



Memorandum

Date: September 14, 2017

To: West Linn City Council, Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – September 14, 2017

Schedule

- The 3rd Quarter Town Hall is scheduled for Thursday, September 21st at the ACC. The theme will be Emergency Preparedness given that September is Emergency Preparedness Month. The Police Department is scheduled to provide a briefing on the recently updated Emergency Operations Plan at the September 18th work session. We are also in the process of advertising the annual Emergency Preparedness Fair on September 28th.

Information Items

- Withdrawal of Lot Line Adjustment. As you were informed by the City Attorney, the applicant for the residential lot line adjustment in the Willamette District has withdrawn his application. Based on the Council discussion on September 11, it seems the Council's desire is to see the CDC amended to remove the diagrams in question. We will add this code amendment to the docket unless instructed differently.
- Code Amendments in Progress. Speaking of CDC amendments, here are code amendments either completed this year or in process:
 - Parks – White Oak Savanna Code Amendments, CDC 17-01
 - Storm Water and Geotech Code Amendments, CDC 17-02
 - Robinwood Station Code Amendments, CDC 17-03
 - De Novo Appeal Hearing Code Amendments, CDC 17-04

In discussing the Council's expectations for code updates with staff, it's important to note that the 6 month expectation is only realistic for simpler code amendments. The more complex ones may take longer, especially if a working group will be involved. West Linn's required process to appoint the working group plus completing hearings at the end will take 4 or 5 months minimum. In addition, will be the actual working group meetings. So for these processes, the 6 month target may be unrealistic.

- City Manager's Performance Objectives, July – December 2017. These are finished and posted on the City Manager page of the website.
- SAB Vacancy. No doubt you've heard of the SAB Chair's resignation. Since we just filled a vacancy, Kathy has posed to you the question of going back out or making an appointment from the recent list. We've received conflicting advice about how to proceed to fill this vacancy.

- Neighborhood Association News. We've been fielding questions this week from the NAP and NAs that the Council will be interested in knowing about:
 - One line involves a request of the Willamette NA to add gateway signage to their district. They are willing to use their own funds to pay for this. I'm aware there may be a policy (perhaps informal?) authorizing 2 signs per NA? I have suggested that it might be okay to exceed this limit if the NA is willing to pay for the sign and permitting/installation costs. I would appreciate Council direction on this.
 - The second involves the NA Reserve. The NA Presidents have been asking questions about how the NA Reserve is funded and whether it might make sense to cap that reserve at \$10,000 (it has a balance of \$5,600 currently.) I presume the NA Presidents will come forth eventually with a recommendation to Council about this.
 - A third involves whether the NAP is an official advisory body to the City Council. It is not listed in the Municipal Code as such, but does function as if, including posting agendas and taking minutes. The question about making a recommendation on the reserve cap is related to this.
- Clackamas River Watershed Tour. This week you received an invitation from the Clackamas River Water Providers (CRWP) for an informative and engaging tour of the Clackamas River watershed, the drinking water source for over 300,000 people in Clackamas and Washington Counties including all of the CRWP members. This year's tour will focus on the upper Clackamas watershed and will include talks by the USFS and PGE, and will highlight their watershed and water quality efforts. The tour will include stops with the USFS at their North Fork Planning unit to talk about the NEPA process and planning efforts for this area, and Timothy Lake to see the headwaters of the Clackamas and talk with PGE about some of their projects going on at the lake. All transportation, meals, snacks and beverages will be provided by the Clackamas River Water Providers. If you are interested in attending, let us know or follow the registration instructions in the e-mail.
- Mapleton/Kenthorpe Paving. Work on Mapleton Drive was scheduled to begin yesterday with the contractor beginning to excavate and re-grade the intersection of Mapleton and Highway 43 to ensure drainage issues are addressed. Kenthorpe residents received a special e-mail blast yesterday with the same information given to Mapleton residents and also notifying them that the golf cart has been secured and will be delivered next week. We are still finalizing details on how it will be used during the project. Once these details are finished, another update will be sent out. Also, Mapleton residents received the same information that was in the newsletter yesterday via an email blast and I believe door hangers went out too.

That's it for this week.

Respectfully,

Eileen