

Memorandum

Date: December 17, 2015

To: Members, West Linn City Council

From: Don Otterman, Interim City Manager

Subject: Miscellaneous Items

1. Urgent Updates Requiring Feedback

- The mayor requested a system by which to ascertain urgent updates requiring council feedback.
- I will include urgent updates requiring feedback in the memo in this top spot, with the highlight for your attention.
- Please continue to review the entire memorandum each week, though, as there's important and relevant information.
- The city manager's memo is important for your review and understanding.

2. December 21, 2015 Special Meeting

- Your December 21, 2015 special meeting on the Mapleton Road temporary use permit will begin promptly at 6:00.
- We are not serving a dinner as this will be a quick meeting.

3. 2015 Annual Report

- Your 2015 council goals annual report is online [here](#).

4. LOT Fueling Station Update

- The small fuel tank is located on the WTP property, within the pipeline staging site on the south side of the treatment plant.
- This staging area is securely fenced and locked after work hours.
- The fuel container is required to have a spill containment system, which it currently does.
- Its capacity is approximately 250 gallons, but it varies between empty and full - usually the amount of fuel is equal to about five automobile fuel tanks.
- It is used to refuel small equipment like generators, light plants etc.
- Trucks and larger equipment are refueled by a larger fueling truck.
- TVF&R does not regularly inspect the construction site, but did review the application during the pre-application stage and after the certificate of occupancy for the site was issued.

- In addition, TVF&R and the West Linn Building department had communications earlier in December about the fueling station, and West Linn staff directed that jersey barriers, no-smoking signs, and a fire extinguisher be placed nearby.
- Here is a picture of the fueling station:



5. Rosemont Tower Process

- As follow-up to the issues raised by Mr. & Ms. Greenman on Monday evening:
 - Public Works and in this case, AT&T, were the applicants with Planning/Building issuing permits.
 - Public Works notes that there are no "loopholes" as mentioned and everything is clearly spelled out in the CDC.
 - In addition, Public Works did go above and beyond "the process" by:
 - Going door to door prior to the start of the project;
 - Mailing letters to everyone around the facility;
 - Posting all project details on the City website for the past year including the shed/telecom building rendering.
 - The telecom building was on the site plan from the beginning.
 - Staff did reach out to a citizen who had an ongoing concern with cellular reception in the area, specifically the fact that Trillium Creek Primary School had no cell reception, to let her know of the application hearing.

6. "Active" Code Enforcement

- Public Works will continue to monitor the LOT project in accordance with the specified conditions of approval and process outlined in the municipal code.

- In addition, in early 2016, we will set up a work session on code enforcement including a legal perspective on enforcement presentation by the City Attorney about the differences in enforcement between "nuisance" code enforcement, development (CDC) code enforcement, and building permit/public works permit code enforcement.
- In addition, please ensure that whenever a complaint is sent to a member of the city council, that a staff member is copied on the email, or forward the email to staff.
- This will expedite response time, and the ability to review any misunderstandings about conditions of approval.
- And, it remains important to continue to refer residents to the project hotline at (503) 697-6502 for service requests, emergency calls, and information requests.

7. Bolton Reservoir Email List

- In our continuing attempts to be transparent and communicative on West Linn topics, a new information email list has been developed for detailed updates on the Bolton Reservoir and Skyline Drive sidewalk projects.
- Please [share this link](#) with your constituents so they can stay in touch on these big projects via a weekly newsletter.

8. Karie Oakes' Records Request

- As follow-up to the issues raised by Ms. Oakes on Monday evening:
 - The city remains committed to providing important and meaningful learning opportunities for all of our employees.
 - This enhances our employee retention, knowledge growth, and succession planning.
 - Ms. Oakes received an extensively researched records request – for free – because the city relied upon our Oregon Local Government Fellowship intern to conduct the research.

9. Tanner Creek Park Net Solar Gain

- We are pleased to share that the solar panels installed in 2015 resulted in an excess net power generation.
- The panels generated 1,146 kw/hr more power than the park used this year.

10. Surplus Property Feedback Needed

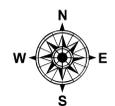
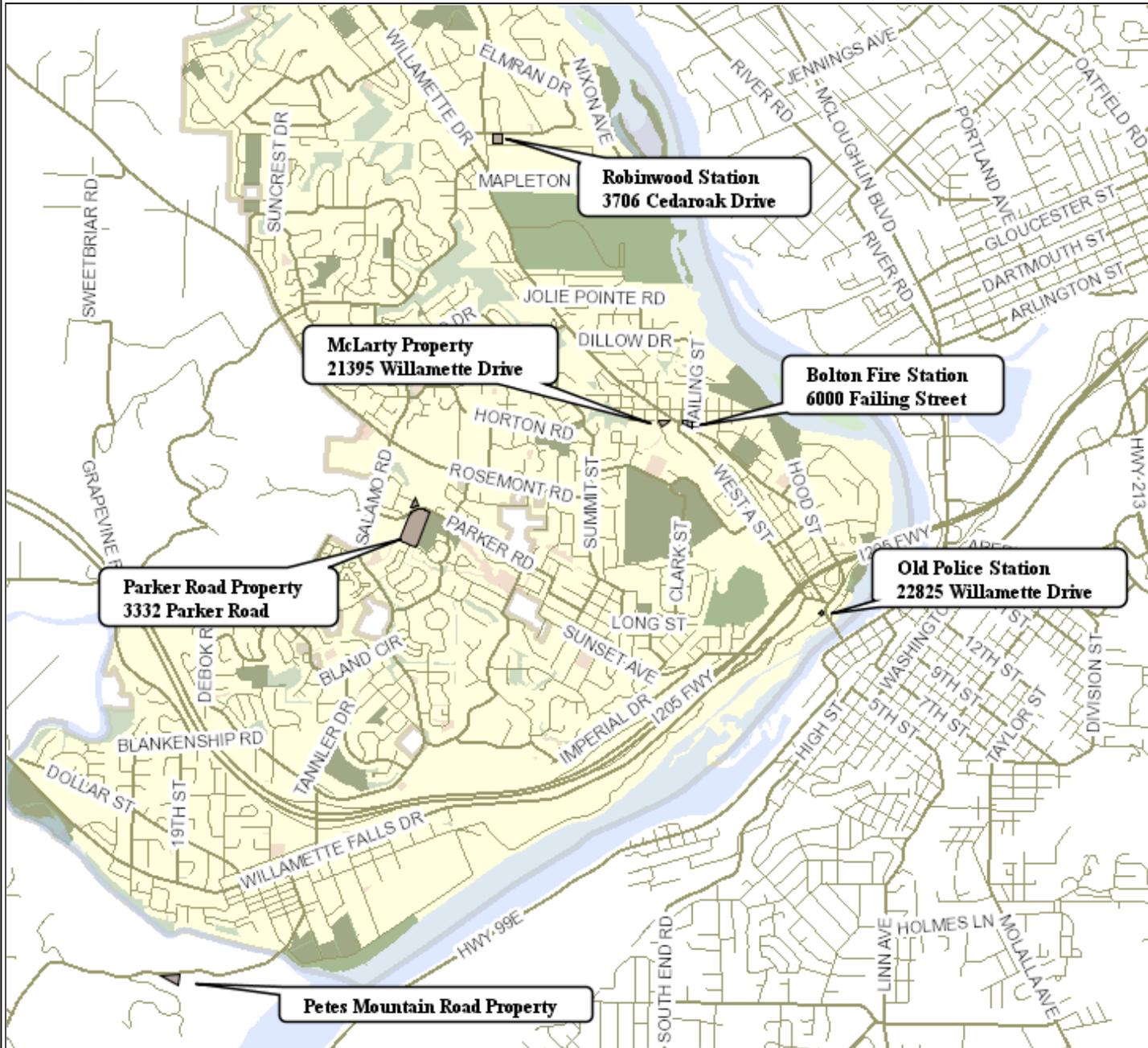
- It has come to my attention that some of the properties on the surplus property list have been part of discussions about removing them as "surplus."
- Notably, I've heard that the Bolton Fire Station, Robinwood Station, Parker Road Property, and the old Police Station have advocates on the city council for retaining these properties and exploring ways for them to continue in city use.
- This leaves two remaining properties – the McLarty property and the Peets Mountain parcel – on the "surplus" list.

- To date, you have appointed a task force of interested citizens, many of them with specific properties they wish to preserve.
- I have attached the staff research on the properties and some draft goals and objectives for the task force.
- At your goal setting retreat, I advise that you:
 1. Re-evaluate the property list as a city council – how many properties remain on your “surplus” list?
 2. Re-evaluate the need for a task force, given the properties you include after you complete #1 (above) – do you still require a task force? For what purpose?
 3. If you decide you need a task force (#2 above), what are the goals and objectives for that task force?

Attachments:

1. Staff research on surplus properties
2. Draft goals and objectives for task force

Surplus City Property



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Scale is based on 8-1/2 x 11 paper size



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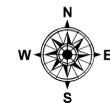
WEST LINN GIS

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Property Description	Location	Date Acquired	Taxlot Number	Zoning	Property Size, Acres	Property Size, Approx. Sq. Ft.	Notes
Robinwood Station	3706 Cedaroak Dr	1991	21E24BB02800	R10	0.85/0.88	38,525	
McLarty House	21395 Willamette Dr	2002	21E25AD06900	R4.5	0.4	17,470	
Old Bolton Fire Station	6000 Failing St	1920	2125AD02700	GC	0.46	20,072	
Parker Road Property	3332 Parker Road	2011	21E26D 00500	R3	6.67/6.97	303,747	Address is not posted at location
Petes Mountain Property	Between 25152 and 25130 Petes Mountain Rd	1972	31E02C 00600	TBR (Timber District)	1.06/1.08	47,152	Outside City Limits, County Zoning
Old Police/City Hall	22825 Willamette Dr (Hwy 43)	1936	22E31BA00200	GC	0.13	5,570	

Information is for general planning purposes only. Source: West Linn GIS, Clackamas County Assessor, Zillow, March 2015 K.Aha

Robinwood Station 3706 Cedaroak Dr



Scale 1:600 - 1 in = 50 ft
Scale is based on 8-1/2 x 11 paper size

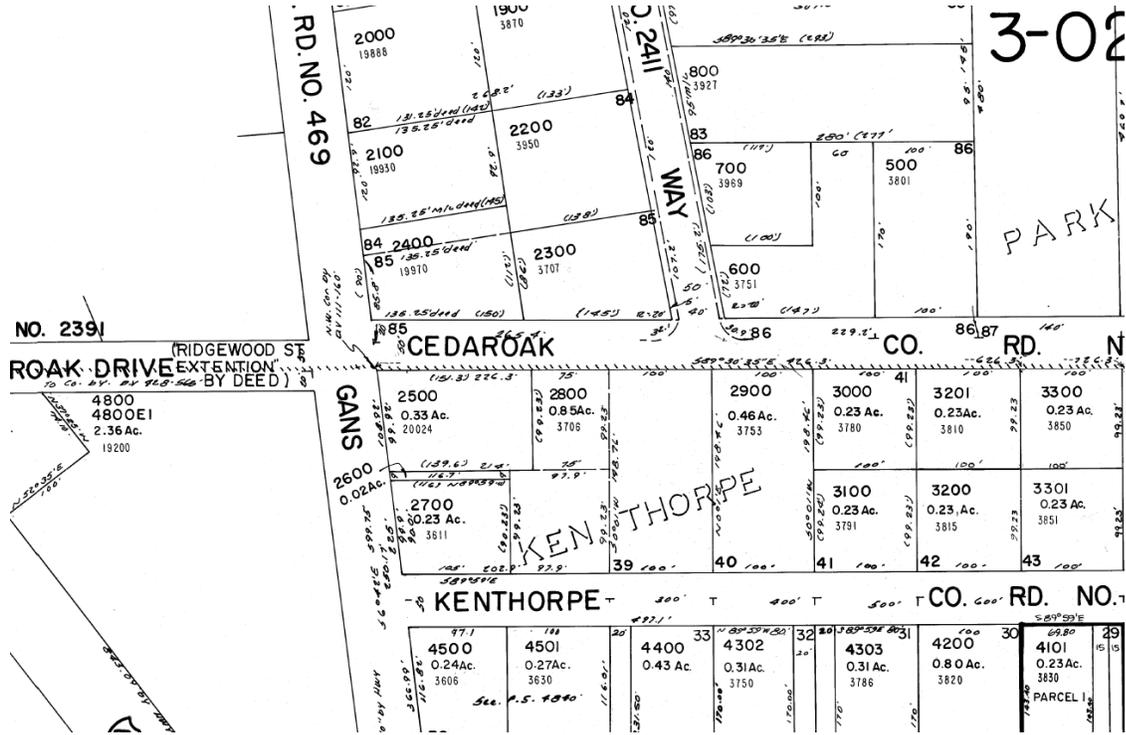


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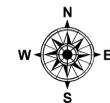
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Robinwood Station, Assessor Map 21E24BB



This map was prepared for assessment purposes only.

McLarty House 21395 Willamette Dr



Scale 1:600 - 1 in = 50 ft
Scale is based on 8-1/2 x 11 paper size

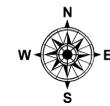


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Old Bolton Fire Station 6000 Failing St



Scale 1:600 - 1 in = 50 ft
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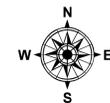


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Parker Road Property 3332 Parker Road (unsigned)



Scale 1:2,400 - 1 in = 200 ft
 Scale is based on 8-1/2 x 11 paper size

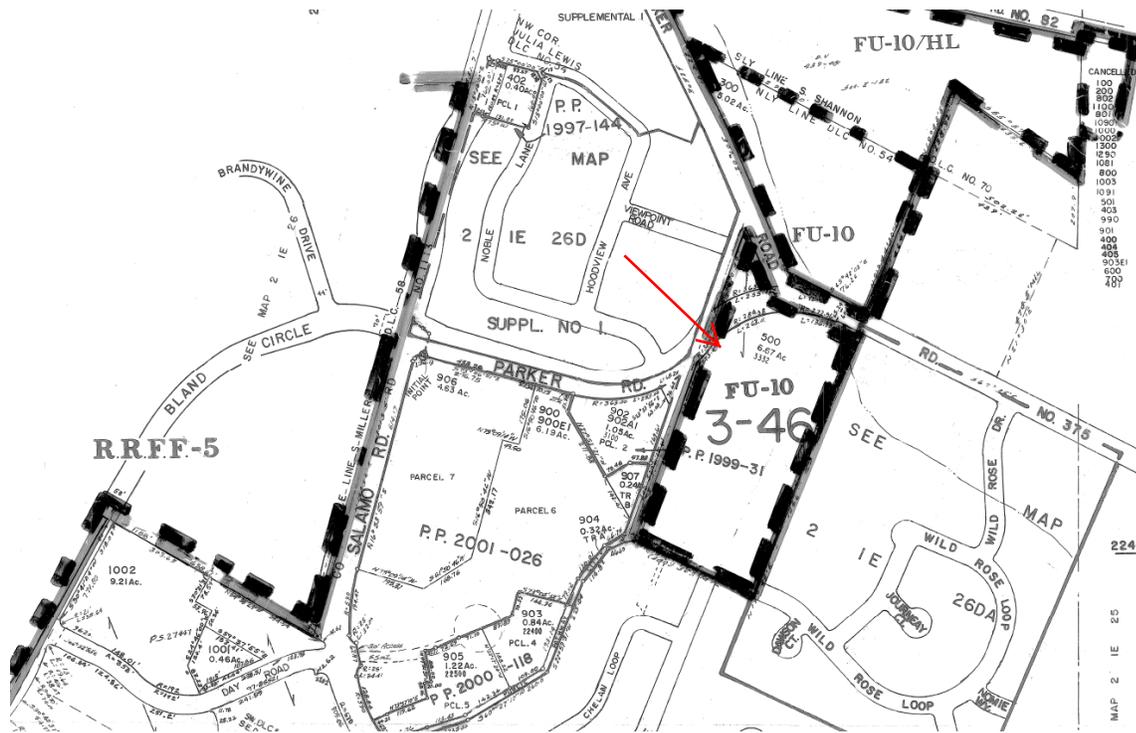


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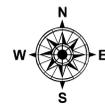
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Parker Road Property, Assessor Map 21E26D



This map was prepared for assessment purposes only.

Petes Mountain Property Between 25152 and 25130 Petes Mountain Rd



Scale 1:2,400 - 1 in = 200 ft
Scale is based on 8-1/2 x 11 paper size

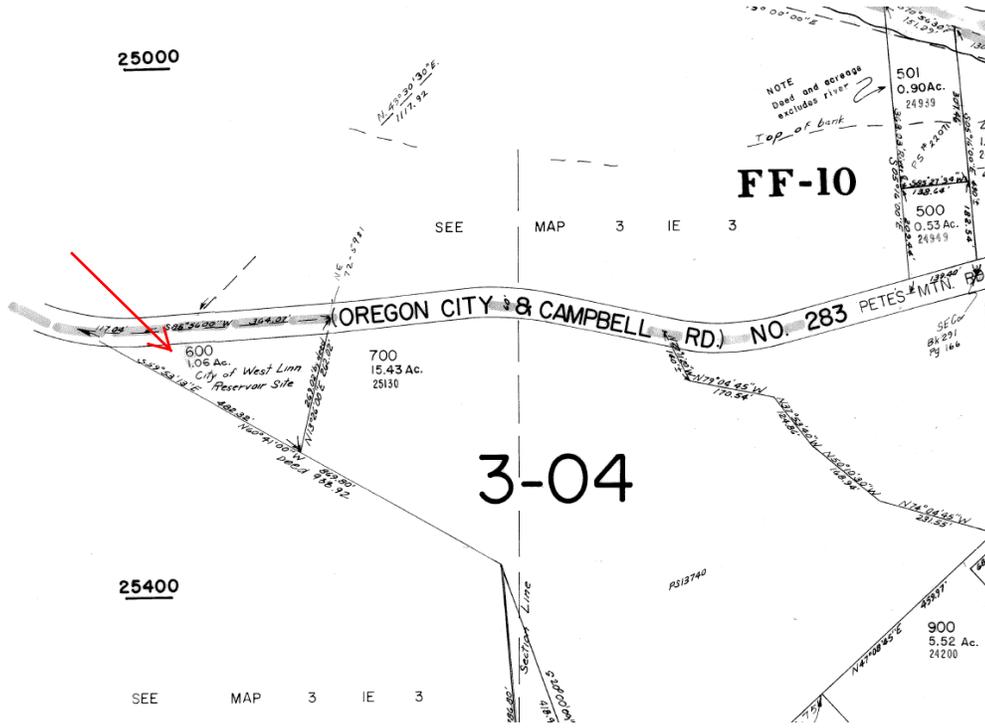


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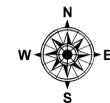
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Petes Mountain Property, Assessor Map 31E02C



This map was prepared for assessment purposes only.

Old Police/City Hall 22825 Willamette Drive



Scale 1:600 - 1 in = 50 ft
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**City of West Linn
Surplus Property Task Force
Potential Goals and Objectives**

General Statement

This project will evaluate existing vacant City buildings and properties and may include an extensive assessment of specific facility needs, likely permit requirements, development options, disposal or transfer strategies, economic evaluation, management and financial strategies, partnership options, conclusions and next steps, as well as potential financing programs if appropriate.

Detailed Statement of Potential Goals

The purpose of this project is to provide the City Council with a comprehensive analytical document for the possible retention of these properties, potential planning, coordination, permitting and construction of necessary additional facilities or for the transfer of these properties by converting them to other uses or groups or outright sale.

Upon completion of this project, the document may establish the framework for integration into and utilization of other work programs and plans that will be or have been developed separately from this project. These programs and plans include but are not limited to the City's existing, Comprehensive Plan, Community Development Code, Transportation System Plan and the State of Oregon Specialty Building Code.

The project will take a comprehensive approach, considering impacts and multiple options. A major component of the planning effort will be the extensive involvement of the community at large.

Potential Objectives

- Evaluation of the City's Comprehensive Plan, the Neighborhood Plans and City Master Plans and the West Linn Community Development Code.
- Evaluation of existing Facility footprints and the creation of a Building and Facility Needs Assessment for safety and accessibility upgrades and/or potential tenant improvements.
- Inventory and evaluation of non-City owned facilities posing potential conflicts or competition.
- Develop analysis of the neighborhoods and West Linn citizen's in general, facility and program desires, needs, and their willingness to support them.
- Develop recommendations in regards to community interest and potential demand.
- Develop footprints required related facilities e.g. parking etc.
- Develop recommendations for likely additional required public improvements e.g. sidewalks, streets and water quality etc. as a result of the approval of any proposed land use applications.

- Given any recommended City retained facility and program, what are the respective estimated costs for, development, operation and maintenance?
- Develop funding recommendations for development options including description of capital cost components and viable options.
- Develop recommendations based on operating costs for expense/revenue recovery projections of any City retained facility.
- Explore partnership options.
- Develop recommendations for management and financial strategies including organizational options, financing mechanisms, and financial impact for any City retained facility.
- Develop a strategic plan of action looking at implementation and phasing, as necessary.
- Develop potential revenue to the City in the event of sale or transfer of all or some of these properties