



## Memorandum

Date: April 5, 2019

To: West Linn Mayor and City Council, City Staff and Readers

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – April 5, 2019

### Schedule Items

- The rescheduled LOC training on public meetings is set for April 22 from 3:00 to 5:00 p.m. The OGEC training is scheduled for May 6, also from 3:00 to 5:00 p.m.

### Information Items

- Housing Needs Analysis Update. Clackamas County is in the process of working on the county-wide Housing Needs Analysis (HNA) which the West Linn City Council agreed to participate in. The HNA will provide information about Clackamas County's housing market and a basis for updating the County's housing policies. Information is being prepared for each city, including West Linn, on that city's housing inventory. West Linn staff are participating as technical reviewers of the consultant's (EcoNW) work. Staff have recently reviewed and commented on initial draft information, including an early assessment of West Linn's buildable lands inventory (BLI). The next step is for the consultant to produce updated BLI maps and a draft report. The goal is to have final meetings in May and June and a final product delivered to Clackamas County for hearings in June 2019. We will provide a more detailed update to the Council as the project moves forward and more thoroughly vetted information is available.
- Illegal Air BnB/Request for Short Term Rental Policy. Recent citizen complaints regarding a short-term rental property echo those we receive periodically. In the most recent case, complaints have been about noise, parking, and residency of the owner. Parking and noise violations need to present at the time police or code enforcement officers respond in order for enforcement action to be taken. Unfortunately WLPD was not contacted at the time of the alleged violations (WLPD can enforce the City's noise ordinance or parking violations, regardless of whether the property is being rented or not.) We have received a councilor's request for information about the length of time it would take to create code on this issue. It depends on how much citizen and property owner involvement would be requested by Council and the Committee for Citizen Involvement which makes recommendations about whether to create a working group. In neighboring cities this has proved to be a very difficult issue with strong feelings on both sides. For example, Lake Oswego's discussions are approaching the two-year mark. This item is on the Planning Docket and staff will return to Council with some process options at an upcoming meeting when agenda time allows.
- Villas at Oak Point. The City often receives inquiries about the long-vacant new homes at Shady Hollow Way/Willamette Drive. It appears these are now leasing. Information can be found online as *"The Villas at Oak Point."*
- Post Office Closure. As you know, late Friday Mayor Axelrod reported an update from Congressman Schrader's office that the US Postal Service is agreeing to a 6-month lease extension to continue operations at the West Linn Post Office. Gramor informed John Williams that an extension was

offered his week, but they had not received a response from the USPS and they would move forward with other plans if the USPS was not interested in staying at the Central Village location. While a contact person at the USPS for this specific issue has been elusive, he learned it was a Portland district marketing person that the City can follow-up with. Mr. Williams learned if the USPS can make the finances work, they would actually prefer to have a full facility in West Linn because they are running 17 routes out of the building, and adding 15-30 minutes travel onto each end of each route (to and from, say, Wilsonville) is a very significant operational disruption. Gramor is quite interested in retaining the Post Office in Central Village, viewing it as a beneficial complement to their commercial center.

- **Park Master Plan Status.** The Planning Commission discussed the Park Master Plan again this week and requested copies of all of the various amendment to the plan to keep working on a recommendation to the City Council. In keeping with Council direction, staff is working on a response informing the Commission that their work on the plan is finished.
- **Tanner Creek Park Outdoor Exercise Facility.** A councilor recently relayed a question from a citizen about whether the outdoor exercise facility at Tanner Creek Park required a land use process. The answer to the citizen was that not everything that changes in a park or a park site plan has to go through a land use process. For example, the replacement of facilities “in kind” within a park such as the new shelters, playground and restroom in Sunset Park, are exempt from the process, but the addition of a community garden may end up with a Class 1 Design Review. Minor changes to an approved plan are also exempt from further land use review. In the case of the fitness court, at Tanner Creek Park, the equipment will be installed in an area slated for playground equipment in the approved plan for Tanner Creek Park. Since the fitness court equipment somewhat resembles playground equipment and is utilizing the same foot print of the playground, it was determined this was a minor change.
- **Waterfront Plan/PGE Open Houses.** Council will recall PGE’s brief recent presentation to Council regarding the status of their property analysis and initial site scenario work. As promised, staff is working with PGE to present public open house meetings to share this information more widely and gather public feedback. Open houses have tentatively been set for the evenings of May 30 and June 20. There will be material available online in advance. All of this represents a great opportunity for the Waterfront Project to get back in action. Stay tuned for more details.

That’s it for this week.

*Eileen*