (Vice Chair)
- Chris Myers, Staff Liaison starting in October 2024

### Meeting Times, Dates & Location –

*Please indicate the recurring dates, times and locations of your meetings (i.e. 2<sup>nd</sup> Thursdays of the Month at City Hall). Also include the total number of times your group met in 2024.*

- Monthly meetings, 2<sup>nd</sup> Thursday, 6pm, City Hall/Virtual
- 5 total meetings in 2024
- 2 of those meetings were training sessions

### 2024 Accomplishments

*Please describe your group's notable accomplishments during 2024.*

- Limited accomplishments
- VISION43 collaboration

### 2024 Challenges

*Please describe challenges your group faced in 2024.*

- No clear objectives
- Quorum challenges
- Lacking staff direction and support
- Lack of focus, goals
- Lack of consistent meetings

### 2025 Council Priorities

*What issues do you think the Council should focus on as they go into their annual priority-setting retreat? Do you have recommendations about how the issues could be resolved? Council will take this advice into consideration as they prepare for goalsetting. Community advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.*

- The overall economic development of the City
- Programs that will help bring businesses to West Linn
- Programs that help support existing businesses

### 2025 Goals and Council Direction

*What goals and recommendations to Council would your group like to work toward advising Council on in 2025? What specific direction on these goals and projects does your group need from Council?*

- Update the Economic Opportunities Analysis, last completed in 2016

- Continued support to VISION43

**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.*

- Members have expressed a desire to accomplish something as a committee
- Feel that without clear direction from council they are simply meeting to meet
- Without clear direction from council and tasks to be completed it is difficult to get consistent attendance from committee members
- EDC loses committee members when they don't have something to work on
- Ask for one achievable goal from council
  - Possibly be the working group for an update to the Economic Opportunities Analysis



## **2024 Community Advisory Group Annual Report**

### **Advisory Group Name**

Historic Review Board (HRB)

### **Group Leadership**

James Manning, Chair

John Steele, Vice Chair

Rory Bialosky, Council Liaison

Lynn Schroder, Staff Liaison

### **Meeting Times, Dates & Location**

Third Tuesday of every month at 6pm.

In 2024, the HRB conducted eight regular meetings, one emergency meeting, one joint meeting with the City Council, and a tour of the Willamette Falls Commercial Design District. The HRB was unable to achieve quorum at one meeting.

### **2024 Accomplishments**

- Facilitated public participation and review and comment in the recommendation of the McLean House to the National Register as required by the Certified Local Government agreement with the National Park Service and Oregon Parks & Recreation.
- Conducted a tour of the Willamette Falls Commercial Design District to better understand the commercial activities and overall context of the existing buildings.
- Drafted a Historic Review Board Mission Statement for City Council consideration and approval. The intent of the Mission Statement is to clarify the role of the HRB.
- Received briefings on the VISION43 and Waterfront Projects.
- Received comments from Jody Carson, current Board Member of the Willamette Falls & Landings Heritage Area Coalition and Historic Willamette Mainstreet requesting that the City ensure that historic preservation goals are integrated into city plans, codes, and design guidelines, especially for projects like those on Moore's Island. She also urged the City to refresh the city's historic inventory.

### **2024 Challenges**

- Design Exceptions in CDC Chapter 58.
- Underground Parking in the Willamette Falls Commercial Design District and its impact to the elevation changes to the site (Chapter 58).
- Difficulty building a contemporary commercial building in the Willamette Falls Commercial Design District with the required design parameters of Chapter 58.

### **2025 Council Goalsetting**

- HRB requests the Council:
  - Adopt the proposed HRB Mission Statement and giving the committee and the public guidance on the purpose of the HRB.
  - Add to the Planning Docket a review the ambiguities and conflicts of the design standards and approval procedures contained in CDC Chapter 58 (Willamette Falls Drive

Commercial Design District), and to present Council with a list of recommended code changes. This work would include revisiting the appropriateness of requiring all new construction to adhere to the Western False Front style of 1880-1915.

- Provide matching funds for 2025 CLG Grant application for a Historic Inventory.
- Prioritize the appointment of property owners and occupants within the Willamette Historic District and Willamette Neighborhood to the HRB.

#### **2025 Goals and Council Direction**

- Provide guidance on the City's wayfinding and branding initiative, recommending improved connections between historic landmarks, and connecting historic stories.

#### **Any additional feedback to share with the City Council?**

- The Community Development Code (CDC) splits decision-making authority between the HRB and the Planning Commission in overlapping and competing ways, challenging the city's ability to make timely and unified decisions. The HRB encourages the City Council to add to the Planning Docket a review of the effectiveness and appropriateness of this approval procedure and present council with a list of recommended code changes to amend the approval process.



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## 2024 Community Advisory Group Annual Report

### Advisory Group Name

Library Advisory Group

### Group Leadership

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

Chair: Janet Dalgaard

Vice Chair: Martha Swanson

### Meeting Times, Dates & Location –

*Please indicate the recurring dates, times and locations of your meetings (i.e. 2<sup>nd</sup> Thursdays of the Month at City Hall). Also include the total number of times your group met in 2024.*

The Library Advisory Board meets quarterly on the third Tuesday of the month at 5pm in the Community Room at the West Linn Library (with a hybrid online option as well). LAB met in February, May, August and November for a total of 4 meetings.

### 2024 Accomplishments

*Please describe your group's notable accomplishments during 2024.*

- Provided feedback on the initial draft of Community Room Use Policy; later approved updated Community Room Use Policy
- Planned first ever Cultural Pass Field Trip outside of LAB Meeting to become more familiar with Cultural Pass offerings and to get to know each other more
- Stayed updated on the efforts of the West Linn Library Foundation when it came to fundraising, events and current projects for which they could assist in publicizing these throughout the wider community
- Lastly, started to discuss initial Strategic Planning steps in preparation for LAB members to provide feedback on community needs and survey questions to share with wider public

### 2024 Challenges

*Please describe challenges your group faced in 2024.*

With our revised meeting schedule and frequency, we had no challenges with ensuring a quorum as we did in years past. It was a bit of a challenge to find a time that worked for the overall group to take a Cultural Pass Field Trip, but we still made it happen!

### 2025 Council Priorities

*What issues do you think the Council should focus on as they go into their annual priority-setting retreat? Do you have recommendations about how the issues could be resolved? Council will take this advice into consideration as they prepare for goalsetting. Community advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.*

No feedback at this time.

## 2025 Goals and Council Direction

*What goals and recommendations to Council would your group like to work toward advising Council on in 2025? What specific direction on these goals and projects does your group need from Council?*

No feedback at this time.

## 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.*

LAB members wanted to ensure Council was aware of the alarming trends in censorship attempts across the country in recent years and the implications that censorship has on diversity, equity, inclusion and belonging. So far the West Linn Library has had no formal requests or complaints to remove materials, but want to ensure Council is aware of the increase in censorship attempts nationally.

In 2023, the last year for which complete data is available, the number of titles targeted for censorship at public libraries in particular increased by 92% over the previous year. Of special concern is the fact that titles representing the voices and experiences of LGBTQIA+ and BIPOC individuals made up 47% of targeted censorship attempts. While censorship affects everyone, it disproportionately affects and harms communities that have been marginalized, further perpetuating misunderstanding and discrimination, and exacerbating social inequities.

More data available here: <https://www.ala.org/bbooks/book-ban-data>



## 2024 Advisory Group & Neighborhood Association Annual Report

### Advisory Group/Neighborhood Association: Parks and Recreation Advisory Board

#### Group Leadership

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

- Co-Chair: John Linman
- Co- Chair: Vicki Handy
- Chris Owens
- Stacy Epsteen
- Diana Lavery
- Karen Kellog
- Todd Olson
- Council Liaison: Kevin Bonnington
- Staff: Megan Big John
- Staff: Tarra Wiencken

#### 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 2024.*

| Meeting Date | Meeting Discussion                                                                                                                                                       | Board Preparation in advance                                                                              | Output from meeting                                                                                                           |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| January 11   | <ul style="list-style-type: none"><li>• New Board Member Orientation</li><li>• Framework for 2023 Parks and Rec Meeting Plan</li><li>• Park resources for dogs</li></ul> | <ul style="list-style-type: none"><li>•</li></ul>                                                         | <ul style="list-style-type: none"><li>• Minutes</li><li>• Plan for New Members</li><li>• Framework for Meeting Plan</li></ul> |
| February 8   | <ul style="list-style-type: none"><li>• Parks and Recreation Priorities and Plan</li><li>• Rec Center</li></ul>                                                          | <ul style="list-style-type: none"><li>• Read draft and add input</li></ul>                                | <ul style="list-style-type: none"><li>• Minutes</li><li>• First Draft 2024 Parks and Rec Meeting Plan</li></ul>               |
| March 14     | <ul style="list-style-type: none"><li>• Recreation Center</li><li>• Bee City</li><li>• Tree City USA</li></ul>                                                           | <ul style="list-style-type: none"><li>• Investigate efforts and resources related to bee / tree</li></ul> | <ul style="list-style-type: none"><li>• Minutes</li><li>•</li></ul>                                                           |
| April 11     | <ul style="list-style-type: none"><li>• Recreation Center</li><li>• Tree Code and Care</li></ul>                                                                         | <ul style="list-style-type: none"><li>• Look at tree code</li></ul>                                       | <ul style="list-style-type: none"><li>• Minutes</li></ul>                                                                     |
| May 9        | <ul style="list-style-type: none"><li>• Recreation Center</li><li>• Sustainability</li></ul>                                                                             | <ul style="list-style-type: none"><li>•</li></ul>                                                         | <ul style="list-style-type: none"><li>• Minutes</li></ul>                                                                     |

| Meeting Date | Meeting Discussion                                                                                           | Board Preparation in advance                                                                           | Output from meeting                                                                             |
|--------------|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| June 13      | <ul style="list-style-type: none"> <li>Recreation Center</li> </ul>                                          | <ul style="list-style-type: none"> <li></li> </ul>                                                     | <ul style="list-style-type: none"> <li>Minutes</li> </ul>                                       |
| July 11      | <ul style="list-style-type: none"> <li>Recreation Center</li> <li>Budget Update</li> </ul>                   | <ul style="list-style-type: none"> <li></li> </ul>                                                     | <ul style="list-style-type: none"> <li>Minutes</li> </ul>                                       |
| August 8     | <ul style="list-style-type: none"> <li>No meeting</li> </ul>                                                 | <ul style="list-style-type: none"> <li></li> </ul>                                                     | <ul style="list-style-type: none"> <li></li> </ul>                                              |
| September 12 | <ul style="list-style-type: none"> <li>Project Updates</li> <li>Summer Activities Review</li> </ul>          | <ul style="list-style-type: none"> <li></li> </ul>                                                     | <ul style="list-style-type: none"> <li>Minutes</li> </ul>                                       |
| October 10   | <ul style="list-style-type: none"> <li>Willamette Park Projects</li> </ul>                                   | <ul style="list-style-type: none"> <li></li> </ul>                                                     | <ul style="list-style-type: none"> <li>Minutes</li> </ul>                                       |
| November 14  | <ul style="list-style-type: none"> <li>Adult Community Center</li> <li>Year in review reflections</li> </ul> | <ul style="list-style-type: none"> <li></li> </ul>                                                     | <ul style="list-style-type: none"> <li>Minutes</li> </ul>                                       |
| December 12  | <ul style="list-style-type: none"> <li>Strategic review of progress</li> </ul>                               | <ul style="list-style-type: none"> <li>Review 2024 plan and provide input to year in review</li> </ul> | <ul style="list-style-type: none"> <li>Minutes</li> <li>2024 Report for City Council</li> </ul> |

For all City of West Linn events, go to this link at <https://westlinnoregon.gov/calendar>.

|        |         |                                                                    |
|--------|---------|--------------------------------------------------------------------|
| Jan    | 1/14    | Willamette River Polar Bear Plunge                                 |
| Feb    | 2/10    | Sweetheart Family Valentine's Dance                                |
| March  | 3/1-16  | Lucky the Leprechaun Hide & Seek                                   |
| April  | 4/1-5   | Arbor Week                                                         |
|        | 4/20    | Earth Day Workday at Field's Bridge Park                           |
| May    |         | Willamette Street Market begins weekly on Wednesdays 4 – 8         |
| June   | 6/17    | Juneteenth Celebration at the Garage                               |
|        | 6/17-23 | Pollinator Week Celebration                                        |
| July   | 7/12-14 | Old Time Fair at Willamette Park                                   |
|        | 7/25    | Music In the Park at Tanner Creek – Brewer's Grade                 |
| August | 8/1     | Music In the Park at Tanner Creek- Collective Nation               |
|        | 8/8     | Music in the Park at Tanner Creek- Red Light Romeos                |
|        | 8/15    | Music In the Park at Tanner Creek – Jennifer Batten and Full Steam |

|                  |             |                                                         |
|------------------|-------------|---------------------------------------------------------|
|                  | 8/22        | Music In the Park at Tanner Creek – Ants in the Kitchen |
|                  | 8/6, 13, 20 | Movies in the Park at Willamette Park at dusk           |
| <b>September</b> |             |                                                         |
| <b>October</b>   | 10/12       | Fall Festival                                           |
| <b>November</b>  | 11/16-17    | Holiday Bazaar at Adult Community Center 9:00 am        |
| <b>December</b>  | 12/6        | Holiday Tree Lighting and Community Celebration 6 pm    |
|                  | 12/14       | Holiday Sweater Dash 8:30 am & Holiday Parade 10 am     |

Based on feedback from City Council liaison, visitors, and our observations, this captures the 2024 year in review.

## 2024 Accomplishments

*Please describe your group's notable accomplishments during 2023.*

1. PRAB fostered a healthy committee culture:
  - Sustained a welcoming atmosphere for participants and guests.
  - We work well together and participate.
  - We are present with deeply rooted ownership.
  - Respectful and cohesive group.
  - Board members are not position-based
  - Look for what is best for the community
  - Altruistic approach
2. PRAB sustained an effective process:
  - We are strategic and look at all points of view in our discussions.
  - We focused on how any questions relate to the Master Plan.
  - We develop and work off of the PRAB Plan established at the first of the year.
  - Effective facilitation
  - Structured approach
  - Engaging each member of the Board and visitors
  - We do well with an assignment prior to the meeting. We want to increase this in the upcoming year.
3. PRAB's engagement in the process to investigate and consider a Community Recreation Center (CRC)
  - PRAB's input was integrated into each step by the City and the consulting team.
  - The CRC process ensured high engagement
  - PRAB had a clear role and stayed engaged
  - Transparency at each step.
  - CRC-related events engaged the community.
  -
4. PRAB reflections regarding Parks Director, Megan Big John
  - Megan does the "right" thing, even if it's difficult.
  - She is fair and listens to all stakeholders
  - PRAB supports Megan's efforts to define and add structure to processes, policies, maintenance, and all operations.
  - Megan supports and engages the Parks and Rec staff, looking for ways to empower staff elevating their impact.
  - Megan is experienced, knowledgeable, and well-networked to provide examples of best practices for implementation in West Linn.
  - Megan's work with PRAB has been outstanding; bringing transparency and a collaborative approach. She is refreshing.

## 2024 Challenges

*Please describe challenges your group faced in 2023.*

1. Regardless of the high engagement and positive feedback, the Community Recreation Center was ultimately not supported by polling of voters.
2. West Linn Parks and Rec staff manages many activities, acreage, and projects with an extremely small and mighty staff.
3. PRAB is concerned at the scope of responsibilities and projects on our Director. The demand for ongoing operations, maintenance, volunteer leadership, and project management is high for a single director and the limited staff. PRAB recognizes that the additional demand of creating structure to Parks and Recreation processes and addressing past problems makes this staff structure unsustainable. Adding facilities to the workload creates an unrealistic set of expectations.
4. Historically, we have meeting in the parks during the summer months. Technology is cited as the challenge. This is something we wish to resolve for 2025.
5. As an Advisory Board, we need a clear process for communicating with the City Council.
6. We want to get information (read ahead) prior to the meeting so we can use our time for discussion.

### **2025 Council Goalsetting**

*What issues do you think the Council should be thinking about as they go into their annual priority setting retreat? Do you have recommendations about how the issues could be resolved? Council will take this advice into consideration as they prepare for goalsetting.*

1. GO Bond Project completion
  - a. Willamette Park Waterfront planning and
  - b. Non-Motorized Boat
2. Work on better collaborative, centralized project management to leverage communications, engagement, planning, and accountability.
3. Resolve Oppenlander situation. If the resolution is to pursue acquisition, the budget must reflect the cost of upgrading the property for use and ongoing maintenance.
4. Support the refining of Parks and Recreation programming and asset utilization.

### **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.*

1. Our Council Liaison, Kevin Bonnington is a positive member of our team. Consistency with the Council Liaison is valuable to us.
2. The Mayor and the Council have been open and listen to the advisory board.

### **Accounting of Neighborhood Association Grant Funds**

*Applicable only to Neighborhood Associations receiving grant funding. In accordance with the NA Grant Policy approved by Council, please provide a detailed accounting of grant spending in 2023 and information on planned spending for 2024 and into the future. Feel free to email separate attachments, if needed, to [ddigby@westlinnoregon.gov](mailto:ddigby@westlinnoregon.gov)*



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# West Linn

## 2024 Community Advisory Group Annual Report

### Advisory Group Name

Planning Commission (PC)

### Group Leadership

John Carr – Chair

Joel Metlen – Vice-Chair

### Meeting Times, Dates & Location –

First and Third Wednesday of the Month at 6:00pm in the Council Chambers, Second Floor City Hall.  
The Planning Commission met 15 times in 2024.

### 2024 Accomplishments

- CUP-23-01 Public Hearing (Feb. 7) – Conditional Use Permit for Calaroga Pump Station
- DR-23-01 Public Hearing (Feb. 21) – Class II Design Review for Commercial Building
- DR-24-01 Public Hearing (May 1) – Class II Design Review for Mixed-Use Building
- VAR-24-05 Public Hearing (Nov. 6) – Class II Variance for Access in a Minor Partition
- 2024 West Linn Water System Master Plan Update Public Hearing (May 15)
- West Linn Waterfront Project Briefing (Mar. 6)
- Vision 43 Project Briefing (Mar. 6, Sept. 18)
- Planning Docket Discussion (Mar. 6, Mar. 18 w/CC)
- Code Process Amendments Work Session (April 3, June 5, July 17, Aug. 7, Aug. 21)
- CFEC Code Amendments Work Session (April 3, June 5, July 17, Aug. 21, Sept. 18)
- Housing Production Strategy Work Session w/City Council (June 17, Nov. 18)
- CDC-24-01 Public Hearing (Oct. 2) – CFEC Code Amendments
- CDC-24-02 Public Hearing (Oct. 16) – Code Process Amendments
- Annual Report Discussion (Dec. 4)
- Community Advisory Group Training (Jan. 22)

### 2024 Challenges

- Public engagement in legislative projects
- Providing guidance to community members on how to engage in issues at a public forum not specific to the role of the Planning Commission

### 2025 Council Priorities

- Adoption of the Housing Production Strategy
- Creation of affordable housing opportunities/projects
- Adoption of Waterfront Vision Plan and associated implementation tools (zoning, code, and design standards)
- Adoption of the Vision43 Plan and associated implementation tools (zoning, code, and design standards)
- Improvements to the Community Development Code for ease of implementation
- Promoting meaningful community engagement
  - o Use different platforms to make meetings more accessible
- Continue cultivating relationships with public partners and agencies

## 2025 Goals and Council Direction

- Implementation of Housing Production Strategies
  - Housing Production
  - Affordable Housing
- Implementation of the 2018 CCI Report

## Any additional feedback to share with the City Council?

- Pleased the City now has an in-house City Attorney
  - Will improve quasi-judicial proceedings
  - More efficient review of code amendment proposal



## 2024 Advisory Group & Neighborhood Association Annual Report

### **Advisory Group/Neighborhood Association**

- Sustainability Advisory Board (SAB)

### **Group Leadership**

- Co-Chair: Greg Smith – July 2022 – July 2024
- Co-Chair: Mike Carlson – November 2022 – November 2024
- Co-Chair: Victoria Meier – Began August 2024

### **Other Members**

- Dan Reesor
- Kate Jaspers
- Tiffany Haley

### **Meeting Times, Dates & Location**

- Sustainability Advisory Board (SAB) meets monthly, every third Thursday from 6 - 7:30 pm.
- In 2024, most meeting were conducted remotely, but the group aimed to meet in-person roughly once per quarter. The SAB held an extended planning and year-end review meeting on October 17<sup>th</sup> at City Hall.
- The SAB has so far met ten times during 2024: January, February, March, April, May, June, August, October, November, and December.

### **2024 Accomplishments**

- Attended joint working session on sustainability within the city with City Council in January.
- Testified to City Council about need to prioritize revision of the City's tree code on two occasions.
- Hired a sustainability consultant, Paramatrix, to work with the city. They have already met with the City Manager, John Williams, have met with Dylan Digby several times, and have prepared a spreadsheet to prioritize their work. Additionally, they met with the WLSAB in October and November.
- Renewing membership in the Columbia-Willamette CCC
- Prepared a resolution regarding moving away from fossil fuel powered appliances, furnaces, and landscaping tools toward electrification. Resolution 2024-2 was adopted April 8, 2024.
- Recommended locations for EV charging stations. The City has been awarded a grant to install EV chargers in the Historic Willamette Main Street area and at the Library.
- Promoted sustainability in discussions about a proposed recreation center.
- Informed WL Food Pantry of climate resilience grant opportunity. Award of grant has not yet been determined.
- Provided feedback on Natural Hazards Mitigation Plan.
- Met with the Transportation Board to discuss opportunities for cooperation.
- Maintained a presence at community events like the Old Time Fair and Earth Day.

## **2024 Challenges**

*Please describe challenges your group faced in 2024*

- For the much of 2024, only six of the seven available positions were occupied by appointed members. Quorum was not reached in July or September.
- City regulations stipulate a two-year term limit for chairpersons. Unfortunately, we've encountered a shortage of members willing to serve in this capacity. Additionally, some current chairpersons expressed interest and willingness in extending their terms beyond the mandated limit. It could prove useful for the city ordinances to allow for greater flexibility in circumstances such as ours.

## **2025 Council Goal setting**

*What issues do you think the Council should be thinking about as they go into their annual goalsetting? Do you have recommendations about how the issues could be resolved? Council will take this advice into consideration as they prepare for goalsetting.*

- Increased engagement between the WLSAB and City Council is desirable.
  - If possible, establishing a yearly or twice-yearly joint working session could help facilitate this.
  - Council may consider appointing backup liaisons in the event the primary Council Liaison is unable to attend the monthly meeting of their community advisory groups.
  - The SAB / CAG's should consider preparing short meeting summaries to their Council Liaison in the event their attendance is not possible
- Renew base membership in the Columbia-Willamette Clean Cities Coalition to make use of their grant-writing services. CWCC works directly with the US Dept of Energy Clean Cities Network.
- Now that baseline energy use data has been collected, establish and maintain a dashboard for the City website that tracks monthly use of electricity and fossil fuels so the public can see the impact of policy changes aimed at reducing greenhouse gas emissions and natural resource consumption. This information could be published on an annual basis to reduce staff time commitment. The SAB could work with the City and Parametrix to determine what level and frequency of reporting is possible with current City resources.
- Revise the City's tree code with the intention of protecting and expanding the urban canopy (use Milwaukie, Oregon's current tree code as a model). With the passing of WL HB2001 and increased middle-housing building opportunities, the tree code needs to reflect this in clear and objective terms. The tree code update should be elevated on the planning docket.
- Work with community stakeholders to fund the placement of additional EV charging stations throughout the city. Where appropriate, pursue continued external funding for strategically located EV charging stations.

## **2025 Goals and Council Direction**

*What goals and recommendations to Council would your group like to work toward advising Council on in 2025? What specific direction on these goals and projects does your group need from Council?*

- Take advantage of Parametrix's consultancy to review already existing Sustainability and Climate Action Plans. Work with Parametric to develop a multi-year course of action that

could be pursued by the SAB and existing/future City staff. Parametrix has prepared a preliminary presentation on their recommendations. These should be reviewed and considered carefully in the coming year.

- Phasing out gas-powered leaf blowers will require a balanced, stepwise approach, with the ultimate goal of banning their use within the city. Some early steps would not likely require Council's direct involvement but should be informed by Council's vision for how the phase-out would proceed.
- The WLSAB would like to engage in increased public outreach through op-eds in the West Linn Tidings, as well as the City's official communications channels – social media, the Owl, the City's weekly e-newsletter, and so on.
- Continue examining means to encourage and incentivize community members in the replacement of gas-burning landscaping equipment with electric equipment (e.g. leaf blowers, trimmers, mowers, etc.).
- Promote and support sustainability upgrades in existing City facilities. This could include LED lighting, energy-efficient HVAC technologies, and the placement of solar panels.
- Draw on sustainability principles and climate change concerns in providing feedback about any future efforts on community visioning (e.g. waterfront development, highway 43 visioning).
- Participate with emergency management planning process within City in cooperation with City staff to enhance neighborhood resilience (e.g. Be Two Weeks Ready program)
- Work with Transportation Advisory Board and stay current with their activities to enhance the ease with which community members can walk and bike about West Linn.
- Continue examining the possibility of food waste pickup within the city. Schedule meeting to make determination about feasibility of food waste collection.
- Inventory businesses capable of repairing appliances and other household items.

### **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.*

The city sustainability work that needs to be done will lead to money-savings in the future. It is a critical time to have sustainability targets align with potential sources of state or federal funding.

This work cannot be accomplished by the SAB as an advisory body, nor by existing city staff members. It requires the dedicated attention of a sustainability staff person. The recently hired sustainability consultant will aim to identify opportunities in cost savings, qualifying for infrastructure and building incentives, and lay the groundwork for a future staff member.

There are more federal funds than the labor and resources to spend them. Competition for qualified consultants will increase. West Linn is well positioned to receive incentives when documented goals, policies, and results are required.

Finally, we are very appreciative of the time and attention Dylan Digby has brought to the work of the SAB over the past year. His support as a staff liaison has been invaluable.



## 2024 Community Advisory Group Annual Report

### TRANSPORTATION ADVISORY BOARD

#### Group Leadership

Rich Faith – Chair

Jeff Krug– Vice Chair

#### Meeting Times, Dates & Location –

The Transportation Advisory Board meets on the fourth Wednesday of every other month in the Bolton Conference Room in West Linn City Hall. The meetings are held in hybrid format allowing for either in-person or virtual attendance. In 2024 the TAB met five times as follows: February 28, April 3 (Special Meeting date), June 26, August 28, and October 23. The December 18 meeting was cancelled.

#### 2024 Accomplishments

- Continued ongoing discussion from the previous year about prioritization for sidewalks in new developments and infill sidewalks within existing neighborhoods.
- Heard additional neighborhood comment about the need for sidewalks on 19<sup>th</sup> St. between Dollar St. and Blankenship Rd. Also heard public comment about the need for infill sidewalks on West A Street in conjunction with new home construction across from WL High School.
- The TAB reviewed the pedestrian element of the City's Transportation System Plan (TSP) and other supporting documentation used to establish the scoring methodology for sidewalk project prioritization in the TSP. Received a presentation from the City's transportation planning consultant on changes in state law since adoption of the TSP that might affect the scoring methodology. Provided direction for the consultant in reevaluating the methodology for consideration in updating the project prioritization list.
- Heard staff discussion on funding opportunities for pedestrian projects – Milwaukie's SAFE Program.
- Continued to monitor and discuss ODOT's I-205 tolling proposal even though the project has been put on hold by the Governor.
- Provided feedback to city staff on various capital transportation improvement projects either planned or already under construction.

#### 2024 Challenges

- Communicating to those citizens who come to us seeking help in resolving transportation-related issues what the TAB's role is as an advisory body and the limits to its authority.
- Highway 43 improvements under the authority of ODOT.
- Regularly obtaining a quorum at TAB meetings in order to conduct its business.

#### 2025 Council Priorities

- As the City receives more and more requests for pedestrian projects, staff understands the need for the projects but has little to no funding available for such projects, even small projects. Determining a funding source for these projects in 2025 would be great.

**2025 Goals and Council Direction**

- Present the final updated pedestrian prioritization list to Council in a joint TAB/Council Work Session.
- Continue discussion on pedestrian project funding.

**Any additional feedback to share with the City Council?**

- None at this time



CITY OF

# West Linn

## 2024 Community Advisory Group Annual Report

### Advisory Group Name

Youth Advisory Council

### Group Leadership

*Please indicate your group chair(s).*

Annamika Konkola and Sabrina Zhang

### Meeting Times, Dates & Location –

*Please indicate the recurring dates, times and locations of your meetings (i.e. 2<sup>nd</sup> Thursdays of the Month at City Hall). Also include the total number of times your group met in 2024.*

Third Monday of the month at 3:30p.m. in the Public Library. Total Meetings: 8

### 2024 Accomplishments

*Please describe your group's notable accomplishments during 2024.*

Provided feedback to Vision 43, Waterfront Plans, and Recreation Center feasibility study. Learned about ongoing Public Works and Parks projects. Supported Parks programming through volunteering at the Fall Fest. Drafted a letter to Council regarding traffic and pedestrian safety concerns.

### 2024 Challenges

*Please describe challenges your group faced in 2024.*

The group would like to take a more active role in engaging their peers but lacks the budget to hold events/ participate in other City Events.

### 2025 Council Priorities

*What issues do you think the Council should focus on as they go into their annual priority-setting retreat? Do you have recommendations about how the issues could be resolved? Council will take this advice into consideration as they prepare for goalsetting. Community advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.*

The YAC viewed driver/pedestrian safety, environmental sustainability, food insecurity, and the need for older youth focused events, as the main issues they saw in the community. The YAC would recommend investment in sidewalks and crosswalks and environmental education.

### 2025 Goals and Council Direction

*What goals and recommendations to Council would your group like to work toward advising Council on in 2025? What specific direction on these goals and projects does your group need from Council?*

The YAC would like to take a more active role with the general public in sharing information on City efforts and getting input onto needs within the City. A more active role would strengthen the learning experience of the YAC and allow for the group to share what it learns from various presentations.