

Memorandum

Date: August 7, 2015

To: Members, West Linn City Council

From: Chris Jordan, City Manager 

Subject: Agenda Revisions

The following revisions have been made to the August 10 Council agenda:

- 1) Planning Commission candidate interviews begin at 4:00.
- 2) An Executive Session under ORS 192.660(2)(i) has been added at 5:30.
- 3) Resolution regarding water rates. This item has been removed per the direction of the Council at the August 3 work session.
- 4) Arch Bridge Concept Plan Discussion. This item remains on the agenda, but is no longer considered a "Special Meeting." Although the exact nature of the discussion was left ambiguous at the Council work session, the process going forward seems to be the main topic. To assist with that, attached to this memorandum is the Planning Commission's approved outreach plan as that body develops the recommended amendments to the Community Development Code and Comprehensive Plan necessary to implement the approved concept plan. IN addition, the Planning Commission decided that the initial step would be for the consultant (with the chair of the Planning Commission) to meet with the Bolton Neighborhood Association. However, I have also attached a chain of emails between the consultant on this project (Mr. Faust), the president of the Bolton Neighborhood Association, staff, and the Chair of the Planning Commission that demonstrates some of the challenges of citizen engagement. Finally, I have attached the language from the CDC that details the prescribed process for such amendments.

Another item that is not on the agenda, but the Council may wish to add under Business from the Council, is the designation of two members of the West Linn City Council to attend the facilitated sessions organized by Clackamas County and Metro to discuss a resolution to the designation of the Stafford area. Those meetings should be starting as early as September.

Response to Direction from the August 3 Work Session

Staff was requested to do the following three tasks during the August 3 meeting:

- 1) Request that volunteers for the City Property Task Force complete the standard application for citizen advisory boards. This was request made to these individuals yesterday and we requested the application be returned by August 21.
- 2) The Council requested that I explore the possibility of a joint meeting with the elected governing boards of Oregon City, Gladstone, and Clackamas County to discuss the governance of the Tri City Service District. The Board of County Commissioners agreed to our request, however, the City

Commission of Oregon City expressed no interest in meeting. Therefore, I have thanked the County Administrator for his assistance in this matter, but I do not plan to pursue it further.

- 3) Provide information about cities that have in-house and contracted city attorney services. We will have that for the City Council early next week.

Please let us know if you have any questions.

Attachment



Arch Bridge/Bolton Implementation Community Engagement Plan June 25 2015

Introduction

On December 15, 2014, the West Linn City Council approved the Arch Bridge/Bolton Concept Plan. The City is seeking to realize the potential of the area, complement plans for the redevelopment of the former Blue Heron Paper Company across the river, and avoid independent actions that may foreclose preferred redevelopment options for the area. As part of their approval, the Council authorized the first step in implementing the Concept Plan.

The Concept Plan recommends mixed use development in the area around the Arch Bridge. This development would be primarily residential with some commercial components. The City is seeking to implement these recommendations through legislative changes to the Comprehensive Plan, Community Development Code and related documents. The amendments will enable the mixed use and residential development recommended in the Concept Plan.

Public Involvement Plan

This Community Engagement Plan identifies the community engagement objectives, project stakeholders, engagement methods and tools, City and consultant team roles and responsibilities, and a project schedule including community engagement opportunities.

Community Engagement Objectives

- Clearly convey project information using a variety of traditional and innovative outreach methods.
- Meet with a group of affected property owners to get their input on alternative approaches.
- Provide opportunities for the broader community to review and comment on preliminary tools and draft recommendations.
- Build community understanding and support for Comprehensive Plan and Community Development Code amendments and recommendations.

Stakeholders

- Affected property owners
- West Linn community members
- Historic Review Board
- Planning Commission
- City Council

Engagement Activities

Meetings with Affected Property Owners

The City will convene and the consultant will design and facilitate four meetings with affected property owners over the course of the project to get their input on alternative approaches. Preliminary agendas for the four meetings include:

Meeting 1: Introduction. Listen to community vision and priorities; present a range of possible tools for discussion, including step-backs, frontage zones and other tools.

Meeting 2: Preliminary zoning/design concepts. Gather comments on preliminary zoning/design concepts.

Meeting 3: Draft Comprehensive Plan/CDC recommendations. Gather comments on draft amendments and recommendations.

Meeting 4: Final Comprehensive Plan/CDC recommendations. Gather comments on final amendments and recommendations.

Community Conversations

The consultant will prepare materials and City staff will participate in a series of “community conversations” with interested stakeholder groups. These groups could include neighborhood associations, the Chamber of Commerce, homeowner associations and City boards and commissions. The conversations will provide community members with information about the project and engage them in discussion about preliminary zoning and design concepts.

Community Open House

The consultant team will design and facilitate a community open house to present draft Comprehensive Plan and CDC recommendations, including code, zoning and design concepts. The open house will include an overview and summary of activities completed to date for residents who are unfamiliar with the project. Participants will review the recommendations, ask questions of City staff and consultants and provide written or verbal comments. The community meeting may be supplemented with an online survey to provide an alternative opportunity to comment for those who may not come to a meeting or feel comfortable voicing their opinions among others. City staff will be responsible for coordinating open house logistics, such as securing a venue and providing refreshments.

Communications

The City will use a variety of methods to notify residents about public events and other opportunities to be involved in the process. The consultant team will support City efforts by preparing communications content. Communications tools will include:

- Key messages. The consultant will prepare key messages for use through the duration of the project.
- Project website. The City will maintain a project website utilizing materials provided by the consultant. Website content will include a project overview and timeline, important contacts, schedules for public events, opportunities for public engagement, updates on the project’s status, and the ability to view or download documents.
- Social media. The City will use social media services as a supplement to traditional public relations and media approaches to increase project awareness and provide multiple avenues for community input.
- Media contacts. We will prepare media releases to local newspapers for the City to distribute.
- Meeting flyers. We will prepare a flyer for the community open house. City staff will post the flyer in areas of high traffic and distribute it to the project mailing list.
- Electronic mailing list. The City will maintain a database of e-mail addresses of people who express interest in the planning process. We will prepare e-blasts for the City to distribute to help notify people about events and activities. Interested parties will have several opportunities to join the mailing list, such as on the project website and at public meetings and events.

Roles and Responsibilities

City

- Coordinate and convene meetings of affected property owners
- Coordinate and convene the public open house
- Develop and maintain project mailing list
- Develop and maintain project website
- Distribute communications messages and materials
- Review and comment on draft materials
- Print and distribute informational and media materials

Consultant Team

- Design and implement community engagement process
- Develop materials and facilitate meetings of affected property owners
- Develop materials and facilitate community open house and online survey
- Prepare content for informational materials, webpage and social media
- Prepare materials for community conversations
- Participate in five work sessions with Planning Commission and City Council

Project Schedule

The City and consultant are working to finalize a detailed schedule that will identify approximate dates for the engagement activities. It is anticipated the schedule will be finalized the week of August 10th, at which point it will be added to the project website and distributed to stakeholders.

Jordan, Chris

From: Ryerson Schwark <ryersonschwark@gmail.com>
Sent: Wednesday, August 05, 2015 3:57 PM
To: Kerr, Chris
Cc: Bolton Neighborhood Association; Steve Faust <steve.faust@coganowens.com> (steve.faust@coganowens.com); Wyss, Darren; Planning Commission 2015; Jordan, Chris
Subject: Re: FW: Arch Bridge/Bolton Concept Plan Implementation

Alan & Bolton folks.

At the moment, there are NO code changes proposed. That's what is to be discussed.

That is why I asked for this meeting so that we could ensure that you were part of the process and that I could hear what your concerns and issues are.

Are you really suggesting The city go off and develop code proposals without input and bring them before the planning commission, and then discuss them?

That sounds like a really bad idea to me.

I also admit to being more than a bit confused. You want to be consulted before anything is done, but refuse to meet until after it is done?

Ry Schwark
Chair, Planning Commission.

On Wed, Aug 5, 2015 at 2:07 PM, Kerr, Chris <ckerr@westlinnoregon.gov> wrote:

Alan: It's extremely disappointing that the Bolton neighborhood association has determined that it will not meet with the consultant team working on this project until "later in the year". The sole purpose of this meeting was to listen to the concerns of the NA during the initial stages of this project. This meeting was specifically requested by the Planning Commission based on the testimony provided by your NA. It was important enough that the Chair of the Planning Commission asked to attend the meeting.

Please reconsider whether your individual decision as president to not allow input early in the process is in the best interests of the entire Bolton community.

Chris Kerr

From: Bolton Neighborhood Association
Sent: Tuesday, August 04, 2015 10:43 PM
To: Steve Faust
Cc: Wyss, Darren; mskatiewells@gmail.com
Subject: RE: Arch Bridge/Bolton Concept Plan Implementation

Steve,

I am sorry but I have to insist that you provide me in an email with my request for the CDC and Comprehensive Plan code numbers affected before you can meet the BNA. I have thought more about it and decided that I cannot allow you to present at this meeting until I have given my neighbors the chance to go over the codes you want to change.

I rescind my invitation to you. I was wrong to invite you to our next meeting without consultation. Perhaps later in the year when BNA has had a chance to scrutinize the codes you plan to rewrite, then I will feel more comfortable in you presenting.

Sincerely,

Alan

PBNA

Bolton

BoltonNA@westlinnoregon.gov

<http://westlinnoregon.gov/bolton>

Phone(503) 657-0331



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From: Bolton Neighborhood Association
Sent: Tuesday, August 04, 2015 9:44 PM
To: Steve Faust
Cc: Wyss, Darren
Subject: RE: Arch Bridge/Bolton Concept Plan Implementation

Thank you for your patience Steve.

We will be happy to meet you on August 18th, 7pm at TVFR Station 58 on the corner of Highway 43 and Elliott Street.

I urge you to bring or email me a copy of the CDC and Comprehensive Plan sections you intend to amend. I understand that you might not have the precise wording, but I would appreciate the particular codes you will be processing. Bring copies for everyone to share please. Thank you.

Regards,

Alan Smith

PBNA

From: Steve Faust [steve.faust@coganowens.com]
Sent: Monday, August 03, 2015 12:32 PM
To: Bolton Neighborhood Association
Cc: Wyss, Darren
Subject: RE: Arch Bridge/Bolton Concept Plan Implementation

Hi Alan, just checking in to make sure you received my message below. Please let me know what date and time work best for you and other NA members so we can schedule a time to talk. At this point, we are probably looking at dates starting next week to ensure we can accommodate as many people as possible.

- Thursday, August 13
- Tuesday, August 18
- Wednesday, August 19
- Monday, August 24
- Tuesday, August 25
- Thursday, August 27

Thank you!

STEVE FAUST, AICP, Associate Principal
[503.278.3456](tel:503.278.3456) | www.coganowens.com

From: Steve Faust
Sent: Monday, July 27, 2015 9:22 AM
To: 'Bolton Neighborhood Association'
Cc: 'Wyss, Darren'
Subject: RE: Arch Bridge/Bolton Concept Plan Implementation

Good morning, Alan,

Thank you for your response and agreeing to help coordinate this meeting. The following is a list of dates that I am available. I've copied Darren Wyss to make sure we can select an evening that works for all of us:

- Monday, August 3
- Tuesday, August 4
- Wednesday, August 5
- Thursday, August 6
- Thursday, August 13
- Tuesday, August 18
- Wednesday, August 19
- Monday, August 24
- Tuesday, August 25
- Thursday, August 27

Please let me know which dates would work best for you. We are just getting our project underway now, so there are no recommended amendments to the Comp Plan or CDC. The purpose of our approximately seven-month process is to develop those recommendations. I've attached a copy of our proposal and the Community Engagement Plan for you and others to review in advance of the meeting. The purpose of our meeting will be for Darren and I to hear neighborhood concerns and refine our process to address them as best we can while still meeting the objectives of the Arch Bridge/Bolton Concept Plan.

Thanks again for your help and feel free to call me if you have any questions or concerns you would like to discuss.

-Steve

STEVE FAUST, AICP, Associate Principal
[503.278.3456](tel:503.278.3456) | www.coganowens.com

From: Bolton Neighborhood Association []
Sent: Sunday, July 26, 2015 1:11 PM
To: Steve Faust
Subject: RE: Arch Bridge/Bolton Concept Plan Implementation

Dear Mr. Faust,

I apologize for not getting back to you sooner, and I welcome your invitation. We want to meet with you at your convenience. If you can give me a time and date that would be best.

So the Bolton Neighborhood Association can be prepared and not take up too much of your time, will you please forward to me a copy of a red-lined, side by side, draft of your proposed amendments to the sections of the Comprehensive Plan and Community Development Code?

I look forward to receiving your suggestion for a date and time to meet with the Bolton Neighborhood Association.

Sincerely,

Alan Smith

President, BNA

Bolton

BoltonNA@westlinnoregon.gov

<http://westlinnoregon.gov/bolton>

Phone(503) 657-0331



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From: Steve Faust [steve.faust@coganowens.com]
Sent: Thursday, July 23, 2015 4:38 PM
To: Bolton Neighborhood Association
Subject: Arch Bridge/Bolton Concept Plan Implementation

Dear Mr. Smith,

My name is Steve Faust and my firm, Cogan Owens Greene, has been hired by the City of West Linn to conduct a public process and prepare Comprehensive Plan and Community Development Code amendments to implement aspects of the Arch Bridge/Bolton Concept Plan. I know that there is a lot of discussion happening at the City Council level, but our standing direction from Council at this time is to proceed.

To that end, I would prefer to begin our process by meeting with members of the Bolton Neighborhood Association to hear their concerns first-hand. Having heard these concerns, we will design the process to address them to the best of our ability while still meeting the objectives described in the Concept Plan. I am happy to attend one of your regular meetings or we could schedule a stand-alone meeting if you'd rather not have this interfere with the NA's regular business. We also will need to coordinate with the Planning Commission as the Chair asked to be informed and would likely attend the meeting as his schedule allows.

Thank you for your time and assistance in organizing a meeting to discuss the Concept Plan and its implementation. Please let me know as soon as you are able how you would like to proceed.

Thank you,

Steve

STEVE FAUST, AICP, Associate Principal

P [503.278.3456](tel:503.278.3456) | C [971.409.2045](tel:971.409.2045) | F [503.225.0224](tel:503.225.0224)

Cogan Owens Greene, LLC

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98.070 PUBLIC HEARINGS – NOTICE

- A. The Planning Commission shall hold at least one public hearing;
- B. The City Council shall hold at least one public hearing;
- C. Legislative notice, where there is a proposal to amend the Comprehensive Plan or to amend or to adopt new land use regulations of this development code, shall be effected as follows:
 - 1. At least 10 days prior to the scheduled hearing date notice shall be sent to:
 - a. Any affected governmental agency, including the Oregon Department of Transportation, Metro, and Tri-Met.
 - b. Affected recognized neighborhood associations or citizens advisory committees; and
 - c. Any person who requests such notification in writing.
 - 2. At least 10 days prior to the hearing or meeting date, notice shall be given in a newspaper of general circulation in the City. An affidavit of publication shall be made part of the administrative record.
 - 3. At least 10 days but no more than 40 days prior to hearing of a proposed zone change for manufactured home parks, notice shall be given to the respective manufactured home park residents.
 - 4. Notice shall be forwarded to the Director of the Department of Land Conservation and Development (DLCD) in a format and at a time required by Oregon Revised Statutes and Oregon Administrative Rules governing such notification.
 - 5. If the Planning Director determines that the proposed change requires notice pursuant to ORS 227.186, the Planning Director shall provide such notice. The Planning Commission shall review the determination of the Planning Director and shall order additional notice as appropriate.
 - 6. The City should make reasonable efforts to post notice of the proposal on the City's website at least 20 days prior to the hearing or meeting. Failure to comply with this section is not a procedural defect entitling any party to a delay in the hearing process.
- D. The Director shall:
 - 1. For each mailing of notice cause an affidavit of mailing of notice to be filed and made a part of the record as provided by CDC 98.150; and

2. For each published notice cause an affidavit of publication to be filed and made a part of the record as provided by CDC 98.150. (Ord. 1287, 1990; Ord. 1354, 1994; Ord. 1425, 1998; Ord. 1474, 2001)