



Memorandum

Date: November 14, 2019

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

From: Eileen Stein, City Manager

Subject: City Manager's Weekly Report – November 14, 2019

Schedule Items

- Celebration of Retirement for Ken Worcester, November 22, 5:00 to 7:00 p.m. @ ACC
- LOC Municipal Fundamentals Training, Forest Grove, December 5, 2019, 1:00 to 5:00 p.m.
- 2019 Holiday Events Schedule:
 - Holiday Bazaar at the Adult Community Center, Saturday, November 16, 9am-4pm
 - Lighting of Maddax Woods, 5785 River Street, Saturday, November 16, 4pm-9pm
 - Tree Lighting and Community Celebration, City Hall, Friday, December 6, 6pm-8pm
 - Ugly Holiday Sweater Dash, Willamette Fire Station, Saturday, December 14, 8:30am
 - Holiday Parade, Willamette Falls Drive, Saturday, December 14, 10:00am

Information Items

Neighborhood Association Signage. The question of neighborhood association signage has been raised by a couple of neighborhood associations recently. Staff have recently communicated that the City does not have a comprehensive policy on these signs, so implementation has varied over time. The City previously paid for manufacturing one sign per NA. In July 2018 the Council discussing paying for two signs and the possibility of limiting the number of signs for safety and aesthetic reasons, but did not make a final decision. We have been providing the limited guidance below to NAs to date:

- The City will assist every NA with the installation of up to a maximum of two (2) NA signs on major city roads (neighborhood routes, collectors, or arterials as indicated in the TSP). Sign placement on local streets is discouraged as that misses the point of the NA signs. The purpose of the signs is to facilitate pride in the NA (much like subdivision entry signage), they are not border markers between NAs.
- The City has previously paid for manufacturing one sign per NA. In July 2018 the Council discussed perhaps paying for two signs, but did not reach a decision, and to the Council has not returned to the topic. But NA's may use their funds for additional signage.
- All NA signs are generally located in the public right of way and therefore exempt from the CDC requirement to get a Planning Department sign permit, but consent of the adjacent property owner in writing is necessary prior to sign location being finalized. Signs must also be located so as not to block driver/pedestrian vision of traffic and meet all other traffic safety requirements.
- Any landscaping around the signs is the responsibility of the NA and/or adjacent property owner (including landscaping maintenance and installation costs).
- Signs are typically made of wood with breakaway posts for safety made by a local wood sign manufacturer.

- Any signs beyond those produced by the City are fully at the cost of the NA including; city Public Works ROW permits, sign fabrication, installation, sign maintenance, city staff time, etc. payable by funds earmarked to the NA. Beyond the two maximum requires the NA to contact Public Works Engineering directly for approval, etc. PW Operations staff doesn't assist beyond the initial two.

NA Bylaws. Likewise, conversations are occurring with the PCNA about scheduling a special meeting on November 20 to make changes to bylaws, but the requirements for a meeting are not being met. The City Attorney has been advising staff and a response was sent to PCNA about the agenda posting request. Meanwhile, the NAP is also scheduled to take up this issue at its next meeting on November 21.

Walkability of Old West Linn. We did follow up on the citizen concern and request for information at the walkability of old West Linn, in the Marylhurst neighborhood. Our code enforcement officer will continue to do code enforcement where he can, but the real issue is the street design itself. It is just a neighborhood not originally build for shared pedestrian and vehicular travel, just like many other neighborhoods in West Linn.

McLean House Meeting. This coming week staff will be having a meeting regarding McLean House and the bond proceeds that were indicated would be spent there.

Staffing Updates. You should have seen my email by now announcing that Ken Warner will be made the permanent Parks and Recreation Director, a press release is forthcoming.

That's it for this week.

Eileen