

Memorandum

Date: November 14, 2014

To: John Kovash, Mayor
Members, West Linn City Council

From: Chris Jordan, City Manager *CJ*

Subject: November 17 Work Session

The West Linn City Council is scheduled to meet in a work session at 6:00 p.m. on November 17. The agenda for that evening includes:

- **Bolton Reservoir Siting Analysis.** Attached is an analysis of alternative locations for a new Bolton Reservoir. The City's consultants from Murray Smith and Associates have reviewed dozens of potential sites and narrowed the possibilities to just a few. Tom Boland and Troy Bowers from Murray Smith are expected at the Council meeting to present the findings.
- **Transportation SDC Methodology Update.** This past year, as we have pursued the Council goal to enhance pedestrian and biking options for the community, staff identified that the revenues from the Bike/Pedestrian System Development Charge can only fund 2% of any such project. At Council direction, we hired FCS to review the transportation SDC methodology. Attached is the FCS report that modifies the transportation SDCs and will allow a pedestrian project to receive 20% of its funding from SDCs.
- **West Linn Municipal Code Chapter 2 – Advisory Committees.** The section of the municipal code regarding advisory committees is long and confusing. Assistant City Manager Kirsten Wyatt and Assistant City Attorney Megan Thornton will present ideas for possible changes to this section of the Municipal Code. Based on Council direction, staff can prepare an ordinance for Council consideration before the end of 2014 that may assist the Council in making appointments to the advisory committees.

The City Council will also review the November 24 Agenda.



TECHNICAL MEMORANDUM

DATE: September 24, 2014

PROJECT: 14-1586.301

TO: Mr. Lance Calvert, Public Works Director/City Engineer
Mr. Jim Whynot, Operations Supervisor
City of West Linn, OR

FROM: Thomas P. Boland, P.E.
Murray, Smith & Associates, Inc.

RE: City of West Linn Bolton Reservoir Replacement
Reservoir Siting Alternatives Analysis



Introduction

The City of West Linn (City) is proposing to replace the existing 2.5 Million Gallon (MG) Bolton Reservoir with a new 4.0 MG reservoir. In accordance with the City’s authorization, Murray, Smith & Associates, Inc. (MSA) has completed a reservoir siting alternatives analysis for the City’s proposed Bolton Reservoir replacement. This memorandum presents findings and recommendations resulting from this reservoir siting study work.

Background

The existing Bolton Reservoir site is located northerly of Skyline Drive on City owned property, near the intersection of Skyline Drive and Skyline Circle. The existing reservoir is a concrete slab-on-grade structure with 2:1 (horizontal: vertical) side slopes, constructed in 1913. An interior liner was installed in 1989 and a Hypalon cover was placed over the reservoir in 1995. Previous inspections of the reservoir identified some concrete spalling and some localized cracking. The floating cover for the reservoir appears to be reaching the end of its service life. Based on inspection and recent repairs of holes/tears in the cover in January 2008 and extensive repairs again in 2012, it is beginning to show significant signs of wear, especially at locations where movement occurs, such as around the rain troughs (gutters), and it is likely that the cover will require more frequent repairs in the near term.

Approximately 0.5 MG of the total 2.5 MG volume of the Bolton Reservoir is unusable due to the low elevation of the reservoir floor relative to the higher elevation of the reservoir outlet piping and suction piping of the adjacent Bolton Pump Station, which pumps water from the reservoir into the distribution system's Horton Pressure Zone. Given the reservoir's functional limitations, condition, and age, replacement of the Bolton Reservoir was recommended in the City's previous three Water System Master Plans, including the most recent completed in 2008, in which it was considered a high priority improvement.

In August 2012, MSA completed a conceptual siting analysis for construction of a replacement reservoir at the existing site, which would involve demolition of the existing reservoir and construction of a new 4.0 MG reservoir within the existing site boundaries. The scope of the conceptual siting analysis work included confirming floor and overflow elevations and preliminary tank dimensions, evaluating and recommending reservoir type, completing a preliminary geotechnical evaluation of the site, confirming the orientation of the structure on the site and developing budget level cost estimates to allow the City to proceed with project financing. The evaluation included consideration of the existing physical site constraints, including a localized active landslide within the existing reservoir site; the reservoir site's location within a very large "ancient" landslide, as mapped by DOGAMI; and the potential impacts of subsurface geological conditions on reservoir foundation conditions.

Because of the importance of this large capital investment, the City has decided to investigate other potential site alternatives as part of the initial preliminary engineering phase of the reservoir replacement project.

Purpose and Scope

The purpose of this siting study is to identify and evaluate the adequacy and suitability of potential alternative reservoir sites, and to ultimately assist in identifying a preferred location for the proposed reservoir. The scope of work includes completion of preliminary map studies and field reconnaissance of the project area to identify and evaluate potential alternative reservoir sites. Findings and recommendations resulting from this work are intended to assist the City in selection of a preferred site. Siting study work includes conceptual level analysis to support siting of several configurations of reservoirs with a total volume of 4.0 MG.

Study Area Limits

The primary study area for the reservoir siting work generally includes areas within the City Limits at an elevation range of 430 to 450 feet above mean sea level for a ground level reservoir option, and an elevation range of 370 to 430 feet above mean sea level for an elevated reservoir option with a height of approximately 90 feet. Initial screening of potential sites also included a review of parcels within a lower elevation range of 300 to 370 feet, which would accommodate a taller elevated tank option with a height of up to 150 feet,

which generally represents the upper limit of feasibility for elevated water storage in regions where seismicity is a factor. The study area is shown on the Alternative Site Identification map attached as Figure 1.

Conceptual Level Siting Criteria

Conceptual level siting criteria include site topography, proximity to service area and existing water system infrastructure, dimensioning and layout of the reservoir structure both vertically and horizontally, property size requirements, existing development and land use, geotechnical considerations, and potential relative cost impacts.

Site Topography

The location of a water storage reservoir is governed primarily by the ground elevation of the area the reservoir must serve. The reservoir structure must be placed at an elevation to provide adequate water system pressure to customers and fit the water system hydraulic conditions. For the reservoir siting alternatives, a preliminary reservoir floor elevation of 430 feet and an overflow elevation (high water level) of 450 feet were selected to meet water system hydraulic requirements needed to serve the Bolton Pressure Zones and Horton Pressure Zones, similar to the reservoir elevations proposed for the replacement reservoir at the existing Bolton Site. To meet these hydraulic parameters while providing adequate reservoir foundation conditions on existing ground, potential reservoir sites were primarily investigated with ground topography in the 430 to 450-foot elevation range for a ground level reservoir at-grade or buried, and 370 to 430-foot elevation range for an elevated reservoir with a nominal height of up to 90 feet. These ground elevation bands are illustrated on Figure 1. A screening of lower elevation parcels was also performed for sites that could accommodate an elevated tank up to 150 feet tall, although the cost of constructing such a tall large volume structure in the Pacific Northwest would likely be cost prohibitive due to the seismic requirements.

Proximity to Service Area and Water Transmission Piping

The proximity of potential reservoir site locations relative to the City's existing water system infrastructure has a direct correlation to magnitude of project costs and the feasibility for the site to be integrated into the City's system, depending on the need for additional water transmission piping and pumping facilities. The City's waterline network is illustrated on Figure 1. The existing Bolton Pressure Zone is directly connected to the South Fork Water Board (SFWB) transmission main which delivers water from the City's primary water supply. The Bolton Reservoir is supplied by 18-inch and 24-inch diameter piping from the SFWB transmission main. The Bolton Pump Station is also located at the existing reservoir site, and pumps water from the Bolton Reservoir to the Horton Pressure Zone and Reservoir. Reservoir supply and discharge piping should be constructed at an elevation below the preliminary reservoir floor elevation to accommodate suitable hydraulic operation of the pipelines and reservoir. As part of this study, it was assumed that minimum depth of bury for

reservoir supply and discharge piping would be maintained where possible, while selecting routes along public roadway rights-of-way where feasible.

Reservoir Dimensions

This siting study work includes conceptual level analysis for siting reservoirs at various configurations with a total storage of 4.0 MG and an overflow elevation (high water level) of 450 feet. For the ground level reservoir alternative, constructed at-grade or buried, a single 4.0 MG circular prestressed concrete structure was assumed, with a water depth of 20 feet and diameter of 190 feet. For the elevated reservoir alternative, a single 4.0 MG elevated steel structure was assumed, with a water depth of 45 feet, diameter of 135 feet and nominal height of up to 90 feet tall. It should be noted that a 4.0 MG elevated reservoir is at the upper limits of feasibility for an elevated tank, and that further design level analysis may determine that two 2.0 MG elevated reservoirs are needed. It is anticipated that the elevated reservoir alternative would have a higher construction cost compared to the ground level option, with the typical cost of elevated structures being more than double that of ground level structures. The cost of two 2.0 MG elevated reservoirs would be higher than a single elevated reservoir. In addition, the visual impact of a 90 foot tall 4.0 MG elevated reservoir or two 2.0 MG elevated reservoirs would be significantly greater than a ground level reservoir.

The elevated tank dimensions are based on feasible design standards with water depth and diameter configured for economical construction. Due to this larger standard water depth measured down from the desired 450-foot overflow elevation, the water stored would fall below the optimum elevation range of 430 to 450 feet for the Bolton Pressure zone, resulting in a less desirable option with a large decrease in useable storage. The cost of constructing a single 4.0 MG elevated tank or two 2.0 MG tanks with a depth to diameter ratio similar to the ground level tank to maximize useable storage, would likely be very cost prohibitive and technically challenging with regard to seismic design considerations.

Property Size Requirements

Minimum property size requirements should include a parcel, or parcels, large enough to accommodate the reservoir structure, final grading, site development and access needs, as well as any anticipated operational requirements. Property size would also need to include space for a pump station if the location of the site required a replacement pump station to meet site specific water system hydraulic conditions. Ideally, additional property required for temporary construction staging and operations would be accommodated by the reservoir site, otherwise temporary construction easement acquisition would be necessary. Estimated property size requirements for the various tank configurations range from approximately 2.0 to 3.5 acres, reflecting additional space needed for added site grading on properties with steeper topographic slope conditions. As part of the initial property screening process, all parcels in the City limits larger than 1.5 acres were identified and screened for suitability to identify any potential opportunities.

Maximum 1:1 temporary construction excavation slopes, and proposed 2:1 final grading slopes were assumed for siting both the ground level and elevated reservoir options. Retaining walls, steeper construction slopes or excavation shoring may be used or required during actual construction to minimize land use.

Existing Development and Land Use

The apparent existing use of properties under consideration for the proposed reservoir site were documented as part of this study. Preference was given for vacant properties within the City limits. Very few vacant lots exist within the required elevation range, and many of those are dedicated drainage basins, open spaces or parks, or contain a protected Water Resource Area (WRA) and would conflict with the WRA protection defined in Chapter 32 of the CDC. The current zoning of properties under consideration for use as a proposed reservoir site was also documented.

Siting the proposed reservoir in a City-owned park or open space is currently not an approved use. Chapter XI, Section 46, of the West Linn City Charter requires that nonauthorized uses of a City owned park or open space be approved through a public vote. The Charter states that only facilities directly necessary for the park's use shall be considered authorized, further stating that specific uses considered to be "nonauthorized" include water reservoirs and water tanks, and parking facilities and roads (except as needed for park use and access). The intent of this Charter section is that City-owned parks and open spaces be preserved for recreational use and environmental preservation and enhancement and not used for other purposes or sold or exchanged without the approval of the registered voters of the City of West Linn.

Given the functional limitations, condition, and age of the existing Bolton Reservoir, it is anticipated that demolition of the existing reservoir and old pump station would be completed as part of project construction at any of the alternative reservoir sites. This work would likely include filling and grading the existing Bolton Reservoir.

Geotechnical Considerations

Alternative reservoir site locations were reviewed relative to landslides identified and mapped by DOGAMI (Statewide Landslide Information Database of Oregon, Release 2, 2011). Available DOGAMI landslide mapping information is illustrated on Figure 1. Further geotechnical investigation of alternative sites was not performed as part of this study, therefore the geotechnical suitability of specific alternative sites is unknown.

Preliminary Screening of Potential Reservoir Siting Alternatives

Based on preliminary topographic map studies and field reconnaissance of the project area, an initial broad screening of parcels was performed to identify the potential viable reservoir sites for further analysis. Several sites were found to have stream corridors with associated Metro identified riparian areas which makes the sites unsuitable for development. Some parcels, while of suitable elevation and total acreage, did not accommodate construction of a reservoir due to severe slopes or parcel shape constraints. Further, some potentially suitable properties were already developed with multi-family or condominium units. The economic and social costs of constructing a reservoir at these developed sites make further consideration impractical. Four potential sites were identified and shortlisted for evaluation. A summary of the site screening findings are included in Table A-1, attached in Appendix A.

Potential Reservoir Siting Alternatives

The four potential reservoir site alternatives that were selected through the initial screening process were evaluated and compared based on the following criteria:

- Topography, property size and slope to include consideration of construction cuts and fills, access and staging
- Need for additional permanent utility easements or temporary construction easements.
- Proximity to the City Limits, service area and proposed water transmission piping. It should be noted that a detailed hydraulic evaluation of the system was not performed when evaluating site alternatives. The further the potential reservoir site is located from the existing site, the greater the potential need for significant transmission piping or pumping improvements, and potential complexity and concerns related to water system hydraulics, operations and water quality
- Existing development and land use of the property
- Geotechnical considerations
- Relative conceptual project cost

A summary of key overall findings of the evaluation of siting alternatives is presented below in Table 1, followed by a detailed summary for each site.

Conceptual Level Cost Estimates

In 2012 MSA prepared a detailed preliminary project cost estimate for replacement of the Bolton Reservoir at the existing site. The estimated project cost of \$8,835,000 included construction costs plus contingency, and an allowance for engineering, permitting, construction management and City administration. At the concept level, it is assumed that construction of a ground level reservoir at the alternative sites would have a similar construction cost. This estimate was used as a basis for the conceptual cost estimates,

subtracting several site specific cost items and adding costs for piping, pumping, structure reinforcement for rooftop parking, and elevated storage as required.

The conceptual level construction cost estimates were developed for the potential reservoir site alternatives to achieve a feasibility level relative cost comparison. The cost estimates are Class 5 estimates as defined by the American Society of Cost Engineers (ACEC). This class is consistent with a 0 to 2 percent complete project definition. Total project cost estimates include an appropriate contingency reflecting the higher level of unknowns at the potential alternative sites, plus an allowance for engineering, permitting, construction management, City administration, and property acquisition as needed. A summary of estimated conceptual level project costs for the proposed reservoir site alternatives is presented in Table 1.

Table 1 | Potential Reservoir Site Alternatives – Information Summary

Reservoir Site Alternative	Notes / Key Issues	Elevation Contours	Lot size (ac) / Dimensions (ft)	Topography (% Slope)	Current Use or Structures/ Zoning	Conceptual Project Cost (\$ million)
Site 1 (Existing Site)	Existing Reservoir Site; within mapped ancient landslide; minimal improvements required – close proximity to existing piping and pump station. Site is viable.	430'- 455'	3.23 ac / 340' x 400' (approx.)	Flat to 5%	Reservoir Site/ R-10	\$9 M
Site 2 (Wilderness Park, North)	Located in Wilderness Park, a City Charter protected park; within mapped ancient landslide; near existing site; some piping improvements required. Site is viable.	450'- 470'	64.8 ac / 250' x 250' required	Flat to 30%	Parking lot in Wilderness Park / R-10	\$11 M*
Site 3 (Wilderness Park, South)	Located in Wilderness Park, a City Charter protected park; outside of mapped ancient landslide; relocate pump station to the site; moderate piping improvements required. Site is viable.	350'- 460'	64.8 ac / 250' x 250' required	20%	Forested area in Wilderness Park / R-10	\$13 M
Site 4 (High School)	Located on school property; private property may be required for access from Windsor Terrace; outside of mapped ancient landslide; relocate pump station to the site; moderate piping improvements required; tight site at lower elevation - elevated tanks required with decreased usable storage; near existing stream/riparian area; very high relative cost & visual impact. Site is not viable.	340'- 420'	31 ac / up to 600' x 600' required	20%	Forested area school land / R-10	\$22 M

Note: * Add \$1.7 M to the Conceptual Project Cost for the option to relocate the existing Bolton Pump Station.

Alternative Site Descriptions

Site 1 (Existing Bolton Reservoir Site)

Site 1, identified on Figure 1, is the location of the existing Bolton Reservoir and Bolton Pump Station. Ground elevations range from 430 to 455 feet. The site slopes northeasterly at approximately 5 percent. Construction of the buried replacement reservoir will require use of the majority of the 3.23 acre site while retaining the existing Bolton Pump Station. Demolition of the existing reservoir and old pump station would be completed as part of the project. New water piping within the reservoir site and along Skyline Circle will be required to connect the replacement reservoir to the distribution system and pump station.

As part of the preliminary geotechnical evaluation of the existing site completed in 2012 by GRI, Inc. (GRI), it was determined that it is within the mapped boundary of the large ancient landslide identified and mapped by DOGAMI (Statewide Landslide Information Database of Oregon, Release 2, 2011). It was GRI's overall opinion that the risk of significant future movement of the large old landslide mass that could impact a reservoir on the site is probably low, but the risk is not totally absent. Due to the large size of the mapped landslide, GRI anticipates that mitigation measures to improve the stability of the ancient landslide are likely not practical or cost effective.

GRI also provided recommendations to address stability related to the small localized landslide at the northeast corner of the site, and the presence of fill along the north side of the existing reservoir. Geotechnical suitability and potential foundation or slope stability improvements will be determined as part of the geotechnical investigation and site specific seismic hazard study to be completed as part of the current preliminary engineering phase.

Site 1 is a preferred viable alternative when considering the close proximity to the existing water system infrastructure, the City's existing use of the site, and that it provides a low cost replacement option relative to other sites.

Site 2 (Wilderness Park Property, North Parking Lot)

Site 2, identified on Figures 1 and 2, is located near the existing Bolton Reservoir site in the vicinity of the paved parking lot in Wilderness Park, southwest of the intersection of Skyline Drive and Clark Street. The parking lot is flat at a ground elevation of approximately 450 feet and surrounded by gentle to steep forested slopes at grades of up to approximately 30 percent. Approximately 2.0 to 2.5 of the park's 64.8 acres would be needed to accommodate construction of a buried reservoir at this site. This would include the area needed for construction cut slopes, construction access to the base of the reservoir, and limited staging area. The Bolton Reservoir site across the street could be an option for additional staging area if needed. The buried reservoir roof structure would need to be more robust to accommodate a permanent rooftop parking lot to replace the existing parking area, increasing

the reservoir construction cost. A conceptual cross-section of the reservoir is illustrated in Figure 3.

It appears that construction and permanent site access could be provided from Clark Street. As shown on Figure 2, approximately 450 linear feet of water supply piping would be required to connect the proposed reservoir to the Bolton Pressure Zone piping in Skyline Drive, and approximately 700 linear feet of piping would be needed to connect the reservoir to the existing Bolton Pump Station at the Bolton Reservoir site.

Similar to Site 1, alternative Site 2 is located within the mapped boundary of the large ancient landslide identified and mapped by DOGAMI. Without additional geotechnical investigation, the geotechnical suitability of Site 2 is unknown.

Siting the proposed reservoir in Wilderness Park is specifically considered to be a “nonauthorized use” of park property in accordance with Chapter XI, Section 46 of the West Linn City Charter, requiring the approval of the registered voters of the City of West Linn.

Based on conceptual budget level costs estimates, it appears that the cost of constructing the replacement reservoir at Site 2 would be more than that of Site 1. Site 2 appears to be a technically and financially feasible alternative site, but the “unauthorized use” of the City-owned park property for the reservoir would require approval by public vote. While it appears to be a viable alternative site, Site 2 does not offer significant advantages compared to Site 1.

As an option, the existing Bolton Pump Station could be replaced with a new pump station located in a nearby area outside of the mapped ancient landslide, in Wilderness Park along Clark Street. Relocating the pump station might also allow the vacated existing Bolton Site to be redeveloped for residential housing or other public uses.

Site 3 (Wilderness Park Property, East of Clark Street)

Site 3, identified on Figures 1 and 2, is located in Wilderness Park east of Clark Street, and is approximately 1,500 feet from the existing Bolton Reservoir site. The ground elevation ranges from approximately 350 to 460 feet, with ground sloping at approximately 20 percent in the vicinity of the proposed reservoir site. Approximately 2 to 3 acres of the park’s 64.8 acres would be needed to accommodate construction of a buried or partially buried reservoir at this forested site. This would include the area needed for construction cut slopes, construction access to the base of the reservoir, and limited staging area. The Bolton Reservoir site or parking lot at Wilderness Park across the street could be an option for additional staging area if needed. A conceptual cross-section of the reservoir is illustrated in Figure 3.

It appears that construction and permanent site access could be provided from Clark Street. Compared to the nearby Site 2, alternative Site 3 would require additional water piping to

connect to existing infrastructure. To minimize depth of bury of pipelines serving this site, reservoir supply and discharge piping would need to be routed through an easement to the northeast across Wilderness Park instead of along Clark Street. This utility easement would likely also need to accommodate piping for site drainage and reservoir overflow. The existing Bolton Pump Station would be replaced with a new pump station located at Site 3, which is outside of the mapped ancient landslide. Relocating the pump station might also allow the vacated existing Bolton Site to be redeveloped for residential housing or other public uses. As shown on Figure 2, approximately 600 linear feet of water supply piping would be required to connect the proposed reservoir to the Bolton Pressure Zone piping at the intersection of Skyline Drive and Webb Street. An additional 1,900 linear feet of piping, routed through the park and along Skyline Drive and Skyline Circle, would be needed to connect the new Bolton Pump Station at Site #3 to the Horton Pressure Zone.

Site 3 is not located within the mapped boundary of the large ancient landslide identified and mapped by DOGAMI. Without additional geotechnical investigation, the geotechnical suitability of Sites 3 is unknown.

Siting the proposed reservoir in Wilderness Park is specifically considered to be a “nonauthorized use” of park property in accordance with Chapter XI, Section 46 of the West Linn City Charter, requiring the approval of the registered voters of the City of West Linn.

Based on conceptual budget level costs estimates, it appears that the cost of constructing the replacement reservoir at Site 3 would be similar to that of Site 2. Site 3 appears to be a technically and financially feasible alternative site, but the “unauthorized use” of the City-owned park property would require approval by public vote. Site 3 does not offer significant advantages compared to Site 1, except that it is outside of the ancient landslide, but its location in an undeveloped area of the park would result in greater park impacts.

Site 4 (High School Property)

Site 4, identified on Figures 1 and 2, is located at the forested western corner of the High School property. Ground elevations at this site range from approximately 340 to 420 feet, falling below the requirement for a ground level reservoir, with a slope of approximately 20 percent. Due to the lower ground elevation, an elevated reservoir would be required at this site. Approximately 2 to 3 acres of the school property would be needed to accommodate construction of the 4.0 MG elevated reservoir, or two 2.0 MG elevated reservoirs. This would include the area needed for construction cut slopes, construction access to the base of the reservoir, and staging area. The proposed elevated reservoir would be approximately 90 feet tall, and would have less useable storage than a ground level reservoir. A conceptual cross-section of the reservoir is illustrated in Figure 4.

It appears that construction and permanent access to Site 4 would need to be provided through a developed single family lot along Windsor Terrace. A nearby existing stream/riparian area identified on City GIS may cause further site and access constraints.

Reservoir supply and discharge piping would need to be routed through an easement to the west through school property since the higher ground elevations along Clark Street make installation of transmission piping unfeasible. The existing Bolton Pump Station would be replaced with a new pump station located at Site 4, which is outside of the mapped ancient landslide. Relocating the pump station might also allow the vacated existing Bolton Site to be redeveloped for residential housing or other public uses. Approximately 1,500 linear feet of water supply piping would be required to connect the proposed reservoir to the Bolton Pressure Zone piping at the intersection of Skyline Drive and Webb Street. An additional 4,500 linear feet of piping, routed through the park and along Skyline Drive, would be needed to connect the new Bolton Pump Station at Site #4 to the Horton Pressure Zone.

Site 4 is not located within the mapped boundary of the large ancient landslide identified and mapped by DOGAMI. Without additional geotechnical investigation, the geotechnical suitability of Sites 4 is unknown.

Based on conceptual budget level costs estimates, it appears that the cost of constructing the replacement reservoirs at Site 4 would be approximately 100 percent higher than Site 1 due to the high cost of constructing an elevated reservoir as opposed to a ground level reservoir. This alternative was designated as not viable due to the high cost and decreased usable storage of the elevated structure, and the need for acquisition of private property for access from Windsor Terrace. In addition, the existing nearby riparian area may cause site constraints, and the visual impact of a 90 foot tall 4.0 MG elevated reservoir would be significantly greater than a ground level reservoir.

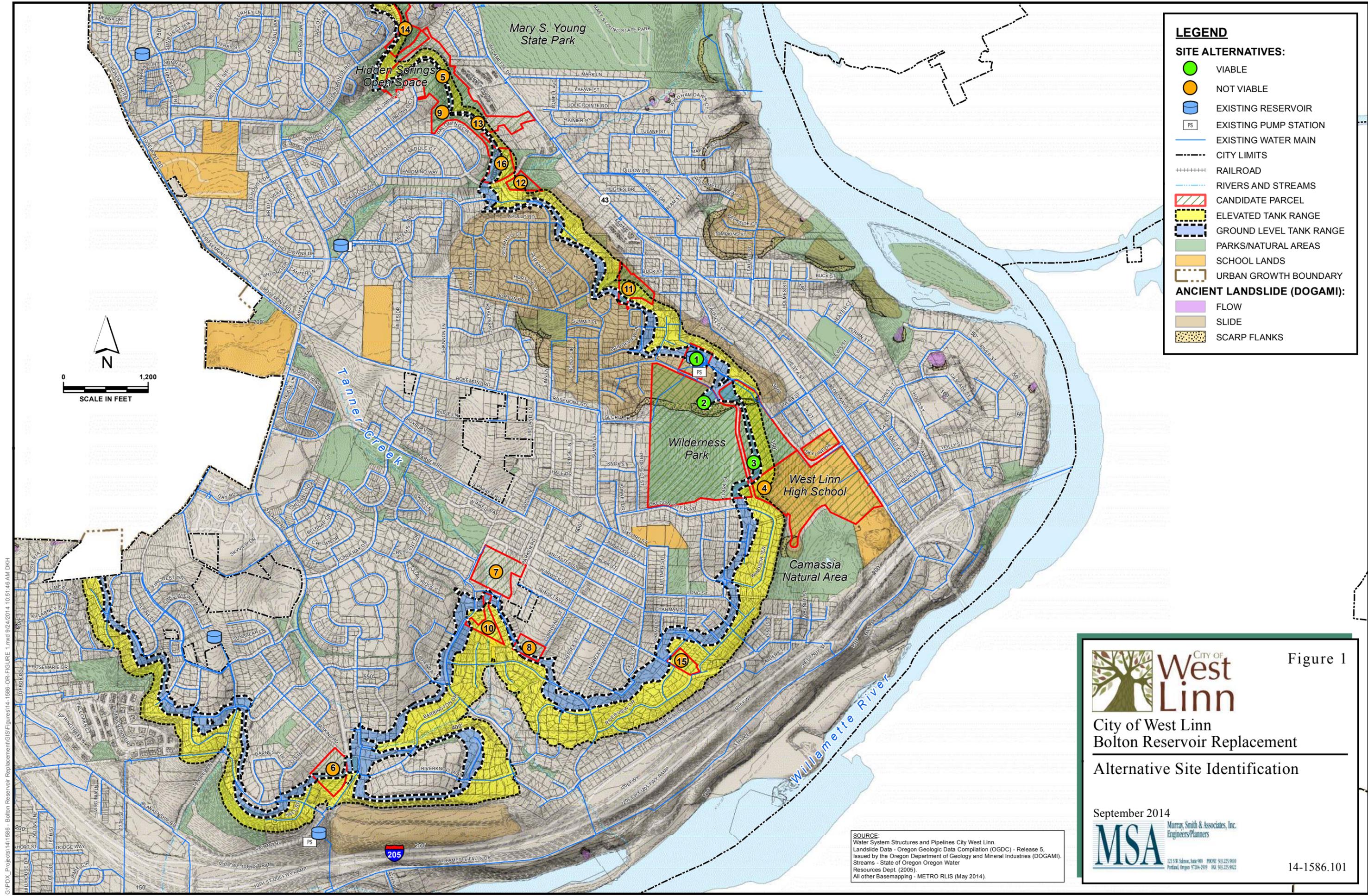
Conclusion

Based on the information available to complete this study, the preliminary siting analysis found that three sites could viably accommodate a 4.0 MG reservoir. The existing reservoir location, Site 1, appears to be the most suitable site. Site 2 was determined to be a viable alternative site, but does not offer significant technical advantages over Site 1 and is located within Wilderness Park, a City Charter protected park. Site 3 also appears to be a viable alternative site, but while it is located outside large ancient landslide mapped by DOGAMI, it is also located in the Charter protected Wilderness Park. Its location in the undeveloped area of the park would also result in greater park impacts.

Recommendations

Based on the results of the preliminary review presented above, it is recommended that the City take the following action:

Proceed with the geotechnical investigation and site specific seismic hazard study of Site 1 to confirm the geotechnical suitability of the site.



LEGEND

SITE ALTERNATIVES:

- VIABLE
- NOT VIABLE
- EXISTING RESERVOIR
- PS EXISTING PUMP STATION
- EXISTING WATER MAIN
- CITY LIMITS
- RAILROAD
- RIVERS AND STREAMS
- CANDIDATE PARCEL
- ELEVATED TANK RANGE
- GROUND LEVEL TANK RANGE
- PARKS/NATURAL AREAS
- SCHOOL LANDS
- URBAN GROWTH BOUNDARY

ANCIENT LANDSLIDE (DOGAMI):

- FLOW
- SLIDE
- SCARP FLANKS

0 1,200
SCALE IN FEET

N

Figure 1


City of West Linn
 Bolton Reservoir Replacement
 Alternative Site Identification

September 2014

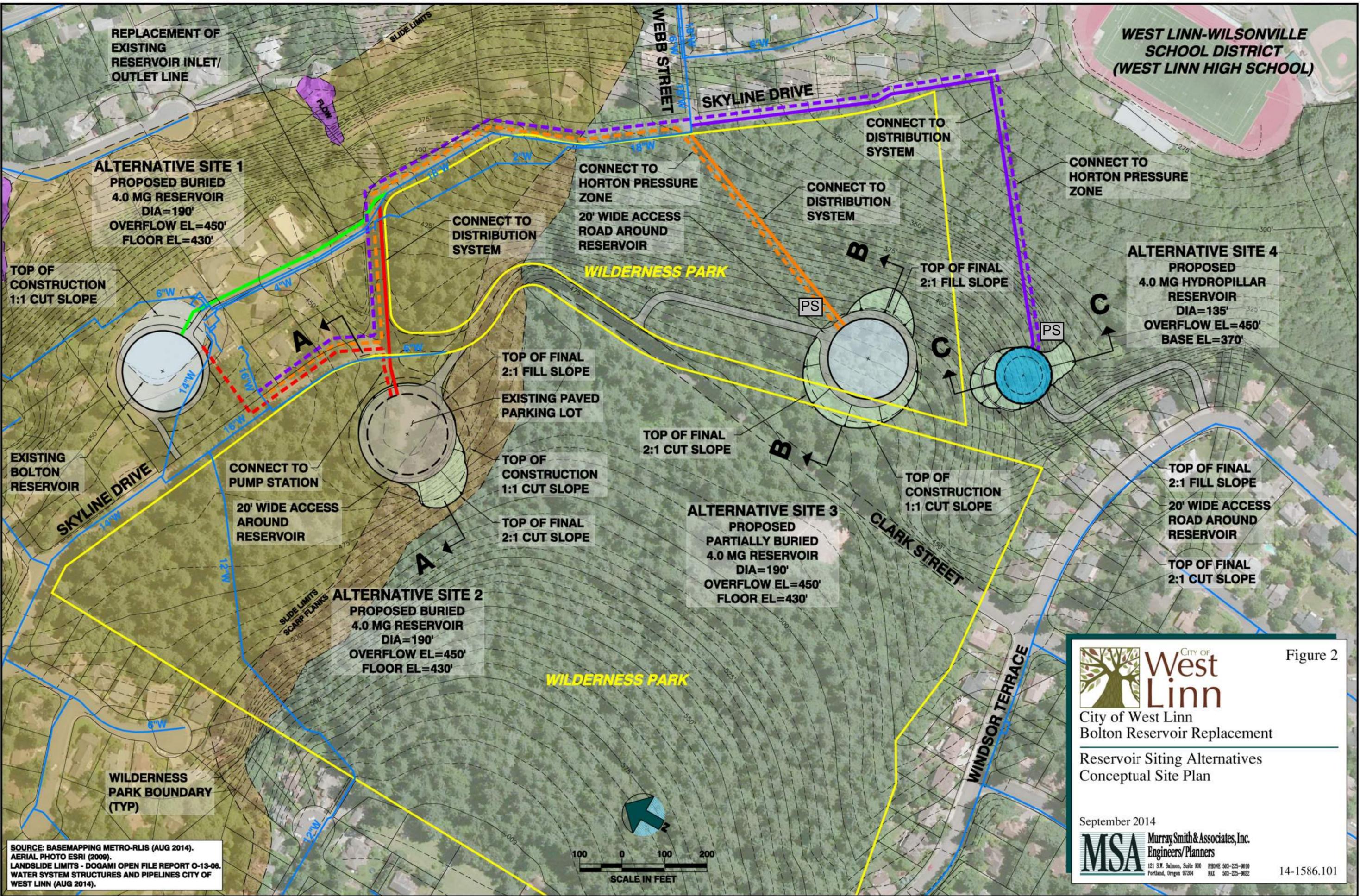

 MSA Murray, Smith & Associates, Inc.
 Engineers/Planners
 121 S.W. Salmon, Suite 900 PORTLAND, OREGON 97205-9000
 Portland, Oregon 97204-2919 FAX 503.225.9122

14-1586.101

SOURCE:
 Water System Structures and Pipelines City West Linn.
 Landslide Data - Oregon Geologic Data Compilation (OGDC) - Release 5,
 Issued by the Oregon Department of Geology and Mineral Industries (DOGAMI).
 Streams - State of Oregon Water Resources Dept. (2005).
 All other Basemapping - METRO RLIS (May 2014).

G:\PDX_Projects\141586 - Bolton Reservoir Replacement\GIS\Figures\14-1586-OR-FIGURE 1.mxd 9/24/2014 10:51:46 AM DKH

C:\PDX_Projects\14\1586 - Bolton Reservoir Replacement\CAD\FIGURES\14-1586-101-OR-FIGURES 2-4.dwg FIGURE 2 - OPTIONS A AND B 9/23/2014 1:22 PM DKH 20.0s (LMS Tech)



SOURCE: BASEMAPPING METRO-RLIS (AUG 2014).
AERIAL PHOTO ESRI (2009).
LANDSLIDE LIMITS - DOGAMI OPEN FILE REPORT O-13-06.
WATER SYSTEM STRUCTURES AND PIPELINES CITY OF WEST LINN (AUG 2014).

Figure 2

City of West Linn
Bolton Reservoir Replacement
Reservoir Siting Alternatives
Conceptual Site Plan

September 2014

MSA Murray Smith & Associates, Inc.
Engineers/Planners
121 S.W. Salmon, Suite 900 PHONE 503-225-9010
Portland, Oregon 97204 FAX 503-225-9022

14-1586.101

C:\PDX_Projects\14\1586 - Bolton Reservoir Replacement\CAD\FIGURES\14-1586-101-OR-FIGURES 2-4.dwg FIGURE 3 - CROSS SECTIONS 9/10/2014 2:20 PM DKH 20.0s (LMS Tech)

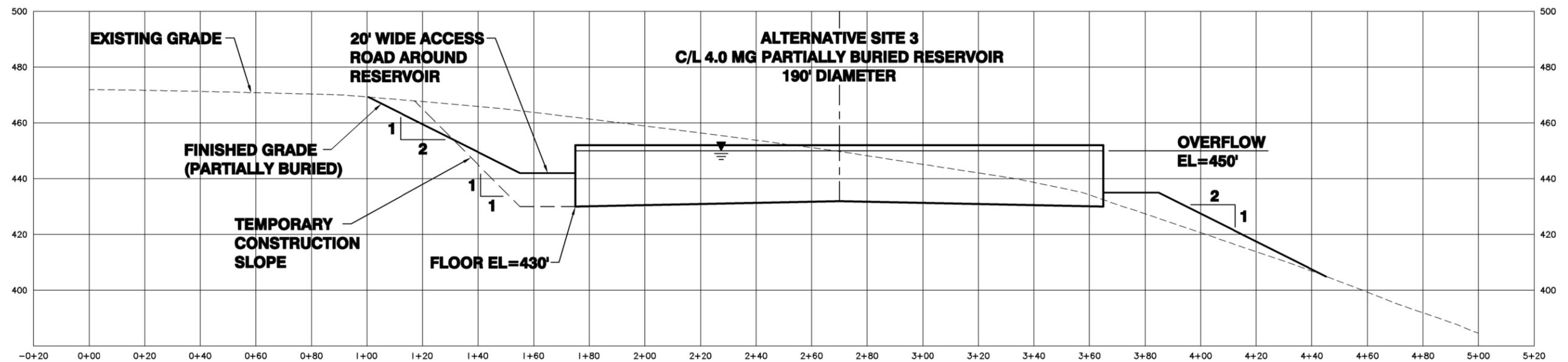
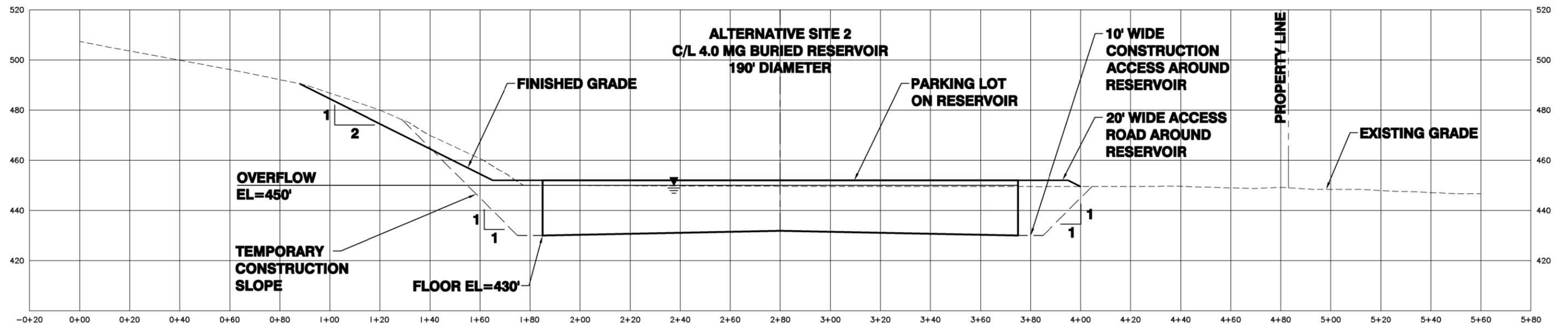


Figure 3

City of West Linn
Bolton Reservoir Replacement

Reservoir Siting Alternatives
Conceptual Cross Sections A and B

September 2014

MSA Murray Smith & Associates, Inc.
Engineers/Planners

121 S.W. Salmon, Suite 900 PHONE 503-225-0010
Portland, Oregon 97204 FAX 503-225-9022

14-1586.101

C:\PDX_Projects\14\1586 - Bolton Reservoir Replacement\CAD\FIGURES\14-1586-101-OR-FIGURES 2-4.dwg FIGURE 4 - CROSS SECTION 9/10/2014 2:21 PM DKH 20.0s (LMS Tech)

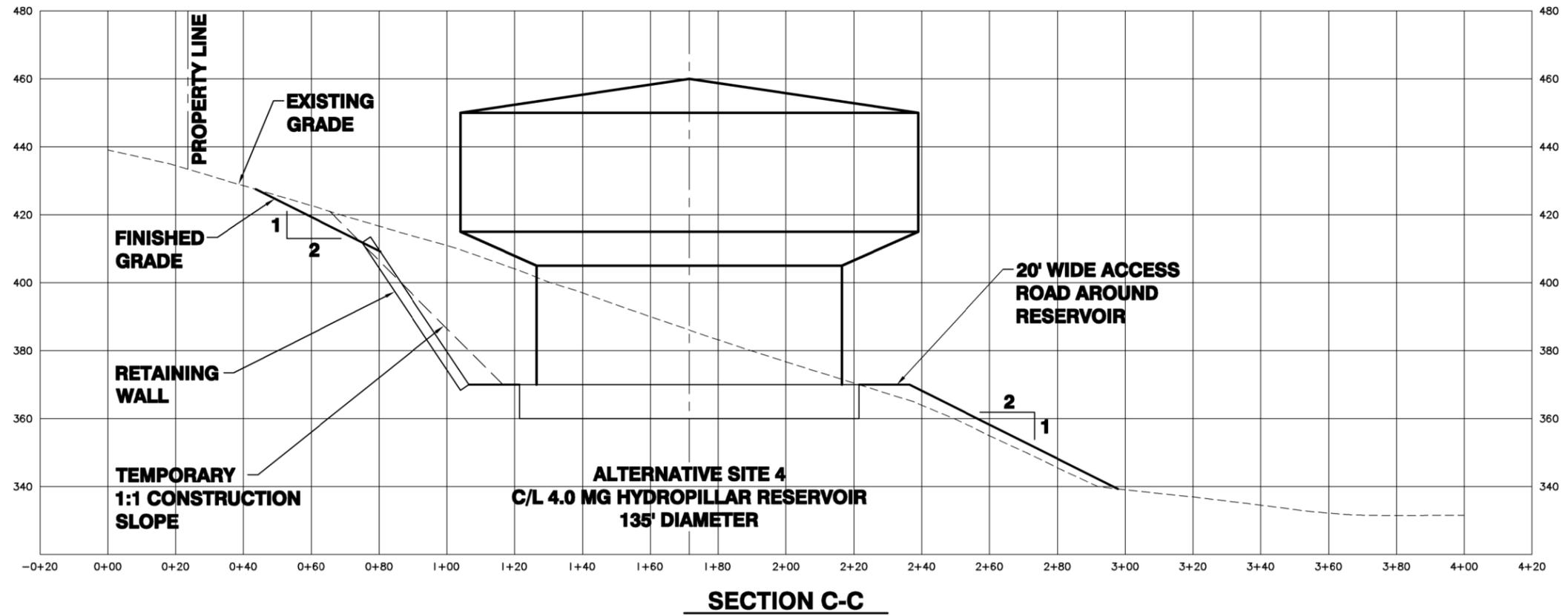


Figure 4



West Linn
City of West Linn
Bolton Reservoir Replacement

Reservoir Siting Alternatives
Conceptual Cross Section C

September 2014



MSA Murray Smith & Associates, Inc.
Engineers/Planners

121 S.W. Salmon, Suite 900 PHONE 503-225-9010
Portland, Oregon 97204 FAX 503-225-9022

14-1586.101

Table A-1
Bolton Reservoir Replacement Site Alternatives Evaluation

Site #	Site Address or Nearest Address	Owner(s) per Clackamas County Records	Existing Elevation Range	Tank Type	Existing Lot Size (acres, per GIS)	Current Use	Additional Piping Required (feet)	New Pump Station required?	Key Concerns						Conclusion / Notes	Estimated Total Cost (\$ M)	
									DOGAMI Mapped Ancient Slide or Flow	Requires Property or Easement Acquisition	WRA Conflict	Difficult Topography	Developed Single or Multi-Family Housing	Charter protected City Park or Open Space			High Cost
1	6111 Skyline Dr.	City of West Linn	430' to 460'	Buried	3.23	Existing Reservoir & Pump Station	700	No	X							Viable - Favorable site, less unknowns. Within DOGAMI ancient slide.	\$9 M
2	Wilderness Park, North parking lot	City of West Linn	440' to 450'	Buried	65	Park - Parking lot	1,150	No	X				X			Viable - In Wilderness Park, a Charter protected park. Within DOGAMI ancient slide.	\$11 M*
3	Wilderness Park, East of Clark St.	City of West Linn	320' to 470'	Ground	65	Park	2,500	No			X		X			Viable - In Wilderness Park, a City Charter protected park. Steep slope. Cost includes relocating Bolton Pump Station to Site #3.	\$13 M
4	5464 West A St. & 5281 Windsor Terr. site access	West Linn-Wilsonville School District #3J	300' to 370'	Elevated	31.56	High School (Vacant Forrested) & Single Family Residence	6,000	No		X	X	X	X	X		Not Viable - Ground elevation requires 90' elevated tank and retaining wall. Access across existing parcel with single family home. Potential WRA Conflict with drainage basin/riparian area. Cost includes relocating Bolton Pump Station to Site #4. High cost.	\$22 M
5	Hidden Springs Open Space near 20001 Larkspur Ln. & Private parcel near 3600 Mohawk Way	City of West Linn & Private	320' to 530'	Ground	8.28 & 4.31	Open Space & Vacant	16,000	Yes		X	X	X		X	X	Not Viable - Significant new infrastructure required - pipeline & pump station. WRA Conflict with creek/riparian/drainage basin area. Located in City Charter protected Open Space. Very steep slope. Property acquisition required. High cost.	\$19 M
6	3200 S Haskins Rd.	Private	400' to 470'	Ground	4.66	Single Family Residence / Forrested	13,000	Yes		X		X	X	X		Not Viable - Significant new infrastructure required - pipeline & pump station. Property acquisition required - existing single family home, outside of City Limits. Site is remote relative to the Bolton Pressure Zone which may present water quality problems and challenging pipeline alignment with I-205 Hwy crossing. High cost.	\$16 M
7	4340 S Parker Rd.	Private	460' to 500'	Ground	7.13	Vacant	6,000	Yes		X	X			X		Not Viable - Ground elevation is too high - excessive excavation & retaining wall. Significant new infrastructure required - pipeline & pump station. Property acquisition required. WRA Conflict with creek/riparian area. High cost.	\$14 M
8	4096 Cornwall St.	Private	450' to 490'	Ground	2.17	Vacant	5,000	Yes		X		X		X		Not Viable - Ground elevation is too high - excessive excavation & retaining wall. Property acquisition required. Significant new infrastructure required - pipeline & pump station. Steep slope, constrained site. High cost.	\$14 M
9	Near 19701 Hidden Springs Rd.	City of West Linn	430' to 470'	Buried	6.83	Open Space	3,500	Yes			X	X		X	X	Not Viable - Significant new infrastructure required - pipeline & pump station. WRA Conflict with creek/riparian/drainage basin. Located in City Charter protected Open Space. Very steep slope. High cost.	\$13 M
10	Near 2688 Beacon Hill Dr.	Tanners Stonegate Homeowners	380' to 390'	Elevated	2.73	Drainage	8,500	Yes		X	X	X		X	X	Not Viable - Significant new infrastructure required - pipeline & pump station. WRA Conflict with creek/riparian/drainage basin. Property acquisition from HOA. Constrained site. High cost.	\$21 M
11	Near 2300 Hammerle St.	City of West Linn	350' to 420'	Elevated	3.86	Open Space	2,000	No	X		X	X		X	X	Not Viable - Significant new pipeline infrastructure required. WRA Conflict with creek/riparian/drainage basin. Located in City Charter protected Open Space. Within DOGAMI ancient slide. Steep slope. High cost.	\$17 M*
12	Near 2701 Pimlico Dr.	City of West Linn	330' to 410'	Elevated	1.75	Open Space	3,250	Yes			X	X		X	X	Not Viable - Significant new infrastructure required - pipeline & pump station. WRA Conflict with creek/riparian/drainage basin. Located in City Charter protected Open Space. Steep slope. High cost.	\$19 M
13	Near 20130 Larkspur Ln.	Private	260' to 470'	Elevated	4.07	Vacant	3,500	Yes		X		X		X		Not Viable - Significant new infrastructure required - pipeline & pump station. Property acquisition required. Very steep slope, constrained site. High cost.	\$20M
14	Near 19300 Hidden Springs Rd.	City of West Linn	320' to 450'	Elevated	3.92	Open Space	4,000	Yes			X	X		X	X	Not Viable - Too Steep. Significant new infrastructure required - pipeline & pump station. WRA Conflict with creek/riparian/drainage basin. Located in City Charter protected Open Space. High cost.	\$20 M
15	2111 Sunset Ave.	Private	390' to 420'	Elevated	1.94	Developed / Multi-Family Housing	7,250	No		X		X	X	X		Not Viable - Property acquisition - Existing Multi-family housing. Significant pipeline infrastructure required. High cost.	\$20 M*
16	Near 2600 Pimlico Dr.	Springcrest Condos	410' to 440'	Elevated	2.70	Developed / Multi-Family Housing	3,250	Yes		X		X	X	X		Not Viable - Property acquisition - Existing Multi-family housing. Significant new infrastructure required - pipeline & pump station. High cost.	\$23 M

Notes:

- Existing lot sizes per GIS data.
 - Estimated Total Cost includes construction cost for reservoir, piping and pump station as needed, plus contingency, and estimated allowances for property acquisition, engineering, permitting, construction management and City administration. Estimated Total Costs are conceptual budget level costs intended to provide a relative cost comparison between site alternatives.
 - WRA Conflicts include potential conflicts with water resource areas including wetlands, flood plains, streams and riparian areas, per CDC Chp. 32 and identified per City GIS
 - Parks and Open Space identified per City GIS
- * Add \$1.7 M to the Estimated Total Cost for the option to relocate the existing Bolton Pump Station.





Memorandum

Date: November 14, 2014
To: Chris Jordan, City Manager
From: Dylan Digby, Public Improvements Specialist
Subject: Transportation Systems Development Charge Update 2014

City staff has been working with FCS Group, an independent public sector financial consulting firm, to update West Linn's transportation systems development charges (SDCs). The City last updated its transportation SDC methodology in 2009.

Please find attached the "Transportation System Development Charge Study, November 2014" report compiled by FCS Group. A presentation by the FCS Group and discussion of this topic is scheduled for the November 17, 2014, Council Work Session.

Public notice of the proposed SDC modification process was provided to interested persons in accordance with ORS 223.304. In addition, staff noticed the current development community. This report was made available to the public on the City website and at City Hall more than 60 days prior to the public hearing as required by Oregon Statute. The public hearing and Council action on this matter are scheduled for the January 12, 2014, Council meeting.

Enc.: Transportation System Development Charge Study, November 2014

West Linn, Oregon



TRANSPORTATION
SYSTEM DEVELOPMENT
CHARGE STUDY

November 2014

FCS GROUP

4380 SW Macadam Ave. Suite 220
Portland, OR 97239
T: 503.841.6543 | F: 503.841.6573

This entire report is made of readily recyclable materials, including the bronze wire binding and the front and back cover, which are made from post-consumer recycled plastic bottles.

TABLE OF CONTENTS

TABLE OF CONTENTS	i
I. BACKGROUND	1
A. Policy	1
B. Project	1
II. COST CALCULATION	3
A. Growth Calculation	3
A.1 Expected Growth Levels	3
B. Reimbursement Fee Cost Basis	4
B.1 SDC-Eligible Reimbursement Costs	4
B.2 Reimbursement Fee per ADPT	4
C. Improvement Fee Cost Basis	4
C.1 SDC-Eligible Improvement Costs	4
C.2 Improvement Fee per ADPT	5
D. Compliance Cost Fee Basis	5
E. SDC Costs to Development	6
E.1 New ADPT per Unit of Development	6
E.2 SDC per Unit of Development	6
III. SUMMARY	7
A. SDC Cost per Unit of Development	7
B. Credits, Exemptions, and Discounts	7
B.1 Credits	7
B.2 Exemptions	8
C. Indexing	8
D. Summary and Comparison	8
IV. APPENDICES	12
APPENDIX A – SDC-Eligible Projects from West Linn Transportation System Plan	12
APPENDIX B.1 – Historical SDC Expenditures	23
APPENDIX B.2 – Historical SDC Credits	24

I. BACKGROUND

This section describes the policy context and project scope upon which the body of this report is based.

A. POLICY

Oregon Revised Statutes (ORS) 223.297 to 223.314 authorize local governments to establish system development charges (SDCs). These are one-time fees on new development paid at the time of development. SDCs are intended to recover a fair share of the cost of existing and planned facilities that provide capacity to serve future growth.

ORS 223.299 defines two components of a SDC:

- ◆ A reimbursement fee that is designed to recover “costs associated with capital improvements already constructed, or under construction when the fee is established, for which the local government determines that capacity exists”
- ◆ An improvement fee that is designed to recover “costs associated with capital improvements to be constructed”

ORS 223.304(1) states, in part, that a reimbursement fee must be based on “the value of unused capacity available to future system users or the cost of existing facilities” and must account for prior contributions by existing users and any gifted or grant-funded facilities. The calculation must “promote the objective of future system users contributing no more than an equitable share to the cost of existing facilities.” A reimbursement fee may be spent on any capital improvement related to the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

ORS 223.304(2) states, in part, that an improvement fee must be calculated to include only the cost of projected capital improvements needed to increase system capacity for future users. In other words, the cost of planned projects that correct existing deficiencies or do not otherwise increase capacity for future users may not be included in the improvement fee calculation. An improvement fee may be spent only on capital improvements (or portions thereof) that increase the capacity of the system for which it is being charged (whether cash-financed or debt-financed) and on the costs of compliance with Oregon’s SDC law.

B. PROJECT

The City last revised its transportation SDC methodology in 2009. In 2014, the City contracted with FCS GROUP to update its transportation SDCs.

We approached this project as a series of three steps:

- **Policy Review.** In this step, we worked with City staff to identify and agree on the approach to be used and the components to be included in the analysis. The City's primary interest was to define new allocation approaches for bicycle and pedestrian improvements.
- **Technical Analysis.** In this step, we worked with City staff to isolate the recoverable portion of existing facilities costs as well as planned capacity increasing facilities costs to calculate draft SDC rates.
- **Draft Methodology Report Preparation.** In this step, we documented the calculation of the proposed SDCs included in this report.

II. COST CALCULATION

This section provides a description of the transportation SDC calculation. We performed this analysis by taking the following steps:

- ◆ We estimated demand growth in average daily person trip-ends (ADPTs);
- ◆ With staff input, we identified the eligible reimbursement fee and improvement fee cost bases.
- ◆ We calculated each SDC component per trip-end and unit of development.

A. GROWTH CALCULATION

West Linn’s prior transportation SDC growth calculation was based on projected peak-hour vehicle trip-ends. With staff input, we used a different approach for this update. In order to appropriately account for a balanced transportation system with a mix of motor vehicle, bicycle, transit, and pedestrian facility improvements we utilized an average daily person trip-end (ADPT) basis. ADPTs include non-motor vehicle trips that utilize bicycle, pedestrian, and transit facilities.

A.1 Expected Growth Levels

To determine the forecasted increase in ADPTs in West Linn, we used Metro travel forecasts from the 2009 methodology. Interpolating from those figures, we projected an increase of 52,791 ADPT as shown in **Exhibit 1**. The increase in trips equates to approximately 1.6% annual growth.

Exhibit 1: Growth Estimates 2015-2030

	2009	Est. 2015	Proj. 2030	2015 to 2030 change	CAGR
PM 2 Hour Peak Trip-Ends	10,897	11,963	15,105	3,142	1.57%
Average Daily Vehicle Trip-Ends¹	108,970	119,627	151,050	31,423	1.57%
Average Daily Person Trip-Ends²	183,070	200,973	253,764	52,791	1.57%
New person trips as a % of future person trips				20.80%	

Source: Metro Trip Forecasts, 2009 West Linn Transportation SDC Methodology, compiled by FCS GROUP.

Abbreviations: CAGR: Compound Annual Growth Rate

¹Average Daily Trip-Ends assume 10% of all trips are Peak Hour Trip-Ends

²Person trip conversion rate of 1.68 derived from 2009 U.S. National Household Transportation Survey findings

This increase in ADPT, 52,791, will serve as the denominator in the improvement fee and reimbursement fee calculations. This is the total number of ADPTs attributed to growth between 2015 and 2030.

B. REIMBURSEMENT FEE COST BASIS

The reimbursement fee portion of the SDC is based on the estimated cost of unused transportation system capacity. The current estimated value of West Linn’s excess capacity in the transportation system was determined based on the prior City cost of SDC-funded capacity projects and SDC credits issued by the City. The historical cost incurred by the City for capacity-increasing transportation facilities is shown in **Appendix B.1** and **Appendix B.2**. Eligible reimbursement costs reflect the amount of current infrastructure capacity that will accommodate growth converted to 2014 dollar amounts derived from the Engineering News Record, 20-City Average Construction Cost Index.

B.1 SDC-Eligible Reimbursement Costs

The reimbursement fee is determined by summing SDC historical credits and SDC expenditures, converting those amounts to 2014 dollars, and determining the unused capacity of projects constructed with that money. For this analysis, we assume the capacity of any project built with SDC monies will be exhausted in 20 years. The eligible reimbursement cost basis is \$5,184,728, summarized in **Exhibit 2** and calculated in **Appendix B.1** and **Appendix B.2**.

Exhibit 2: SDC Expenditures		
	2014 Costs	2014 SDC-eligible Costs
SDC Credits	\$17,572,049	\$4,949,518
SDC Expenditures	\$249,009	\$235,210
Total	\$17,821,058	\$5,184,728

Source: City of West Linn, compiled by FCS GROUP.

B.2 Reimbursement Fee per ADPT

The reimbursement fee per ADPT is calculated by dividing the eligible cost basis by forecasted growth in ADPT. The outcome, reimbursement fee per ADPT, is summarized in **Exhibit 3** below.

Exhibit 3: Reimbursement Costs	
Mode	SDC Expenditures and Historical Credits
Eligible Costs	\$5,184,728
ADPT	52,791
Proposed SDC per ADPT	\$98.21

Source: City of West Linn, compiled by FCS GROUP.

C. IMPROVEMENT FEE COST BASIS

The improvement fee portion of the SDC is based on a specific list of planned capacity-increasing capital improvements. The portion of each project that is attributable to growth is determined and the improvement fee is calculated by dividing the total cost of growth-related projects, and portions therefore, by the projected increase in ADPTs.

C.1 SDC-Eligible Improvement Costs

West Linn’s current transportation SDC methodology is based on the 2008 West Linn Transportation System Plan (TSP). The TSP provides a list of capital projects needed to meet 2030 transportation conditions.

The TSP project list was adjusted to account for non-local funding sources and only includes improvements that increase capacity. The projects listed in the transportation capital improvement plan are eligible for SDC funding only to the extent that the projects will benefit future users rather than cure an existing deficiency. The capacity-increasing percentage of each project was identified through discussions with City staff and the growth calculation in Section A.1.

After adjusting for inflation and deleting projects that have already been completed, facility improvements total \$116,590,416, with SDC-eligible costs of \$27,052,929. The SDC-eligible facility costs include \$21,209,107 in roadway facilities, \$1,843,833 in bicycle facilities, \$3,678,886 in pedestrian facilities, and \$321,103 in transit facilities. See **Exhibit 4** for summary costs and **Appendix A** for complete calculations.

Exhibit 4: Improvement Cost Basis Summary by Mode				
	Cost in 2008	Local Cost in 2014	Growth Share	SDC-Eligible Costs
Pedestrian Projects	\$20,440,000	\$24,648,168	14.93%	\$3,678,886
Bicycle Projects	\$8,850,000	\$10,672,030	17.28%	\$1,843,833
Motor Vehicle Projects	\$66,115,000	\$79,726,693	26.60%	\$21,209,107
Transit Projects	\$1,280,000	\$1,543,525	20.80%	\$321,103
Total	\$96,685,000	\$116,590,416		\$27,052,929

Source: Appendix B, compiled by FCS GROUP.

C.2 Improvement Fee per ADPT

The improvement fee per ADPT is calculated using the following formula:

$$\frac{\text{SDC-Eligible Cost} - \text{Existing SDC Fund Balance}}{\text{Growth in ADPT}} = \text{Improvement Fee per ADPT}$$

SDC-eligible costs are capital improvement costs which will serve future growth, shown in **Exhibit 4** and **Appendix A**. The transportation improvement SDC fund balance that has been collected by the City but not yet spent is then subtracted from the SDC-eligible costs in order to avoid double-charging. Finally, that number is divided by growth in ADPTs. The outcome, improvement fee per ADPT, is summarized in **Exhibit 5** below.

Exhibit 5: Improvement Costs			
Mode	Pedestrian/Bicycle Projects	Motor Vehicle Projects	Transit Projects
Eligible Costs	\$5,522,719	\$21,209,107	\$321,103
SDC Current Fund Balance Adjustment	<u>\$396,793</u>	<u>\$1,212,788</u>	<u>\$0</u>
Subtotal	\$5,125,926	\$19,996,319	\$321,103
ADPT	52,791	52,791	52,791
Proposed SDC per ADPT	\$97.10	\$378.78	\$6.08

Source: West Linn Transportation System Plan, compiled by FCS GROUP.

D. COMPLIANCE COST FEE BASIS

ORS 223.307(5) authorizes the expenditure of SDCs on “the costs of complying with the provisions of ORS 223.297 to 223.314, including the costs of developing system development charge methodologies and providing an annual accounting of system development charge expenditures.”

After discussions with City staff, this SDC methodology assumes no compliance cost recovered through the SDC.

E. SDC COSTS TO DEVELOPMENT

In order to translate SDC costs per ADPT to SDC costs per unit of development, we must determine the number of ADPT generated by each type of development.

E.1 New ADPT per Unit of Development

The Institute of Transportation Engineers (ITE) *Trip Generation Manual* contains trip rates based on studies conducted nationwide and provides the base data of unadjusted counts of trips generated by various types of land use. The trip rates include all traffic entering or leaving a location but does not account for traffic that passes by or interrupts a primary trip between origin and destination. We have taken the step of removing pass-by trips because they would occur regardless of development activity.

We calculate the number of new ADPTs generated per day for each type of land use with the following formula:

$$\text{ITE Vehicle Trip Rate} \times \text{ADPT Conversion Factor} \times (1 - \% \text{ Pass-by Trips}) = \text{New ADPT}$$

E.2 SDC per Unit of Development

The SDC per unit of development is calculated for each type of land use by multiplying the new ADPT for each land use by the SDC per ADPT.

$$\text{SDC per ADPT} \times \text{New ADPT by Land Use} = \text{SDC by Land Use}$$

Appendix C shows the individual charges per unit for each portion of the SDC. It is important to note that the *Trip Generation Manual* may not contain some land use categories or may not include trip rates or number of net new trips generated. For such land use categories without data, the Public Works Director/City Engineer shall use her/his judgment to calculate the transportation SDC.

III. SUMMARY

This section summarizes the SDCs for selected ITE land use categories and discusses credits and exemptions from the West Linn transportation SDC.

A. SDC COST PER UNIT OF DEVELOPMENT

Exhibit 6 displays the total transportation SDC per ADPT.

Exhibit 6: West Linn Transportation SDC Cost per ADPT					
Mode	Improvement Fee			Reimbursement Fee	Total
	Pedestrian /Bicycle Projects	Motor Vehicle Projects	Transit Projects	SDC Expenditures and Historical Credits	
Eligible Costs	\$5,522,719	\$21,209,107	\$321,103	\$5,184,728	\$32,237,657
SDC Fund Balance	(\$396,793)	(\$1,212,788)	\$0		\$1,609,581
Subtotal	\$5,125,926	\$19,996,319	\$321,103	\$5,184,728	\$30,628,076
ADPT	52,791	52,791	52,791	52,791	52,791
Proposed SDC per ADPT	\$97.10	\$378.78	\$6.08	\$98.21	\$580.18

Source: Previous tables, compiled by FCS GROUP.

B. CREDITS, EXEMPTIONS, AND DISCOUNTS

The City of West Linn will continue to establish local policies for issuing credits, exemptions, annual adjustments, and other administrative procedures.

B.1 Credits

A credit is a reduction in the amount of the SDC for a specific development. ORS 223.304 requires that credit be allowed for the construction of a qualified public improvement which: is required as a condition of development approval; is identified in the City’s capital improvements program; and either is “not located on or contiguous to property that is the subject of development approval,” or is located “on or contiguous to such property and is required to be built larger or with greater capacity than is necessary for the particular development project....”

The credit for a qualified public improvement may only be applied against an SDC for the same type of improvement (e.g., a transportation improvement can only be used for a credit for a future transportation SDC). Additionally, a credit must be granted “only for the cost of that portion of an improvement which exceeds the minimum standard facility size or capacity needed to serve” the particular project up to the amount of the improvement fee. For multi-phase projects, any “excess credit may be applied against SDCs that accrue in subsequent phases of the original development project.”

In addition to these required credits, the City may provide a greater credit, establish a system providing for the transferability of credits, provide a credit for a capital improvement not identified in the City’s

SDC Capital Improvements Plan, or provide a share of the cost of an improvement by other means (i.e., partnerships, other City revenues, etc.).

B.2 Exemptions

The City may exempt specific classes of development such as minor additions from the requirement to pay transportation SDCs.

C. INDEXING

Oregon law (ORS 223.304) also allows for the periodic indexing of system development charges for inflation, as long as the index used is:

- “(A) A relevant measurement of the average change in prices or costs over an identified time period for materials, labor, real property or a combination of the three;
- (B) Published by a recognized organization or agency that produces the index or data source for reasons that are independent of the system development charge methodology; and
- (C) Incorporated as part of the established methodology or identified and adopted in a separate ordinance, resolution or order.”

We recommend that the City of West Linn index its charges to the Engineering News Record 20-City Average Construction Cost Index, and adjust the charges annually as per that index. There is no comparable Oregon-specific index.

D. SUMMARY AND COMPARISON

Exhibit 7 summarizes the SDC calculations and compares them with SDCs currently in effect for selected land uses.

Exhibit 7: Existing and Revised Transportation SDCs in West Linn				
Land Use Type	Unit	Current TSDC	Proposed TSDC	Change
General Light Industrial	per 1,000 ft ²	\$7,309	\$5,131	-\$2,178
Mini-Warehouse	per 1,000 ft ²	\$2,058	\$2,313	\$254
Single-Family Detached Housing	per house	\$8,990	\$9,208	\$218
Apartment	per unit	\$5,496	\$6,336	\$839
City Park	Acre	\$3,906	\$5,978	\$2,071
General Office Building	per 1,000 ft ²	\$14,115	\$8,168	-\$5,947
Free-Standing Discount Superstore	per 1,000 ft ²	\$20,434	\$26,992	\$6,558
Specialty Retail	per 1,000 ft ²	\$23,011	\$14,230	-\$8,782
Supermarket	per 1,000 ft ²	\$20,288	\$17,881	-\$2,407
Fast-Food Restaurant w/ Drive-Thru	per 1,000 ft ²	\$70,336	\$87,428	\$17,092

Source: Current West Linn Transportation SDC Methodology, compiled by FCS GROUP.

A full list of SDCs by land use is provided in **Exhibit 8** below.

Exhibit 8: ITE Trips and SDC Costs per Land Use											
ITE Code	Land Use	Unit	ITE Average Daily Trips	Number of Person Trips ¹	% Primary Trips	New Person Trip Ends	Improvement Cost			Reimbursement Cost	SDC Total
							Pedestrian/Bicycle Projects	Motor Vehicle Projects	Transit Projects		
21	Commercial Airport	CFD	123.1	206.8	100%	206.8	\$20,083	\$78,344	\$1,258	\$20,313	\$119,999
30	Intermodal Truck Terminal	Acre	62.5	105.0	100%	105.0	\$10,197	\$39,778	\$639	\$10,314	\$60,928
110	General Light Industrial	1,000 SFGFA	5.3	8.8	100%	8.8	\$859	\$3,350	\$54	\$869	\$5,131
130	Industrial Park	1,000 SFGFA	5.3	9.0	100%	9.0	\$871	\$3,397	\$55	\$881	\$5,203
140	Manufacturing	1,000 SFGFA	3.0	5.1	100%	5.1	\$494	\$1,928	\$31	\$500	\$2,953
151	Mini-Warehouse	1,000 SFGFA	2.4	4.0	100%	4.0	\$387	\$1,510	\$24	\$392	\$2,313
160	Data Center	1,000 SFGFA	1.0	1.7	100%	1.7	\$161	\$630	\$10	\$163	\$965
210	Single-Family Detached Housing	Dwelling unit	9.4	15.9	100%	15.9	\$1,541	\$6,012	\$97	\$1,559	\$9,208
220	Apartment	Dwelling unit	6.5	10.9	100%	10.9	\$1,060	\$4,136	\$66	\$1,072	\$6,336
230	Residential Condominium/Townhouse	Dwelling unit	5.7	9.5	100%	9.5	\$922	\$3,596	\$58	\$932	\$5,508
240	Mobile Home Park	ODU	4.9	8.2	100%	8.2	\$800	\$3,119	\$50	\$809	\$4,777
254	Assisted Living	Bed	2.6	4.3	100%	4.3	\$418	\$1,631	\$26	\$423	\$2,498
310	Hotel	Room	7.9	13.2	100%	13.2	\$1,281	\$4,999	\$80	\$1,296	\$7,657
320	Motel	Room	5.6	9.5	100%	9.5	\$918	\$3,583	\$58	\$929	\$5,488
411	City Park	Acre	6.1	10.3	100%	10.3	\$1,000	\$3,903	\$63	\$1,012	\$5,978
417	Regional Park	Acre	5.0	8.4	100%	8.4	\$814	\$3,176	\$51	\$824	\$4,865
430	Golf Course	Acre	5.3	8.9	100%	8.9	\$860	\$3,354	\$54	\$870	\$5,138
444	Movie Theater with Matinee	Movie screen	387.0	650.2	100%	650.2	\$63,135	\$246,289	\$3,955	\$63,859	\$377,237
492	Health/Fitness Club	1,000 SFGFA	30.3	50.9	100%	50.9	\$4,946	\$19,295	\$310	\$5,003	\$29,554
495	Recreational Community Center	1,000 SFGFA	27.4	46.0	100%	46.0	\$4,470	\$17,436	\$280	\$4,521	\$26,707
520	Elementary School	1,000 SFGFA	7.1	12.0	59%	7.1	\$686	\$2,675	\$43	\$694	\$4,097
522	Middle School/Junior High School	1,000 SFGFA	6.4	10.7	59%	6.3	\$612	\$2,389	\$38	\$619	\$3,659
530	High School	1,000 SFGFA	6.0	10.0	59%	5.9	\$573	\$2,234	\$36	\$579	\$3,422
540	Junior/Community College	1,000 SFGFA	21.4	36.0	100%	36.0	\$3,493	\$13,626	\$219	\$3,533	\$20,871
560	Church	1,000 SFGFA	13.2	22.2	100%	22.2	\$2,157	\$8,414	\$135	\$2,181	\$12,887
565	Day Care Center	1,000 SFGFA	18.0	30.3	33%	10.0	\$970	\$3,785	\$61	\$981	\$5,798
590	Library	1,000 SFGFA	50.5	84.8	100%	84.8	\$8,232	\$32,112	\$516	\$8,326	\$49,186
610	Hospital	1,000 SFGFA	12.2	20.4	100%	20.4	\$1,985	\$7,744	\$124	\$2,008	\$11,862
620	Nursing Home	1,000 SFGFA	7.2	12.1	100%	12.1	\$1,176	\$4,589	\$74	\$1,190	\$7,029
710	General Office Building	1,000 SFGFA	8.4	14.1	100%	14.1	\$1,367	\$5,333	\$86	\$1,383	\$8,168
720	Medical-Dental Office Building	1,000 SFGFA	27.3	45.9	100%	45.9	\$4,455	\$17,378	\$279	\$4,506	\$26,618
731	State Motor Vehicles Department	1,000 SFGFA	120.9	203.1	100%	203.1	\$19,722	\$76,935	\$1,235	\$19,948	\$117,841
732	United States Post Office	1,000 SFGFA	88.4	148.4	100%	148.4	\$14,412	\$56,222	\$903	\$14,577	\$86,114

Exhibit 8: ITE Trips and SDC Costs per Land Use											
ITE Code	Land Use	Unit	ITE Average Daily Trips	Number of Person Trips ¹	% Primary Trips	New Person Trip Ends	Improvement Cost			Reimbursement Cost	SDC Total
							Pedestrian/Bicycle Projects	Motor Vehicle Projects	Transit Projects		
750	Office Park	1,000 SFGFA	8.5	14.3	100%	14.3	\$1,387	\$5,409	\$87	\$1,402	\$8,285
760	Research and Development Center	1,000 SFGFA	6.2	10.5	100%	10.5	\$1,015	\$3,960	\$64	\$1,027	\$6,065
770	Business Park	1,000 SFGFA	9.4	15.9	100%	15.9	\$1,539	\$6,004	\$96	\$1,557	\$9,197
812	Building Materials and Lumber Store	1,000 SFGFA	43.1	72.5	100%	72.5	\$7,035	\$27,445	\$441	\$7,116	\$42,037
813	Free-Standing Discount Superstore	1,000 SFGFA	38.5	64.6	72%	46.5	\$4,517	\$17,623	\$283	\$4,569	\$26,992
814	Variety Store	1,000 SFGFA	30.6	51.4	48%	24.5	\$2,382	\$9,290	\$149	\$2,409	\$14,230
815	Free-Standing Discount Store	1,000 SFGFA	28.2	47.4	48%	22.6	\$2,198	\$8,574	\$138	\$2,223	\$13,132
816	Hardware/Paint Store	1,000 SFGFA	25.9	43.5	45%	19.4	\$1,881	\$7,338	\$118	\$1,903	\$11,239
817	Nursery (Garden Center)	1,000 SFGFA	82.9	139.2	100%	139.2	\$13,516	\$52,727	\$847	\$13,671	\$80,762
820	Shopping Center	1,000 SFGFA	20.7	34.7	50%	17.4	\$1,691	\$6,598	\$106	\$1,711	\$10,107
826	Specialty Retail Center	1,000 SFGFA	40.6	68.2	100%	68.2	\$6,620	\$25,824	\$415	\$6,696	\$39,554
841	Automobile Sales	1,000 SFGFA	29.3	49.2	100%	49.2	\$4,774	\$18,623	\$299	\$4,829	\$28,525
843	Automobile Parts Sales	1,000 SFGFA	27.2	45.8	44%	20.1	\$1,955	\$7,627	\$122	\$1,978	\$11,682
848	Tire Store	1,000 SFGFA	17.1	28.7	69%	19.7	\$1,913	\$7,462	\$120	\$1,935	\$11,430
850	Supermarket	1,000 SFGFA	47.3	79.5	39%	30.8	\$2,993	\$11,674	\$187	\$3,027	\$17,881
851	Convenience Market (Open 24 Hours)	1,000 SFGFA	246.8	414.6	33%	134.9	\$13,095	\$51,084	\$820	\$13,245	\$78,245
857	Discount Club	1,000 SFGFA	42.3	71.1	100%	71.1	\$6,908	\$26,947	\$433	\$6,987	\$41,274
862	Home Improvement Superstore	1,000 SFGFA	16.7	28.1	44%	12.4	\$1,201	\$4,685	\$75	\$1,215	\$7,177
880	Pharmacy/Drugstore without Drive-Through	1,000 SFGFA	38.1	64.1	42%	27.1	\$2,633	\$10,271	\$165	\$2,663	\$15,731
881	Pharmacy/Drugstore with Drive-Through	1,000 SFGFA	36.8	61.9	38%	23.5	\$2,283	\$8,905	\$143	\$2,309	\$13,640
890	Furniture Store	1,000 SFGFA	1.8	3.1	37%	1.1	\$109	\$426	\$7	\$111	\$653
911	Walk-in Bank	1,000 SFGFA	121.3	203.8	100%	203.8	\$19,787	\$77,190	\$1,240	\$20,014	\$118,230
912	Drive-in Bank	1,000 SFGFA	33.5	56.3	27%	15.4	\$1,495	\$5,834	\$94	\$1,513	\$8,936
925	Drinking Place	1,000 SFGFA	154.9	260.2	100%	260.2	\$25,268	\$98,571	\$1,583	\$25,558	\$150,980
931	Quality Restaurant	1,000 SFGFA	37.4	62.9	43%	26.7	\$2,594	\$10,119	\$162	\$2,624	\$15,500
932	High-Turnover (Sit-Down) Restaurant	1,000 SFGFA	52.6	88.3	40%	35.1	\$3,409	\$13,300	\$214	\$3,449	\$20,372
933	Fast-Food Restaurant without Drive-Through	1,000 SFGFA	208.3	349.9	40%	139.1	\$13,506	\$52,687	\$846	\$13,661	\$80,700
934	Fast-Food Restaurant with Drive-Through	1,000 SFGFA	219.1	368.0	41%	150.7	\$14,632	\$57,080	\$917	\$14,800	\$87,428
936	Coffee/Donut Shop without Drive-Through	1,000 SFGFA	102.6	172.4	40%	68.5	\$6,652	\$25,951	\$417	\$6,729	\$39,749

Exhibit 8: ITE Trips and SDC Costs per Land Use											
ITE Code	Land Use	Unit	ITE Average Daily Trips	Number of Person Trips ¹	% Primary Trips	New Person Trip Ends	Improvement Cost			Reimbursement Cost	SDC Total
							Pedestrian/Bicycle Projects	Motor Vehicle Projects	Transit Projects		
937	Coffee/Donut Shop with Drive-Through	1,000 SFGFA	335.2	563.1	41%	230.5	\$22,386	\$87,327	\$1,402	\$22,643	\$133,758
938	Coffee/Donut Kiosk	1,000 SFGFA	306.0	514.1	17%	87.4	\$8,486	\$33,103	\$532	\$8,583	\$50,704
944	Gasoline/Service Station	VFP	59.0	99.1	35%	34.7	\$3,368	\$13,140	\$211	\$3,407	\$20,126
945	Gasoline/Service Station with Convenience Market	VFP	20.8	34.9	13%	4.5	\$434	\$1,691	\$27	\$439	\$2,590
946	Gasoline/Service Station with Car Wash	VFP	36.5	61.3	24%	14.7	\$1,423	\$5,550	\$89	\$1,439	\$8,502
***	Other (median)		27.2	45.8	100%	45.8	\$4,444	\$17,335	\$278	\$4,495	\$26,551
***	Other (average)		54.0	90.7	76%	68.8	\$6,676	\$26,041	\$418	\$6,752	\$39,887

Source: ITE Trip Generation Manual, 9th Edition, compiled by FCS GROUP.

¹Person trip conversion rate of 1.68 derived from 2009 U.S. National Household Transportation Survey findings

Abbreviations

CFD - commercial flights per day

ODU - occupied dwelling unit

SFGFA - square feet of gross floor area

SFGLA - square feet of gross leasable area

VFP - vehicle fueling position

IV. APPENDICES

APPENDIX A – SDC-Eligible Projects from West Linn Transportation System Plan

Projects in the Transportation System Plan									
Project Type	Location	Description			Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs
Pedestrian Projects		Sidewalk Infill Extent	From	To					
Pedestrian 2	Willamette Drive ^{1,2}	Construct sidewalk on one side of street.	Bolton Street	Failing Street	\$0	\$0	100%	20.80%	\$0
Pedestrian 3	Willamette Drive ^{1,2}	Construct sidewalk on one side of street.	Failing Street	Davenport Street	\$0	\$0	100%	20.80%	\$0
Pedestrian 4	Willamette Drive ^{1,2}	Construct sidewalk on one side of street.	Davenport Street	Caufield Street	\$0	\$0	100%	20.80%	\$0
Pedestrian 5	Willamette Drive ^{1,2}	Construct sidewalk on one side of street.	Caufield Street	Barlow Street	\$0	\$0	100%	20.80%	\$0
Pedestrian 6	Willamette Drive ^{1,2}	Construct sidewalk on one side of street.	Barlow Street	Dillow Drive	\$0	\$0	100%	20.80%	\$0
Pedestrian 7	Willamette Drive ^{1,2}	Construct sidewalk on one side of street.	Dillow Drive	Pimlico Drive	\$0	\$0	100%	20.80%	\$0
Pedestrian 8	Willamette Drive ^{1,2}	Construct sidewalk on one side of street.	Mark Lane	Mapleton Drive	\$0	\$0	100%	20.80%	\$0
Pedestrian 9	Willamette Drive ^{1,2}	Construct sidewalk on one side of street.	Mapleton Drive	100' south of Cedaroak Drive	\$0	\$0	100%	20.80%	\$0
Pedestrian 10	Willamette Drive ^{1,2}	Construct sidewalk on both sides of street.	Cedaroak Drive	Walling Circle (north)	\$0	\$0	100%	20.80%	\$0

Projects in the Transportation System Plan									
Project Type	Location	Description	Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs		
Pedestrian 11	Willamette Drive ^{1,2}	Construct sidewalk on both sides of street. Fairview Way Marylhurst Drive	\$0	\$0	100%	20.80%	\$0		
Pedestrian 12	Willamette Drive ^{1,2}	Construct sidewalk on both sides of street. Walling Circle (north) Fairview Way	\$0	\$0	100%	20.80%	\$0		
Pedestrian 13	Willamette Drive ^{1,2}	Construct sidewalk on both sides of street. Marylhurst Drive Shady Hollow Way	\$0	\$0	100%	20.80%	\$0		
Pedestrian 14	Willamette Drive ^{1,2}	Construct sidewalk on both sides of street. Shady Hollow Way North city limits	\$0	\$0	100%	20.80%	\$0		
Pedestrian 15	10th Street	Construct sidewalk on one side of street. I-205 8th Street	\$65,000	\$78,382	100%	20.80%	\$16,306		
Pedestrian 16	10th Street ¹	Construct sidewalk on one side of street. Blankenship Road I-205	\$55,000	\$66,323	100%	20.80%	\$13,797		
Pedestrian 17	Cedarook Drive ¹	Construct sidewalk on both sides of street. Old River Road Elmran Avenue	\$585,000	\$705,439	100%	20.80%	\$146,754		
Pedestrian 18	Dillow Drive	Construct sidewalk on both sides of street. Willamette Drive Larson Avenue	\$305,000	\$367,793	100%	0.00%	\$0		
Pedestrian 19	Dillow Drive ¹	Construct sidewalk on both sides of street. Larson Avenue Failing Street	\$220,000	\$265,293	100%	0.00%	\$0		
Pedestrian 20	Elmran Avenue ¹	Construct sidewalk on both sides of street. Nixon Avenue Old River Road	\$415,000	\$500,440	100%	20.80%	\$104,108		
Pedestrian 21	Failing Street ¹	Construct sidewalk on both sides of street. Willamette Drive Dillow Drive	\$395,000	\$476,322	100%	0.00%	\$0		
Pedestrian 22	Hillcrest Drive ¹	Construct sidewalk on both sides of street. Marylhurst Drive (North) Marylhurst Drive (South)	\$655,000	\$789,851	100%	0.00%	\$0		
Pedestrian 23	Jolie Pointe Drive ¹	Construct sidewalk on both sides of street. Larson Avenue Rainier Place	\$230,000	\$277,352	100%	0.00%	\$0		
Pedestrian 25	Larson Avenue ¹	Construct sidewalk on both sides of street. Dillow Drive Jolie Pointe Drive	\$205,000	\$247,205	100%	0.00%	\$0		

Projects in the Transportation System Plan									
Project Type	Location	Description	Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs		
Pedestrian 26	Mapleton Drive ¹	Construct sidewalk on both sides of street. Willamette Drive Nixon Avenue	\$645,000	\$777,792	100%	20.80%	\$161,806		
Pedestrian 27	Marylhurst Drive ¹	Construct sidewalk on both sides of street. Willamette Drive Hillcrest Court	\$950,000	\$1,145,585	100%	0.00%	\$0		
Pedestrian 28	Mckillican ¹	Construct sidewalk on one side of street. West A Street Willamette Falls Drive	\$105,000	\$126,617	100%	20.80%	\$26,340		
Pedestrian 29	Nixon Avenue ¹	Construct sidewalk on both sides of street. Mapleton Drive Elmran Avenue	\$540,000	\$651,175	100%	20.80%	\$135,465		
Pedestrian 30	Old River Road ¹	Construct sidewalk on both sides of street. Willamette Drive Cherokee Court	\$870,000	\$1,049,115	100%	20.80%	\$218,250		
Pedestrian 31	Ostman Road ¹	Construct sidewalk on both sides of street. Blankenship Road Willamette Falls Drive	\$560,000	\$675,292	100%	0.00%	\$0		
Pedestrian 32	Parker Road ¹	Construct sidewalk on one side of street. 200' east of Wild Rose Drive Sunset Avenue	\$245,000	\$295,440	100%	20.80%	\$61,461		
Pedestrian 33	Pimlico Drive ¹	Construct sidewalk on both sides of street. Willamette Drive Palamino Way (East)	\$330,000	\$397,940	100%	0.00%	\$0		
Pedestrian 34	Rosemont Road ¹	Construct sidewalk on both sides of street. Summit Street Ridge Lane	\$290,000	\$349,705	100%	20.80%	\$72,750		
Pedestrian 35	Rosemont Road ¹	Construct sidewalk on one side of street. Ridge Lane Carriage Way	\$880,000	\$1,061,174	100%	20.80%	\$220,758		
Pedestrian 38	Salamo Drive ¹	Construct sidewalk on both sides of street. 10th Street 300' south of Bland Circle	\$1,090,000	\$1,314,408	100%	20.80%	\$273,439		
Pedestrian 39	Skyline Drive ¹	Construct sidewalk on both sides of street. Summit Drive West A Street	\$915,000	\$1,103,379	100%	20.80%	\$229,538		
Pedestrian 40	Sunset Avenue ¹	Construct sidewalk on both sides of street. Parker Road Spring Rock Circle	\$535,000	\$645,145	100%	20.80%	\$134,211		
Pedestrian 41	Tannler Drive ¹	Construct sidewalk on both sides of street. Blankenship Road Greene Street	\$275,000	\$331,617	100%	20.80%	\$68,987		

Projects in the Transportation System Plan									
Project Type	Location	Description			Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs
Pedestrian 42	Tualatin Avenue ¹	Construct sidewalk on both sides of street.	Volpp Street	12th Street	\$170,000	\$204,999	100%	0.00%	\$0
Pedestrian 88	Willamette Drive /Burns Street ²	Crossing with Pedestrian Refuge	South Leg	-	\$0	\$0	100%	20.80%	\$0
Pedestrian 84	Willamette Drive /Chow Mein Lane ²	Crossing with Pedestrian Refuge	North Leg	-	\$0	\$0	100%	20.80%	\$0
Pedestrian 83	Willamette Drive /Fairview Way ²	Crossing with Pedestrian Refuge	South Leg	-	\$0	\$0	100%	20.80%	\$0
Pedestrian 85	Willamette Drive / Mary S. Young Pak ²	Crossing with Pedestrian Refuge	South Leg	-	\$0	\$0	100%	20.80%	\$0
Pedestrian 86	Willamette Drive /Pimlico Drive ²	Traffic Signal with Crosswalks	-	-	\$0	\$0	100%	20.80%	\$0
Pedestrian 87	Willamette Drive /White Tail Drive ²	Crossing with Pedestrian Refuge	North Leg	-	\$0	\$0	100%	20.80%	\$0
Pedestrian 43	Willamette Falls Drive ¹	Construct sidewalk on both sides of street.	6th Street	10th Street	\$435,000	\$524,557	100%	20.80%	\$109,125
Pedestrian 44	Willamette Falls Drive ¹	Construct sidewalk on both sides of street.	19th Street	16th Street	\$220,000	\$265,293	100%	20.80%	\$55,190
Pedestrian 45	19th Street ²	Construct sidewalk on both sides of street.	Dollar Street	Willamette Falls Drive	\$0	\$0	100%	20.80%	\$0
Pedestrian 46	19th Street ¹	Construct sidewalk on both sides of street.	Blankenship Road	Dollar Street	\$420,000	\$506,469	100%	20.80%	\$105,362
Pedestrian 47	Bland Circle	Construct sidewalk on both sides of street.	North Limits	Salamo Road	\$720,000	\$868,233	100%	20.80%	\$180,620
Pedestrian 50	Blankenship Road	Construct sidewalk on one side of street.	100' east of Virginia Lane	13th Street	\$40,000	\$48,235	100%	0.00%	\$0
Pedestrian 51	Blankenship Road ¹	Construct sidewalk on one side of street.	Ostman Road	19th Street	\$105,000	\$126,617	100%	0.00%	\$0
Pedestrian 52	Blankenship Road ¹	Construct sidewalk on one side of street.	Under I-205	-	\$60,000	\$72,353	100%	20.80%	\$15,052
Pedestrian 53	Carriage Way ¹	Construct sidewalk on both sides of street.	Rosemont Road	700' north of Rosemont Road	\$150,000	\$180,882	100%	20.80%	\$37,629

Projects in the Transportation System Plan								
Project Type	Location	Description	Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs	
Pedestrian 54	Chestnut Street	Construct sidewalk on both sides of street. Sunset Avenue Willamette Falls Drive	\$140,000	\$168,823	100%	0.00%	\$0	
Pedestrian 55	Cornwall Street ¹	Construct sidewalk on both sides of street. Sunset Avenue Oxford Street	\$280,000	\$337,646	100%	20.80%	\$70,241	
Pedestrian 56	Debok Road ¹	Construct sidewalk on both sides of street. 100' north of Summerlin Drive Farvista Drive	\$135,000	\$162,794	100%	0.00%	\$0	
Pedestrian 57	Dollar Street ¹	Construct sidewalk on one side of street. Ostman Road Willamette Falls Drive	\$585,000	\$705,439	100%	20.80%	\$146,754	
Pedestrian 58	Dollar Street ^{1,2}	Construct sidewalk on one side of street. River Heights Circle Ostman Road	\$0	\$0	100%	20.80%	\$0	
Pedestrian 59	Exeter Street ¹	Construct sidewalk on both sides of street. Oxford Street Long Street	\$140,000	\$168,823	100%	0.00%	\$0	
Pedestrian 60	Hidden Springs Road	Construct sidewalk on one side of street. Carriage Drive Wildwood Drive	\$145,000	\$174,852	100%	0.00%	\$0	
Pedestrian 61	Hidden Springs Road	Construct sidewalk on one side of street. Santa Anita Drive 300' east of Suncrest Drive	\$135,000	\$162,794	100%	0.00%	\$0	
Pedestrian 62	Hidden Springs Road ¹	Construct sidewalk on one side of street. Wildwood Drive 400' south of Autumn View	\$65,000	\$78,382	100%	20.80%	\$16,306	
Pedestrian 63	Johnson Road	Construct sidewalk on both sides of street. Woodbine Road Blankenship Road	\$870,000	\$1,049,115	100%	20.80%	\$218,250	
Pedestrian 64	New Off-Street Accessway ^{1,3}	Construct new bicycle /pedestrian connection. Wisteria Road Bland Circle	\$0	\$0	100%	20.80%	\$0	
Pedestrian 65	New Off-Street Accessway ^{1,3}	Construct new bicycle /pedestrian connection. Sinclair Street Holly Street	\$0	\$0	100%	20.80%	\$0	
Pedestrian 66	New Off-Street Accessway ^{1,3}	Construct new bicycle /pedestrian connection. Rosepark Drive Rosemont Road	\$0	\$0	100%	20.80%	\$0	

Projects in the Transportation System Plan									
Project Type	Location	Description			Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs
Pedestrian 67	New Off-Street Accessway ^{1,3}	Construct new bicycle /pedestrian connection.	River Road	Perrin Street	\$0	\$0	100%	20.80%	\$0
Pedestrian 68	New Off-Street Accessway ^{1,3}	Construct new bicycle /pedestrian connection.	Hillcrest Court	Marylhurst Drive	\$0	\$0	100%	20.80%	\$0
Pedestrian 69	Oxford Street	Construct sidewalk on both sides of street.	Cornwall Street	Exeter Street	\$130,000	\$156,764	100%	0.00%	\$0
Pedestrian 70	Pimlico Drive	Construct sidewalk on one side of street.	Santa Anita Drive	Palamino Way (West)	\$120,000	\$144,705	100%	0.00%	\$0
Pedestrian 71	Riverview Avenue	Construct sidewalk on both sides of street.	Turnwater Street	Sunset Avenue	\$80,000	\$96,470	100%	0.00%	\$0
Pedestrian 72	Salamo Drive	Construct sidewalk on one side of street.	Bland Circle	Weathermill Road	\$140,000	\$168,823	100%	0.00%	\$0
Pedestrian 73	Salamo Drive	Construct sidewalk on one side of street.	S. Day Road	Parker Road	\$100,000	\$120,588	100%	0.00%	\$0
Pedestrian 74	Santa Anita Drive ¹	Construct sidewalk on one side of street.	Pimlico Drive	Clubhouse Drive	\$50,000	\$60,294	100%	0.00%	\$0
Pedestrian 75	Santa Anita Drive ¹	Construct sidewalk on one side of street.	Clubhouse Circle	Hidden Springs Road	\$85,000	\$102,500	100%	0.00%	\$0
Pedestrian 76	Simpson Street	Construct sidewalk on both sides of street.	Long Street	Turnwater Street	\$105,000	\$126,617	100%	0.00%	\$0
Pedestrian 77	Summit Drive ¹	Construct sidewalk on one side of street.	Skyline Drive	Oxford Street	\$245,000	\$295,440	100%	20.80%	\$61,461
Pedestrian 78	Suncrest Drive ¹	Construct sidewalk on one side of street.	Hillcrest Drive	Carriage Way	\$205,000	\$247,205	100%	20.80%	\$51,427
Pedestrian 79	Turnwater Street	Construct sidewalk on both sides of street.	Simpson Street	Riverview Avenue	\$105,000	\$126,617	100%	0.00%	\$0
Pedestrian 80	Willamette Falls Drive	Construct sidewalk on one side of street.	16th Street	Dollar Street (East)	\$45,000	\$54,265	100%	20.80%	\$11,289

Projects in the Transportation System Plan									
Project Type	Location	Description			Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs
Pedestrian 81	Willamette Falls Drive	Construct sidewalk on both sides of street.	200' west of Ostman Road	Dollar Street (West)	\$655,000	\$789,851	100%	20.80%	\$164,314
Pedestrian 82	Willamette Falls Drive ¹	Construct sidewalk on both sides of street.	West A Street	6th Street	\$2,200,000	\$2,652,934	100%	20.80%	\$551,896
Pedestrian Total					\$20,440,000	\$24,648,168			\$3,678,886
Bicycle Projects		Sidewalk Infill Extent	From	To					
Bicycle 1	Rosemont Road ¹	On-street Bike Lanes	Carriage Way	Summit Street	\$1,475,000	\$1,778,672	100%	20.80%	\$370,021
Bicycle 2	Salamo Road ¹	On-street Bike Lanes	10th Street	Barrington Drive	\$405,000	\$488,381	100%	20.80%	\$101,599
Bicycle 3	Clark Street /Long Street /Simpson Street /Kelly Street	Bicycle Boulevard Treatment	Skyline Drive	Sunset Avenue	\$105,000	\$126,617	100%	0.00%	\$0
Bicycle 4	Old River Road	Bicycle Boulevard Treatment	Willamette Drive	North City Limits	\$105,000	\$126,617	100%	20.80%	\$26,340
Bicycle 5	Pimlico Drive	Bike Lane/ Shoulder Bikeway	Santa Anita Drive	Willamette Drive(Hwy 43)	\$100,000	\$120,588	100%	0.00%	\$0
Bicycle 6	Blankenship Road	On-street Bike Lanes	Road	Debok Road		\$0	100%	0.00%	\$0
Bicycle 7	Hidden Springs Road ¹	On-street Bike Lanes	Rosemont Road	Willamette Drive	\$345,000	\$416,028	100%	0.00%	\$0
Bicycle 8	Santa Anita Drive ¹	On-street Bike Lanes	Rosemont Road	Hidden Springs Road	\$545,000	\$657,204	100%	0.00%	\$0
Bicycle 9	Skyline Drive ¹	On-street Bike Lanes	Summit Street	West A Street	\$655,000	\$789,851	100%	20.80%	\$164,314
Bicycle 10	Summit Street ¹	On-street Bike Lanes	Skyline Drive	Cornwall Street	\$375,000	\$452,205	100%	20.80%	\$94,073
Bicycle 11	Sunset Avenue	On-street Bike Lanes	Parker Road	Falls Drive	\$945,000	\$1,139,556	100%	20.80%	\$237,064
Bicycle 24	Willamette Drive	On-street Bike Lanes	Limits	McKillican Street	\$0	\$0	100%	20.80%	\$0
Bicycle 12	Willamette Falls Drive ¹	On-street Bike Lanes	Epperly Street	West City Limits	\$390,000	\$470,293	100%	20.80%	\$97,836
Bicycle 13	Willamette Falls Drive ¹	On-street Bike Lanes	Willamette Drive	Ostman Drive	\$2,520,000	\$3,038,815	100%	20.80%	\$632,171
Bicycle 14	Johnson Road	Shoulder Bike Lane	Blankenship Road	City Limits	\$25,000	\$30,147	100%	20.80%	\$6,272

Projects in the Transportation System Plan									
Project Type	Location	Description	Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs		
Bicycle 15	New Off-Street Accessway ¹	Construct new bicycle and pedestrian connection. Wisteria Road Bland Circle	\$120,000	\$144,705	100%	20.80%	\$30,103		
Bicycle 16	New Off-Street Accessway ¹	Construct new bicycle and pedestrian connection. Sinclair Street Holly Street	\$40,000	\$48,235	100%	0.00%	\$0		
Bicycle 17	New Off-Street Accessway ¹	Construct new bicycle and pedestrian connection. Rosepark Drive Rosemont Road	\$40,000	\$48,235	100%	0.00%	\$0		
Bicycle 18	New Off-Street Accessway ¹	Construct new bicycle and pedestrian connection. Hillcrest Court Marylhurst Drive	\$40,000	\$48,235	100%	0.00%	\$0		
Bicycle 19	10th Street ¹	On-street Bike Lanes Salamo Road Willamette Falls Drive	\$200,000	\$241,176	100%	20.80%	\$50,172		
Bicycle 20	12th Street	On-street Bike Lanes Willamette Falls Drive Avenue	\$150,000	\$180,882	100%	0.00%	\$0		
Bicycle 22	Parker Road ¹	On-street Bike Lanes Sunset Avenue 500' east of Coho Lane	\$135,000	\$162,794	100%	20.80%	\$33,866		
Bicycle 23	Tualatin Avenue	On-street Bike Lanes 12th Street Tualatin River	\$135,000	\$162,794	100%	0.00%	\$0		
Bicycle Total			\$8,850,000	\$10,672,030			\$1,843,833		
Motor Vehicle Projects									
Motor Vehicle 1	Salamo Road /Rosemont Road	Add a traffic signal when warranted and pave adjacent intersection legs	\$520,000	\$627,057	100%	0.00%	\$0		
Motor Vehicle 2	Willamette Falls Drive / Sunset Avenue	Add a traffic signal when warranted	\$260,000	\$313,529	100%	100.00%	\$313,529		
Motor Vehicle 3	Rosemont Road /Carriage Way	Add a center median on Rosemont Road to allow two-stage left turn from Carriage Way	\$1,475,000	\$1,778,672	100%	100.00%	\$1,778,672		
Motor Vehicle 4	Rosemont Way /Hidden Springs Road	Add a traffic signal when warranted and northbound/southbound left turn lanes on Rosemont Road	\$780,000	\$940,586	100%	100.00%	\$940,586		
Motor Vehicle 5	Willamette Falls Drive / Ostman Road	Widen Willamette Falls Drive with center median 500' on each side of intersection to allow for two-stage left turn from Ostman Rd	\$1,335,000	\$1,609,849	100%	100.00%	\$1,609,849		
Motor Vehicle 6	Willamette Falls Drive / Dollar Street (east)	Widen Willamette Falls Drive with center median 500' on each side of intersection for two-stage left turn from Dollar St	\$1,475,000	\$1,778,672	100%	100.00%	\$1,778,672		

Projects in the Transportation System Plan							
Project Type	Location	Description	Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs
Motor Vehicle 7	10th Street (I-205 SB Ramps to 8th Court)	Widen to 5-lane section with center turn lane and 2 travel lanes each direction	\$1,685,000	\$2,031,906	100%	100.00%	\$2,031,906
Motor Vehicle 8	10th Street (8th Ave to Willamette Falls Drive)	Add through lanes on 10th Street for a total of 2 lanes in each direction. Prohibit northbound left turn movement and replace left turn lane with ped island.	\$500,000	\$602,940	100%	20.80%	\$125,431
Motor Vehicle 9	Blankenship Road /10th Street	Add 2nd eastbound right turn lane and restripe westbound approach to have exclusive left turn and shared left-thru lane	\$520,000	\$627,057	100%	100.00%	\$627,057
Motor Vehicle 10	10th Street /Willamette Falls Drive	Change/upgrade traffic control to either signal or roundabout	\$830,000	\$1,000,880	100%	100.00%	\$1,000,880
Motor Vehicle 11	10th Street / 8th Avenue	Add right-in right-out access at the time of 8th Court extension.	\$20,000	\$24,118	100%	20.80%	\$5,017
Motor Vehicle 12	10th Street / I-205 NB Ramps	Add turn lanes (northbound right turn lane, stripe southbound approach to have dual left turn lanes and one thru lane, add exclusive NB Off-ramp left turn lane, and widen NB On-ramp to have two receiving lanes to support dual SB left turn movement)	\$1,035,000	\$1,248,085	100%	100.00%	\$1,248,085
Motor Vehicle 13	8th Court	Extend 8th Ct to Willamette Falls Dr. to provide additional access to 8th Court retail. (Concurrently make 10th Street/8th Avenue right-in right-out access.)	\$2,075,000	\$2,502,199	100%	20.80%	\$520,538
Motor Vehicle 14	Willamette Falls Drive /12th Street	All way stop control/ traffic signal when warrants are met	\$260,000	\$313,529	100%	100.00%	\$313,529
Motor Vehicle 15	Willamette Falls Drive /14th Street	All way stop control when warrants are met	\$10,000	\$12,059	100%	20.80%	\$2,509
Motor Vehicle 16	Willamette Falls Drive /19th Street	All way stop control when warrants are met	\$10,000	\$12,059	100%	0.00%	\$0
Motor Vehicle 17	8th Avenue	Modify Dollar St connection to reconnect to 8th Avenue, and provide alternative route for local trips.	\$1,035,000	\$1,248,085	100%	20.80%	\$259,642
Motor Vehicle 18	19th Street /Blankenship Road	Upgrade to current City standards from Blankenship Rd/Debok Road to Willamette Falls Drive	\$6,115,000	\$7,373,950	100%	0.00%	\$0
Motor Vehicle 19	8th Avenue	Upgrade from 10th Street to Dollar Street	\$1,760,000	\$2,122,347	100%	20.80%	\$441,516
Motor Vehicle 20	Salamo Road /Parker Road	Add a traffic signal when warranted	\$260,000	\$313,529	100%	100.00%	\$313,529
ODOT Motor Vehicle 21	Highway 43 /Willamette Falls Drive	Add a traffic signal that is coordinated with adjacent signal at I-205 NB Off Ramps	\$260,000	\$313,529	20%	20.80%	\$13,045
ODOT Motor Vehicle 22	I 205/10th Street Interchange ⁴	Construct a long-term interchange improvement (SPUI or Split Diamond)	\$22,500,000	\$27,132,279	20%	100.00%	\$5,426,456

Projects in the Transportation System Plan							
Project Type	Location	Description	Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs
ODOT Motor Vehicle 23	Highway 43 / Arbor Drive	Add left turn lanes on Highway 43 (cost included in Highway 43 segment cost, listed below)	\$0	\$0	20%	0.00%	\$0
ODOT Motor Vehicle 24	Highway 43 / Cedar Oak Drive	Realign shopping center driveway located to the southeast with intersection	\$520,000	\$627,057	20%	0.00%	\$0
ODOT Motor Vehicle 25	Highway 43 / Holmes Street	Modify circulation to allow exit only traffic from Holmes Street	\$10,000	\$12,059	20%	20.80%	\$502
ODOT Motor Vehicle 26	Highway 43 / Lewis Street	Modify circulation to prohibit left turns out from Lewis Street	\$10,000	\$12,059	20%	0.00%	\$0
ODOT Motor Vehicle 27	Highway 43 / Pimlico Drive	Add a traffic signal when warranted	\$260,000	\$313,529	20%	95.00%	\$59,570
ODOT Motor Vehicle 28	Highway 43 / Hood Street /McKillican Street	Modify traffic signal timing to have protected/permitted phasing on Hood and McKillican	\$50,000	\$60,294	20%	20.80%	\$2,509
ODOT Motor Vehicle 29	North City Limit to Marylhurst ⁵	Highway 43 Improvements ⁵	\$3,030,000	\$3,653,814	20%	0.00%	\$0
ODOT Motor Vehicle 30	Marylhurst to Hidden Springs ⁵	Highway 43 Improvements ⁵	\$4,350,000	\$5,245,574	20%	100.00%	\$1,049,115
ODOT Motor Vehicle 31	Hidden Springs to Pimlico ⁵	Highway 43 Improvements ⁵	\$5,585,000	\$6,734,834	20%	100.00%	\$1,346,967
ODOT Motor Vehicle 32	Pimlico to Buck ⁵	Highway 43 Improvements ⁵	\$3,460,000	\$4,172,342	20%	0.00%	\$0
ODOT Motor Vehicle 33	West A Street to Webb ⁵	Highway 43 Improvements ⁵	\$2,140,000	\$2,580,581	20%	0.00%	\$0
ODOT Motor Vehicle 34	Webb to Hood-McKillican ⁵	Highway 43 Improvements ⁵	\$1,980,000	\$2,387,641	20%	0.00%	\$0
Motor Vehicle Total Cost			\$66,115,000	\$79,726,693			\$21,209,107
Transit Projects							
Transit 1	Improve Service Coordination for Route 154	Coordinate with TriMet to modify the schedule, stop locations, or add a layover to improve connections and service for Route 154	\$0	\$0	100%	20.80%	\$0
Transit 2	Transit Expansion Study and Survey	Explore the feasibility of local fixed-route transit (e.g. jitney) service including surveys of residents and potential users.	\$80,000	\$96,470	100%	20.80%	\$20,069
Transit 3	Provide Transit Amenities at Major Transit Stops	Provide shelters, information kiosks, etc along key transit routes in West Linn with land use development. Specific locations (5) to be determined through transit study and survey.	\$50,000	\$60,294	100%	20.80%	\$12,543
Transit 4	Improve Pedestrian Connections to Transit Facilities ⁶	Construct sidewalks, crosswalks, etc. adjacent to transit routes and facilities.	\$0	\$0	100%	20.80%	\$0

Projects in the Transportation System Plan							
Project Type	Location	Description	Cost in 2008	Cost in 2014	City Share	Growth Share	SDC-Eligible Costs
Transit 5	Decrease Headways	Provide more frequent transit service during peak commute periods.	\$0	\$0	100%	20.80%	\$0
Transit 6	Provide More Local Service	Expand coverage by providing local (e.g. jitney) service to connect to existing transit lines. Enhance/expand local pick up services. Specific locations/actions to be determined through transit study and survey. This project is a placeholder for funds pending the outcome of the study.	\$1,150,000	\$1,386,761	100%	20.80%	\$288,491
Transit Project Total (for 23 years)			\$1,280,000	\$1,543,525			\$321,103
Total (high estimate)			\$96,685,500	\$116,590,416			\$27,052,929

Source: West Linn 2008 Transportation System Plan, compiled by FCS GROUP

Notes: ¹Included in previously adopted 1998 TSP

²Included in Highway 43 Concept Plan Cost Estimates

³Included in Bicycle Plan Cost Estimates

⁴Cost of SPUI would be approximately \$15,000,000 while the split diamond configuration would cost approximately \$30,000,000

⁵Refer to Highway 43 Concept Plan for details

⁶Specific projects and costs included in Pedestrian Plan of this TSP

⁷2014 local costs derived from Engineering News Resource 20-City Average Construction Cost Index

	June 2008	September 2014
Construction Costs Index	8,185	9,870

*All manual inputs from City staff

APPENDIX B.1 – Historical SDC Expenditures

Costs Previously Incurred in West Linn					
	Historical Cost	Average Year to Reach Capacity	Remaining Capacity	Cost in 2014 ¹	SDC-Eligible Credit ²
SDC expenditures in 2007	-	2027	65.0%	-	-
SDC expenditures in 2008	-	2028	70.0%	-	-
SDC expenditures in 2009	-	2029	75.0%	-	-
SDC expenditures in 2010	6,311	2030	80.0%	7,077	5,661
SDC expenditures in 2011	-	2031	85.0%	-	-
SDC expenditures in 2012	116,782	2032	90.0%	123,838	111,454
SDC expenditures in 2013	-	2033	95.0%	-	-
SDC expenditures in 2014	118,095	2034	100.0%	118,095	118,095
Totals	\$241,188			\$249,009	\$235,210

Source: Quarterly Financial Reports, compiled by FCS Group.

¹Costs escalated using Engineering New Resource 20-City Average Construction Cost Index.

²Assume SDC-credit project capacity is reached at 20 years.

APPENDIX B.2 – Historical SDC Credits

Historical SDC Credits				
Construction Year (fiscal year ending)	SDC Credit Cashed	SDC Credits Not Cashed	SDC Credits Value in 2014 ¹	SDC-Eligible Credit ²
1993	\$58,119	\$0	\$110,095	\$0
1994	\$438,752	\$0	\$800,827	\$0
1995	\$890,931	\$0	\$1,607,262	\$80,363
1996	\$50,093	\$0	\$87,942	\$8,794
1997	\$1,264,236	\$0	\$2,142,144	\$321,322
1998	\$813,431	\$0	\$1,356,098	\$271,220
1999	\$1,121,601	\$0	\$1,826,939	\$456,735
2000	\$1,415,100	\$0	\$2,245,110	\$673,533
2001	\$2,770,885	\$0	\$4,312,301	\$1,509,305
2002	\$786,542	\$0	\$1,187,407	\$474,963
2003	\$190,227	\$0	\$280,456	\$126,205
2004	\$24,493	\$0	\$33,978	\$16,989
2005	\$459,455	\$0	\$609,029	\$334,966
2006	\$0	\$0	\$0	\$0
2007	\$161,000	\$0	\$199,460	\$129,649
2008	\$614,000	\$0	\$729,272	\$510,490
2009	\$0	\$28,500	\$0	\$0
2010	\$39,000	\$0	\$43,731	\$34,985
2011	\$0	\$0	\$0	\$0
2012	\$0	\$0	\$0	\$0
2013	\$0	\$0	\$0	\$0
2014	\$0	\$0	\$0	\$0
Total	\$11,097,866	\$28,500	\$17,572,049	\$4,949,518

Source: City of West Linn, SDC expenditures prior to 2006 taken from previous methodology from City staff; compiled by FCS Group.

¹Costs escalated using Engineering New Resource 20-City Average Construction Cost Index.

²Assume SDC-credit project capacity is reached at 20 years.

Memorandum

Date: November 14, 2014

To: Chris Jordan, City Manager

From: Kirsten Wyatt, Assistant City Manager

Subject: Chapter 2 Amendments Discussion

On Monday, November 17, staff will present proposed amendments to Chapter 2 of the West Linn Municipal Code. These amendments do not affect Chapter 2.1, which relates to Neighborhood Associations.

The project to amend Chapter 2 commenced in early 2013, when Councilor Frank requested that outreach and communications about volunteer service on a city advisory group be streamlined and enhanced. The code language that describes these groups is redundant, and can be made more readable and understandable. In addition, the code language includes some outdated responsibility statements that do not align with the current work of advisory groups or the current practice of having the city council develop work plans for the advisory groups as part of goal setting.

The proposed amendments to Chapter 2 provide for reorganization and consolidation of repetitive sections, and clearly define that the advisory groups act in an advisory capacity to the city council. Staff has discussed these proposed changes, in general (we did not have specific language yet), at the last two quarterly meetings with citizen advisory group chairs that staff hosts each quarter.

Initially staff sought to align the language in Chapter 2.1 with the language in Chapter 2, and to implement the Neighborhood Association Presidents (NAP) recommendations from May 2013. However, after consultation with members of the city council and with Councilors-elect Axelrod and Perry, staff suggests we wait and work with Axelrod and Perry on a first draft and process for updating the Chapter 2.1 language and incorporating NAP recommendations. That work should commence in early 2015.

At Monday's work session, staff will present a brief overview of the Chapter 2 changes, and entertain questions and discussion about the proposed changes. Then, if advised by the council, staff will prepare an ordinance and staff report for discussion at the December 1 work session, and for consideration at the December 8 meeting. Citizen feedback is welcomed on the proposed Chapter 2 changes between the November 17 work session and the November 26 due date for the December 8 agenda packet.

###

Attachments:

1. Proposed amended version of Chapter 2
2. Proposed red lined version of Chapter 2

CITIZEN ADVISORY GROUPS

2.050 General Authority.

The City Council may create citizen advisory groups to aid the Council in the conduct of public affairs. The City Council may also create ad hoc citizen committees to accomplish a specific task or project. All citizen advisory groups shall be governed by this chapter, except that if application of a provision conflicts with an applicable state statute, the state statute shall prevail. The specific enabling provisions for each citizen advisory group are contained in Section [2.085](#).

2.055 Types of Citizen Advisory Groups.

“Citizen advisory groups” include ad hoc committees, advisory boards, commissions, and other committees.

2.065 Compliance with State Law Required.

All citizen advisory groups, and any subcommittees, shall comply with the State of Oregon Public Records Law, Public Meetings Law, Code of Ethics, laws regarding conflicts of interest, and any other applicable state laws. Each citizen advisory group shall be responsible for ensuring that its subcommittee complies with these laws.

2.080 Relationship to City Council.

- (1) **Council Authority.** The City Council is the elected legislative and policy-making body of the City. Unless governed by a specific state mandate, citizen advisory groups are appointed pursuant to the Council’s authority and shall have only those powers and functions expressly delegated by the Council. With the exception of certain delegated quasi-judicial actions, most advisory commissions and boards do not make final decisions but instead make recommendations, act in an advisory capacity to the Council, and help the Council implement the Council goals. The City Council is the final decision-maker on all city policies and the use of city resources.
- (2) **Council as Final Decision Maker.** No citizen advisory group shall have the authority to expend City funds, or to obligate the City for payment of any sum of money, except as expressly delegated or authorized by prior approval of the City Council. Proposals by boards and commissions for endorsement or sponsorship of events, activities or programs must receive approval by City Council as provided by Resolution.
- (3) **Council members may attend meetings of any citizen advisory group.** A councilor may not speak on behalf of the City Council at a citizen advisory group meeting unless authorized to do so by the Council. Council members may not vote at any meeting of any citizen advisory group.
- (4) **Council Liaison.** Each year the Mayor may appoint a liaison from the Council to each citizen advisory group. The purpose of the Council liaison is to provide a direct line of communication between the citizen advisory group and the City Council. The Council liaison and the chair of the affected citizen advisory group shall have joint obligation to keep the Council and the citizen advisory group informed of relevant City or citizen advisory group information. The Council liaison to each citizen advisory group shall change annually.

- (5) Additional Duties and Projects. In addition to the duties established for citizen advisory group in its enabling provision contained in Section 2.085, the City Council may from time to time assign other duties or projects as the Council deems appropriate.
- (6) A member of any citizen advisory group may testify before the Council only as an individual citizen, not on behalf of the citizen advisory group, unless the member has been designated as a spokesman for the citizen advisory group on the applicable issue or topic.

2.XXX Citizen Advisory Group Duties and Responsibilities

- (1) Powers and Duties. Citizen advisory groups shall have the powers and duties assigned to it by the City Charter, ordinances or resolutions of this City, and general laws of this state.
- (2) Responsibilities. Citizen advisory groups shall have special projects in the subject matter area of the citizen advisory group to which they were appointed. The City Council shall provide direction, and when possible, a work plan for the citizen advisory group to work on during the year.
- (3) Council Goals. Citizen advisory groups are encouraged to establish annual goals and action items that reflect any specific duties or responsibilities in WLMC 2.XXX (establishing groups). Citizen advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.
- (4) Annual Report. The City Council shall receive an annual report from each citizen advisory group. The purpose of such reports will be to note accomplishments, to address concerns and to discuss issues related to the duties and activities of the citizen advisory group and progress made on any associated Council goals.
- (5) Subcommittees. A citizen advisory group may request that the City Council establish a subcommittee. Prior to voting to request the Council to approve creation of a subcommittee, the citizen advisory group shall first request and consider a report from staff regarding the costs and time involved in staffing the subcommittee. Any request to form subcommittees shall be submitted to the City Council in writing and shall contain:
 - (a) An explanation of the function of and need for the subcommittee;
 - (b) The number and any qualifications of its members;
 - (c) The staff analysis of the cost and time involved in staffing the subcommittee; and
 - (d) If the subcommittee is an ad hoc subcommittee, a deadline for completion of the ad hoc subcommittee's responsibilities.

2.060 Appointment

- (1) Appointments. The Mayor, with consent of the City Council, shall appoint persons to positions for full and partial terms on citizen advisory groups by motion. Appointees shall meet the qualifications for the citizen advisory group, if any. The Council may interview or screen applicants for positions, as it deems appropriate.
- (2) Appointment for Partial Term. If a position becomes vacant before the expiration of the term, the appointee shall fill the vacancy for the remainder of the term.
- (3) When making or approving appointments, the Mayor and Council may consider special expertise of applicants and the geographic diversity of the membership of citizen

advisory groups. To ensure opportunities for citizen participation, a citizen shall not be appointed to more than two committees.

2.XX Membership

All citizen advisory groups shall consist of five members each. All members shall be residents of the City and shall be selected based on their qualifications, unless otherwise provided in WLMC 2.085.

2.XX Terms of Office; Vacancies.

- (1) Terms. All citizen advisory group members shall serve a four year term. All regular terms shall commence with appointment and shall expire on December 31 of the fourth year.
- (2) Staggering of Terms. Initial terms for a newly created citizen advisory group shall be staggered in the resolution of appointment so that a majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.
- (3) Vacancies. Appointments to fill vacancies shall be for the remainder of the unexpired term pursuant to WLMC 2.060(2).

2.XX Meetings; Rules of Procedure; Attendance

- (1) Meetings. Citizen advisory groups shall meet as needed to accomplish the duties assigned to the group, the Council Goals and other business needs of the City.
- (2) Rules of Procedure. A citizen advisory group shall conduct its meetings in accordance with the Council Rules, West Linn Municipal Code, City Charter, and state law.
- (3) Recommendations. All recommendations to the Council shall be in writing, signed by the chair.
- (4) Attendance. A member should provide at least 48-hours notice to both the chair of the citizen advisory group and the staff liaison regarding any planned absence from a scheduled meeting of the citizen advisory board. In the event an unexpected emergency will cause a member to be absent from the meeting, the member must, if possible, notify the chair or the staff liaison within a reasonable time in advance of the meeting to prevent an unexcused absence. Unexcused absences are grounds for removal pursuant to WLMC 2.XXX.

2.XXX Public Meeting Law

- (1) All meetings of citizen advisory groups are subject to strict compliance with the public meeting laws of the State of Oregon.
- (2) Meetings shall be open to the public. If business from a meeting is being continued to a meeting date that is not at a regularly scheduled time, the citizen advisory group can notice the meeting by announcing the date and time for the continuation of the meeting. The chairperson upon a motion may, or at the request of a quorum shall, by giving notice to members, call a previously unannounced special meeting for a time not earlier than 24 hours after the notice is given.

2.XXX Quorum; Vote; Lack of Quorum

- (1) Quorum. A meeting quorum shall exist when three or more members of the body are present. Members do not have to be physically present at the meeting if another means of attendance (e.g. telephone, internet) has been established by the membership and public meetings law requirements are met.
- (2) Vote. Except as otherwise expressly provided by the City Code or other applicable law or regulation, the concurrence of a majority of members present and eligible to vote shall be necessary to pass any motion or decide any question. A member is not eligible to vote if the member has recused him/herself, or if the member has declared a conflict of interest or bias.
- (3) Lack of Quorum. If the members in attendance do not constitute a quorum, all topics advertised are automatically added to the agenda for the next regularly scheduled meeting. If a quorum is not possible due to conflicts of interest, bias, or recusal, the matter shall be forwarded to the Council without any further action by the citizen advisory group.

2.XXX Officers.

- (1) Each citizen advisory group shall elect a chair and a vice chair from its membership as soon as practicable each calendar year. Nothing in this subsection shall prevent appointment of co-chairs that share responsibilities of the chair, as the citizen advisory group deems appropriate. No member shall serve more than two consecutive terms as either chair or co-chair.
- (2) The chair shall:
 - (a) Preside at all meetings.
 - (b) Be responsible for maintaining communication with the Council liaison and City staff assigned to the Committee.
 - (c) Ensure that minutes are produced for each meeting if staff is not in attendance.
- (3) The vice chair shall exercise the duties of the chair in the chair's absence.

2.XXX Staff Liaison

The City Manager shall provide staff assistance to citizen advisory groups when appropriate, feasible, and within budgetary limitations. The City Manager shall determine which department or staff person shall serve as liaison to each citizen advisory group. The staff liaison provides professional guidance, continuity, insight into City policy, and sets the agenda, which is reviewed by the Chair. Staff shall sit with the citizen advisory group and participate in all citizen advisory group discussion, but staff shall not vote on matters. Staff will ensure that minutes are produced for each meeting that staff attends. The staff liaison supports the group as a whole and shall not do work at the request of individual members.

2.XXX Removal.

- (1) Removal by Council. Members of all citizen advisory groups shall serve at the pleasure of the Council. The City Council, with or without cause, may by majority vote of the City Council at a Regular Meeting, remove any citizen advisory group member prior to the expiration of the member's term. Written notice of removal to the affected member shall be provided. Removal shall be handled with respect and courtesy. If a member resigns or is

removed, the Mayor shall appoint a replacement for the remainder of the term in accordance with WLMC 2.60(2).

Notwithstanding the above procedure, removal of a Planning Commissioner for misconduct or nonperformance of duty shall be governed by the procedures in ORS 227.030.

“Misconduct” includes failure to declare a potential conflict of interest, conflict of interest, bias, or failure to comply West Linn Municipal Code, including WLMC 2.065, or any other West Linn policies or rules. “Non-performance of duty” occurs if a member has unexcused absences from three meetings within a calendar year.

- (2) Removal upon recommendation of Citizen Advisory Group. A citizen advisory group may recommend removal of one of its members to the city council for misconduct or nonperformance of duty in accordance with subsection (1). The City Council shall act on a recommendation for removal of a member for misconduct or nonperformance at the next convenient opportunity.

2.085 Citizen Advisory Groups.

(1) Establishment. The following citizen advisory groups are reestablished in accordance with the provisions of Sections 2.050 to 2.105:

- a. Citizens’ Budget Committee;
- b. Economic Development Committee;
- c. Historic Review Board;
- d. Library Board;
- e. Parks & Recreation Board;
- f. Planning Commission;
- g. Sustainability Advisory Board;
- h. Transportation Advisory Board; and
- i. Utility Advisory Board.

2.095 Planning Commission

(1) Appointments to the Planning Commission. In selecting individuals for membership on the Planning Commission, the City Council shall give preference to those individuals who possess a particular competence in the field of municipal planning by way of their profession, trade, or prior or present governmental service. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

(2) Lack of Quorum Because of Unfilled Vacancies. Should the Planning Commission be unable to function with a quorum of members due to unfilled vacancies, the City Council shall fulfill the duties of the Commission until a quorum of members is restored.

2.095 Citizens Budget Committee

Appointments to the Citizens’ Budget Committee shall be in accordance with ORS 294.414.

2.100 Historic Review Board

Each member appointed to the Historic Review Board shall have a demonstrated interest, knowledge or competence in historic preservation and, to the extent possible, in one of the following fields: archaeology, architecture, building construction, history, landscape architecture, law, local history, real estate or urban planning. If possible, at least one member shall be an architect experienced in historic preservation. The majority of the members shall reside within the City of West Linn.

2.105 Utility Advisory Board.

A Utility Advisory Board is established pursuant to Chapter X, Section 45 of the City Charter to make recommendations to the City Council concerning rates for water and other duties assigned by the Council.

B. LAND USE HEARINGS OFFICER

(1) Establishment of Land Use Hearings Officer. There shall be a Land Use Hearings Officer to conduct hearings on applications for such classes of permits and zone changes as the City Council designates by resolution.

(2) Appointment. The Land Use Hearings Officer shall be appointed by and shall serve at the pleasure of the City Council. The City Council may appoint one or more alternates to serve as a hearings officer. The terms of appointment may be set forth in a professional services contract.

(3) Hearings Officer Unavailability. In the event a hearings officer is not available to conduct hearings, whether due to non-appointment, conflict of interest, absence or other reason, the Planning Commission shall automatically serve as hearings officer with all the powers and duties of a hearings officer.

(4) Hearings. The Hearings Officer shall conduct hearings as necessary to review and make decisions on land use applications and other land use matters. The time and place of all hearings shall be scheduled by the City Manager or his or her designee.

(5) Powers and Duties. The Hearings Officer shall exercise such powers and have such duties as are described in this chapter, this code, other ordinances and resolutions of the City, and state law. The Hearings Officer has the power to request, receive, and examine available information, enter upon any land, and make examinations and surveys, and place and maintain necessary monuments and markers, conduct public hearings, prepare a record, enter findings and conclusions, and exercise such other powers as necessary to carry out the assigned duties of the Hearings Officer.

(6) Reports, Advice, Joint Meetings, and Coordination. The Hearings Officer shall make such reports on the Hearings Officer's activities as the City Council and Planning Commission may require. The Hearings Officer shall advise the City Council and the Planning Commission concerning any problem or issue related to the powers and duties of the Hearings Officer. The Hearings Officer shall meet from time to time in joint public meetings with the City Council and Planning Commission. The Hearings Officer shall cooperate and coordinate with the City Council, Planning Commission and City officers and staff.

E. LOCAL CONTRACT REVIEW BOARD

- (1) Policy. All public contracts shall be based upon competitive bids except as expressly provided by state law, this chapter, or the rules adopted by the Local Contract Review Board.
- (2) Contract Review Board. The City Council is designated as the Local Contract Review Board for the City of West Linn. The Board shall adopt rules by resolution relating to the public bidding process and public contracts.*
- (3) Organization.
 - (a) The Mayor shall act as chairperson of the Board. The president of the Council shall act as the vice chairperson.
 - (b) Meetings of the Board may be scheduled at any time, including before, after or during a regularly scheduled Council meeting.
 - (c) Meetings shall be called in the same manner as a Council meeting.
 - (d) Attendance of at least three Board members shall constitute a quorum and shall be required in order for the Board to take any action. The concurrence of a majority of those Board members attending shall be required for the Board to take any action.
- (4) Authority to Obligate the City. The City Council shall approve all public contracts and personal services contracts except as otherwise provided in Section 5 below.
- (5) Delegation of Authority to Obligate City. The City Manager may enter into a public contract or personal services contract as provided in Public Contracting Rules as approved by Council resolution.
- (6) Limitation on Expenditures. The delegated authority to obligate the City shall be subject to the following limitations:
 - (a) The expenditure shall be for a single complete item or contract; and
 - (b) The item or contract shall not be a component of a project except in the case of a project which involves a personal services contract and a public contract. In this situation, the personal services contract portion shall be considered a single complete project and the public contract portion shall be considered a single complete project.

[Amended by Ordinance No. 1607, enacted 02-13-2012.]

CITIZEN ADVISORY ~~BOARDS, COMMITTEES AND COMMISSIONS~~ GROUPS

Formatted: Font: (Default) +Body (Calibri), 12 pt

2.050 General Authority.

Formatted: Font: (Default) +Body (Calibri)

The City Council may create standing citizen advisory ~~boards, committees or commissions~~ groups to aid the Council in the conduct of public affairs. The City Council may also create ad hoc citizen committees to accomplish a specific task or project. All standing citizen advisory ~~boards, committees and commissions~~ groups shall be governed by this chapter, except that if application of a provision conflicts with an applicable state statute, the state statute shall prevail. The specific enabling provisions for each citizen standing advisory ~~board, committee and commission~~ group are contained in Section 2.050.

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

2.055 Types of Citizen Advisory Groups.

Formatted: Font: (Default) +Body (Calibri), 12 pt, Highlight

"Citizen advisory groups" include ad hoc committees, advisory boards, commissions, and other committees.

Formatted: Font: (Default) +Body (Calibri), 12 pt, No underline, Font color: Auto, Highlight

Formatted: Font: (Default) +Body (Calibri), 12 pt

2.065 Compliance with State Law Required.

All citizen advisory groups, and any subcommittees, shall comply with the State of Oregon Public Records Law, Public Meetings Law, Code of Ethics, laws regarding conflicts of interest, and any other applicable state laws. Each citizen advisory group shall be responsible for ensuring that its subcommittee complies with these laws.

2.080 Relationship to City Council.

- (1) Council Authority. The City Council is the elected legislative and policy-making body of the City. Unless governed by a specific state mandate, citizen advisory groups are appointed pursuant to the Council's authority and shall have only those powers and functions expressly delegated by the Council. With the exception of certain delegated quasi-judicial actions, most advisory commissions and boards do not make final decisions but instead make recommendations, act in an advisory capacity to the Council, and help the Council implement the Council goals. The City Council is the final decision-maker on all city policies and the use of city resources.
- (2) Council as Final Decision Maker. No citizen advisory group shall have the authority to expend City funds, or to obligate the City for payment of any sum of money, except as expressly delegated or authorized by prior approval of the City Council. Proposals by boards and commissions for endorsement or sponsorship of events, activities or programs must receive approval by City Council as provided by Resolution.
- (3) Council members may attend meetings of any citizen advisory group. A councilor may not speak on behalf of the City Council at a citizen advisory group meeting unless authorized to do so by the Council. Council members may not vote at any meeting of any citizen advisory group.
- (4) Council Liaison. Each year the Mayor may appoint a liaison from the Council to each citizen advisory group. The purpose of the Council liaison is to provide a direct line of communication between the citizen advisory group and the City Council. The Council liaison and the chair of the affected citizen advisory group shall have joint obligation to keep the Council and the citizen advisory group informed of relevant City or citizen

Formatted: Font: 12 pt, Font color: Black

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.33"

Formatted: Font: 12 pt, Font color: Black

advisory group information. The Council liaison to each citizen advisory group shall change annually.

Formatted: Highlight

Formatted: Font: 12 pt, Font color: Black

(5) Additional Duties and Projects. In addition to the duties established for citizen advisory group in its enabling provision contained in Section 2.085, the City Council may from time to time assign other duties or projects as the Council deems appropriate.

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: 12 pt, No underline, Font color: Auto

(6) A member of any citizen advisory group may testify before the Council only as an individual citizen, not on behalf of the citizen advisory group, unless the member has been designated as a spokesman for the citizen advisory group on the applicable issue or topic.

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: 12 pt, Font color: Black

2.XXX Citizen Advisory Group Duties and Responsibilities

(1) Powers and Duties. Citizen advisory groups shall have the powers and duties assigned to it by the City Charter, ordinances or resolutions of this City, and general laws of this state.

(2) Responsibilities. Citizen advisory groups shall have special projects in the subject matter area of the citizen advisory group to which they were appointed. The City Council shall provide direction, and when possible, a work plan for the citizen advisory group to work on during the year.

(3) Council Goals. Citizen advisory groups are encouraged to establish annual goals and action items that reflect any specific duties or responsibilities in WLMC 2.XXX (establishing groups). Citizen advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.33"

(4) Annual Report. The City Council shall receive an annual report from each citizen advisory group. The purpose of such reports will be to note accomplishments, to address concerns and to discuss issues related to the duties and activities of the citizen advisory group and progress made on any associated Council goals.

Formatted: Font: 12 pt, Font color: Black

(5) Subcommittees. A citizen advisory group may request that the City Council establish a subcommittee. Prior to voting to request the Council to approve creation of a subcommittee, the citizen advisory group shall first request and consider a report from staff regarding the costs and time involved in staffing the subcommittee. Any request to form subcommittees shall be submitted to the City Council in writing and shall contain:

(a) An explanation of the function of and need for the subcommittee;

(b) The number and any qualifications of its members;

(c) The staff analysis of the cost and time involved in staffing the subcommittee; and

(d) If the subcommittee is an ad hoc subcommittee, a deadline for completion of the ad hoc subcommittee's responsibilities.

~~2.055 Types of Citizen Advisory Boards, Committees and Commissions Groups.~~

Formatted: Font: (Default) +Body (Calibri)

~~"Citizen advisory groups" include ad hoc committees, advisory boards, commissions, advisory boards and committees.~~

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

~~(1) "Ad hoc committee" means a temporary committee appointed for a specific term to accomplish a specific task or project. Ad hoc citizen committees shall be established by resolution of the Council. The resolution shall set forth the term of the committee, the task or project to be accomplished, the time line for completion of the task or the project, and such other direction as the Council deems appropriate.~~

~~(2) "Advisory board" means a standing committee that is not required by state law appointed by the Council to advise and make recommendations to the Council regarding topics as specified in the committee's enabling provision. Advisory boards shall be created by general ordinance.~~

~~(3) "Commission" means a standing committee that is required by state law or City ordinance. Commissions shall be created by ordinance amending Section 2.085, except where a commission is appointed pursuant to an independent state mandate.~~

~~(4) State statutory committees: Where state law requires a committee to have a specific name, such as in the case of the Budget Committee and Planning Commission, that name shall supersede the distinctions created by this section.~~

2.060 Appointment, Term, Removal of Members.

~~(1) Appointments. (1) The Mayor, with consent of the City Council approval, shall appoint persons to positions or vacancies positions for full and partial terms on advisory boards, committees or commissions citizen advisory groups by motion. Appointees shall meet the qualifications for the citizen advisory group, if any. The Council may interview or otherwise screen applicants for such positions, as it deems appropriate.~~

~~(2) (2) Qualifications for appointment and Appointment for Partial Term. term of office for a position on a City advisory board, committee or commission citizen advisory group shall be as provided in the enabling provision for such board, committee or commission in this chapter; provided, that the term of office shall extend until the Council reappoints or replaces a person to the position. If a position becomes vacant before the expiration of the term, the the Council shall appoint a person to fill appointee shall fill the vacancy for the remainder of the term.~~

~~Initial terms for a newly created advisory board, committee or commission citizen advisory group shall be staggered in the resolution of appointment so that a majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.~~

~~(3) (3) When making or approving appointments, the Mayor and Council may consider special expertise of applicants and the geographic diversity of the membership of boards, committees and commissions citizen advisory groups. To ensure opportunities for citizen participation, a citizen shall not be appointed to more than two committees.~~

2.XX Membership

Formatted: Font: (Default) +Body (Calibri), 12 pt, No underline, Font color: Auto

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.58"

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: Bold

Formatted: Font: 12 pt, Font color: Black

All citizen advisory groups shall consist of five members each. All members shall be residents of the City and shall be selected based on their qualifications, unless otherwise provided in WLMC 2.085.

Formatted: Normal, No bullets or numbering

2.XX Terms of Office; Vacancies.

Formatted: Highlight

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: Bold

Formatted: Font: 12 pt, Bold, Font color:

Formatted: Font: Bold

Formatted: Font: 12 pt, Bold, Font color:

Formatted: Font: Bold

Formatted: Font: 12 pt

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0" + Indent at:
0.25"

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: Bold

Formatted: Normal, No bullets or numbering

Formatted: Font: Bold

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0" + Indent at:
0.33"

Formatted: Font: (Default) +Body (Calibri)

Formatted: Normal, No bullets or numbering

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Space Before: Auto, Numbered +
Level: 1 + Numbering Style: 1, 2, 3, ... + Start
at: 1 + Alignment: Left + Aligned at: 0" +
Indent at: 0.33"

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri)

Formatted: Numbered + Level: 1 +
Numbering Style: 1, 2, 3, ... + Start at: 1 +
Alignment: Left + Aligned at: 0" + Indent at:
0.33"

Formatted: Font: Bold

Formatted: Normal, No bullets or numbering

Formatted: Font: Bold

Formatted: Font: 12 pt, Bold, Font color:

Black

(1) Terms. All citizen advisory group members shall serve a four year term. All regular terms shall commence with appointment and shall expire on December 31 of the fourth year.

(2) Staggering of Terms. Initial terms for a newly created citizen advisory group shall be staggered in the resolution of appointment so that a majority of the positions do not become vacant in the same year and so that an equal or approximately equal number of positions become vacant each year.

(3) Vacancies. Appointments to fill vacancies shall be for the remainder of the unexpired term pursuant to WLMC 2.060(2).

2.XX Meetings; Rules of Procedure; Attendance

(1) Meetings. Citizen advisory groups shall meet as needed to accomplish the duties assigned to the group, the Council Goals and other business needs of the City.

(2) Rules of Procedure. A citizen advisory group shall conduct its meetings in accordance with the Council Rules, West Linn Municipal Code, City Charter, and state law.

(3) Recommendations. All recommendations to the Council shall be in writing, signed by the chair.

(4) Attendance. A member should provide at least 48-hours notice to both the chair of the citizen advisory group and the staff liaison regarding any planned absence from a scheduled meeting of the citizen advisory board. In the event an unexpected emergency will cause a member to be absent from the meeting, the member must, if possible, notify the chair or the staff liaison within a reasonable time in advance of the meeting to prevent an unexcused absence. Unexcused absences are grounds for removal pursuant to WLMC 2.XXX.

2.XXX Public Meeting Law

(1) All meetings of citizen advisory groups are subject to strict compliance with the public meeting laws of the State of Oregon.

(2) Meetings shall be open to the public. If business from a meeting is being continued to a meeting date that is not at a regularly scheduled time, the citizen advisory group can notice the meeting by announcing the date and time for the continuation of the meeting. The chairperson upon a motion may, or at the request of a quorum shall, by giving notice to members, call a previously unannounced special meeting for a time not earlier than 24 hours after the notice is given.

2.XXX Quorum; Vote; Lack of Quorum

(1) Quorum. A meeting quorum shall exist when three or more members of the body are present. Members do not have to be physically present at the meeting if another means of attendance (e.g. telephone, internet) has been established by the membership and public meetings law requirements are met.

Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: Font: 12 pt
Formatted: List Paragraph, Indent: Left: 0", Hanging: 0.25"

(2) Vote. Except as otherwise expressly provided by the City Code or other applicable law or regulation, the concurrence of a majority of members present and eligible to vote shall be necessary to pass any motion or decide any question. A member is not eligible to vote if the member has recused him/herself, or if the member has declared a conflict of interest or bias.

Formatted: Font: 12 pt
Formatted: Font: 12 pt

(3) Lack of Quorum. If the members in attendance do not constitute a quorum, all topics advertised are automatically added to the agenda for the next regularly scheduled meeting. If a quorum is not possible due to conflicts of interest, bias, or recusal, the matter shall be forwarded to the Council without any further action by the citizen advisory group.

Formatted: Font: 12 pt
Formatted: Font: (Default) +Body (Calibri), 12 pt

2.XXX Officers.

(1) Each citizen advisory group shall elect a chair and a vice chair from its membership as soon as practicable each calendar year. Nothing in this subsection shall prevent appointment of co-chairs that share responsibilities of the chair, as the citizen advisory group deems appropriate. No member shall serve more than two consecutive terms as either chair or co-chair.

Formatted: Indent: Left: 0"

(2) The chair shall:

(a) Preside at all meetings.

(b) Be responsible for maintaining communication with the Council liaison and City staff assigned to the Committee.

(c) Ensure that minutes are produced for each meeting if staff is not in attendance.

(3) The vice chair shall exercise the duties of the chair in the chair's absence.

2.XXX Staff Liaison

The City Manager shall provide staff assistance to citizen advisory groups when appropriate, feasible, and within budgetary limitations. The City Manager shall determine which department or staff person shall serve as liaison to each citizen advisory group. The staff liaison provides professional guidance, continuity, insight into City policy, and sets the agenda, which is reviewed by the Chair. Staff shall sit with the citizen advisory group and participate in all citizen advisory group discussion, but staff shall not vote on matters. Staff will ensure that minutes are produced for each meeting that staff attends. The staff liaison supports the group as a whole and shall not do work at the request of individual members.

Formatted: Font: Bold
Formatted: Normal, No bullets or numbering
Formatted: Font: Bold
Formatted: Font: 12 pt, Font color: Black
Formatted: Font: 12 pt, Font color: Black
Formatted: Font: 12 pt, Font color: Black
Formatted: Font: 12 pt, Font color: Black

2.XXX Removal.

~~(4) Removal from advisory group.~~

Formatted: Font: 12 pt, Bold, Font color:
Formatted: Font: (Default) +Body (Calibri), 12 pt, Underline
Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.04" + Indent at: 0.29"
Formatted: Font: Not Bold, Underline

~~(1) (a) Removal by Council. Members of all citizen advisory groups shall serve at the pleasure of the Council. The City Council, with or without cause, may by majority vote of the City Council at a Regular Meeting, remove any citizen advisory group member prior to the expiration of the member's term. Written notice of removal to the affected member shall be provided. Removal shall be handled with respect and courtesy. If a member resigns or is removed, the Mayor shall appoint a replacement for the remainder of the term in accordance with WLMC 2.60(2).~~

~~Notwithstanding the above procedure, removal of a Planning Commissioner for misconduct or nonperformance of duty shall be governed by the procedures in ORS 227.030.~~

~~"Misconduct" includes failure to declare a potential conflict of interest, conflict of interest, bias, or and failure to comply with any applicable requirement of the West Linn Municipal Code, including WLMC 2.065, or any other West Linn policies or rulesCode. "Non-performance of duty" includes occurs if a member has unexcused absences from three meetings within a calendar year. Except as otherwise provided herein, members Members of all City advisory boards, committees and commissions citizen advisory groups shall serve at the pleasure of the Council. An advisory board, committee or commission may recommend removal of one of its members to the City Manager for misconduct or nonperformance of duty. "Misconduct" includes failure to declare a conflict of interest and failure to comply with any applicable requirement of the West Linn Code. "Non-performance of duty" includes unexcused absences from three consecutive meetings or three meetings within a calendar year. The City Manager shall inform the Council upon receiving a recommendation for removal of a member for misconduct or nonperformance. The Council may remove a member of an advisory board at any time for any reason.~~

~~(5) Conflict of Interest. No member of a board, commission or committee shall participate in any commission proceeding or action in which any of the following has a direct or substantial financial interest: the member or the spouse, brother, sister, child, parent, father in-law, mother in-law of the member; any business in which the member is then serving or has served within the previous two years; or any business with which the member is negotiating for or has an arrangement or understanding concerning prospective partnership or employment. Any actual or potential conflict of interest shall be disclosed at the meeting of the commission where the action is being taken.~~

~~[Amended by Ordinance No. 1597, adopted 09-13-2010]~~

~~(b) Removal upon recommendation of Advisory BoardCitizen Advisory Group. A citizen advisory group may recommend removal of one of its members to the city council for misconduct or nonperformance of duty in accordance with subsection (1). "Misconduct" includes failure to declare a conflict of interest and failure to comply with any applicable requirement of the West Linn Code. "Non-performance of duty" includes unexcused~~

Formatted: Font: 12 pt, Underline, Font color: Black

Formatted: Space After: 10 pt, Line spacing: Multiple 1.15 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.04" + Indent at: 0.29", Font Alignment: Auto

Formatted: Font: (Default) +Body (Calibri), 12 pt, Underline

Formatted: List Paragraph, Space After: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.04" + Indent at: 0.29", Font Alignment: Auto

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: Bold, Font color: Black

Formatted: Font: 12 pt

Formatted: Space After: 10 pt, Line spacing: Multiple 1.15 li, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.04" + Indent at: 0.29", Font Alignment: Auto

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt, Bold

Formatted: Font: (Default) +Body (Calibri), 11 pt

Formatted: Indent: Left: 0.29", Space After: 10 pt, Line spacing: Multiple 1.15 li, Font Alignment: Auto

Formatted: Font: (Default) +Body (Calibri), 12 pt, Underline

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.04" + Indent at: 0.29"

Formatted ... [1]

Formatted ... [2]

Formatted ... [3]

Formatted ... [4]

Formatted ... [5]

Formatted ... [6]

Formatted ... [7]

Formatted ... [8]

Formatted ... [9]

Formatted ... [10]

~~absences from three meetings within a calendar year.~~ The City Council shall act on a recommendation for removal of a member for misconduct or nonperformance at the next convenient opportunity.

(2)

2.065 Compliance with State Law Required.

~~All advisory boards, committees and commissions~~citizen advisory groups, and any subcommittees thereof, shall comply with the State of Oregon Public Records Law, Public Meetings Law, Code of Ethics, laws regarding conflicts of interest, and any other applicable state laws. Each committee, advisory board, committee or commissioncitizen advisory group shall be responsible for ensuring that its subcommittees comply with these laws.

2.070 Officers.

(1) ~~Each advisory board, committee and commission~~citizen advisory group shall elect a chair and a vice chair from its membership at its first regular meeting of each calendar year. Nothing in this subsection shall prevent appointment of co-chairs, as the advisory board or commission deems appropriate. Co-chairs shall divide or share the powers and dutiesresponsibilities of the chair, as the advisory board, committee or commissioncitizen advisory group deems appropriate. No member shall serve more than two consecutive terms as either chair or co-chair.

(2) The chair shall:

(a) Set the agenda. Any member of the committee, advisory board, committee or commission may request that an item of business appear on the agenda. The advisory board, committee or commission may by majority vote compel that item be placed on the agenda.

(b) Preside at all meetings.

(c) Be responsible for maintaining communication with the Council liaison and City staff assigned to the Committee.

(d) Call special meetings. A majority of the members of the advisory board, committee or commission may also call a special meeting.

(e) Be responsible for attendance of members and report to the staff liaison or City Manager if and when repeated absences impair a member's ability to serve on the advisory board, committee or commission.

(3) ~~The vice chair shall exercise the duties of the chair in the chair's absence.~~

(4) ~~The City Manager shall determine which department or staff person shall serve as liaison to an advisory board, committee or commission. Staff shall sit with the committee and participate in all committee discussion, but staff shall not vote on matters. Staff will ensure that minutes are produced for each meeting.~~

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

Formatted: List Paragraph, Space After: 0 pt, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.04" + Indent at: 0.29", Font Alignment: Auto

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.58"

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0.25" + Indent at: 0.58"

2.075 Quorum, Meetings, Rules

- ~~(1) Quorum. A majority of the members of an advisory board, committee or commission/citizen advisory group shall constitute a quorum.~~
- ~~(2) Vote. Except as otherwise expressly provided by the City Code or other applicable law or regulation, the concurrence of a majority of members present and eligible to vote shall be necessary to decide any question.~~

~~(3) Meetings. An advisory board, committee or commission, in consultation with staff, shall establish a regular meeting at such time, interval, and place, as the advisory board, committee or commission deems necessary. Special meetings may be called as provided in Section 2.070(2)(d).~~

- ~~(4) Rules of Procedure. An advisory board, committee or commission/A citizen advisory group shall may from time to time adopt and amend rules of procedure/conduct its meetings in a manner that is consistent with the laws of the state, the City Charter, the Council Rules and any other applicable provisions of the City Code.~~
- ~~(5) Recommendations. All recommendations to the Council shall be in writing, signed by the chair.~~
- ~~(6) Subcommittees. No advisory board, committee or commission/citizen advisory groups shall appoint a standing subcommittee, an outside advisory committee or an ad hoc subcommittee without first obtaining approval of the City Council. The City Council may approve, deny or modify the request to create and/or staff a subcommittee. Prior to voting to request the Council to approve creation of a subcommittee, the advisory board, committee or commission/citizen advisory group shall first request and consider a report from staff regarding the costs and time involved in staffing such a subcommittee. Any request to form such subcommittees shall be submitted to the City Council in writing and shall contain:
 - ~~(a) An explanation of the function of and need for the subcommittee;~~
 - ~~(b) The number and any qualifications of its members;~~
 - ~~(c) The staff analysis of the cost and time involved in staffing the subcommittee; and~~
 - ~~(d) If the subcommittee is an ad hoc subcommittee, a deadline for completion of the ad hoc subcommittee's responsibilities.~~~~

2.080 Relationship to City Council

- ~~(1) Council Authority. The City Council is the elected legislative and policy making body of the City. Unless governed by a specific state mandate, advisory boards, committees and commissions/citizen advisory groups are appointed pursuant to the Council's authority and shall have only those powers and functions as expressly delegated by the Council. Generally, advisory boards, committees and commissions/citizen advisory groups are expected to provide advice and recommendations to the Council and help the Council implement the Council goals. Council members may attend meetings of any advisory~~

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.33"

Formatted: Font: (Default) +Body (Calibri), 12 pt, No underline, Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.33"

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: List Paragraph, Numbered + Level: 1 + Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.33"

~~board, committee or commission~~citizen advisory group. A councilor may not speak on behalf of the City Council at a ~~board, committee or commission~~citizen advisory group meeting unless authorized to do so by the Council. Council members may not vote at any meeting of any ~~advisory board, committee or commission~~citizen advisory group.

(2) ~~Annual Meeting Report~~. The City Council shall hold ~~receive an annual meeting report with from each standing advisory board, committee and commission~~citizen advisory group except the Budget Committee. The purpose of such meetings ~~reports~~ will be to note accomplishments, to address concerns and to discuss issues related to the duties and activities of the advisory board, committee or commission. Annual meetings of related advisory boards, committees or commissions may be held jointly, as the Council deems appropriate.

(3) ~~Council Liaison~~. Each year the Mayor may appoint a liaison from its members ~~the Council~~ to each advisory board, committee and ~~commission~~citizen advisory group. The purpose of the Council liaison is to provide a direct line of communication between the advisory board, committee or ~~commission~~citizen advisory group and the City Council. The Council liaison and the chair of the affected advisory board, committee or ~~commission~~citizen advisory group shall have joint obligation to keep the Council and the advisory board, committee or ~~commission~~citizen advisory group informed of relevant City or advisory board, committee or ~~commission~~citizen advisory group information. The Council liaison to each advisory board, committee and ~~commission~~citizen advisory group shall be rotated annually.

(4) ~~Expenditure of Funds~~. No advisory board, committee or ~~commission~~citizen advisory group shall have the authority to expend City funds, or to obligate the City for payment of any sum of money, except as expressly delegated or authorized by prior approval by the City Council.

(5) ~~Additional Duties and Projects~~. In addition to the duties established for each advisory board, committee or commission in its enabling provision contained in Section ~~2.085~~, the City Council may from time to time assign an advisory board, committee or ~~commission~~a citizen advisory group such other duties or projects as the Council deems appropriate.

(6) A member of any advisory board, committee or ~~commission~~citizen advisory group may testify before the Council only as an individual citizen but only as a member of the body, not on behalf of the body, unless the member has been designated as a spokesman for the body.

~~(7) Members of advisory boards, committees or commissions shall take care to conform with the Oregon Election Division's guidelines relating to political advocacy and participation in political campaigns.~~

2.085 ~~Boards, Committees and Commissions~~Citizen Advisory Groups.

(1) Establishment. The following ~~Boards, Committees, and Commissions~~citizen advisory groups are ~~reestablished and reorganized~~ in accordance with the provisions of Sections 2.050 to ~~2.105~~080.

— (a) ~~Planning Commission~~

Formatted: Font: (Default) +Body (Calibri), 12 pt, No underline, Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt, Highlight

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt, Highlight

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt, Highlight

Formatted: Highlight

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: List Paragraph, Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

~~(b) Citizens' Budget Committee;~~

~~a.~~

~~Economic Development Committee;~~

~~b.~~

~~(c) Historic Review Board;~~

~~Library Board;~~

~~Parks & Recreation Board;~~

~~Planning Commission;~~

~~Sustainability Advisory Board;~~

~~Transportation Advisory Board; and~~

~~Utility Advisory Board.~~

~~(d) Library Board~~

~~(e) Parks & Recreation Board~~

~~(f) Public Safety Advisory Board~~

~~(g) Historic Review Board~~

~~(h) Transportation Advisory Board~~

~~(i) Sustainability Advisory Board~~

~~(j) Economic Development Committee~~

~~(2) Membership.~~

~~All citizen advisory groups shall consist of five members each. All members shall be residents of the City and shall be selected on their qualifications to serve in such capacity.~~

~~(3) Terms of Office. Terms of office for all Board, Committee, and Commission members shall be for a period of four years.~~

~~(4) Vacancies. Appointments to fill vacancies shall be for the remainder of the unexpired term.~~

~~(65) Secretary and Staff Services. The City Manager shall provide staff assistance to a secretary to the Boards, Committees, and Commissions, citizen advisory groups and such other staff and consultation services as may be appropriate, feasible, and within budgetary limitations. The secretary staff shall keep a record of all Commission proceedings. The Planning Director and City Attorney, or their duly authorized representative, shall attend all official Planning Commission meetings and shall provide technical and legal advice and guidance to the Commission. The Commission shall give due consideration to such technical and legal advice.~~

Formatted: Font: (Default) +Body (Calibri), 12 pt, Font color: Auto

Formatted: List Paragraph, Indent: Left: 0.25", Space After: 0 pt, Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25", Font Alignment: Auto

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: (Default) +Body (Calibri), 11 pt, Font color: Auto

Formatted: Font: (Default) +Body (Calibri), 12 pt, Font color: Auto

Formatted: Font: 12 pt

Formatted: Font: 12 pt

Formatted: Font: 12 pt, Font color: Black

Formatted: List Paragraph, Indent: Left: 0.25", Numbered + Level: 1 + Numbering Style: a, b, c, ... + Start at: 1 + Alignment: Left + Aligned at: 0" + Indent at: 0.25"

Formatted: Font: 12 pt, Font color: Black

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt, Bold

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri), 12 pt, Bold

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri), 12 pt, Bold

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri), 12 pt, Bold

~~(76) — Meetings. The Commission~~Boards, Committees, and Commissions~~Citizen advisory groups shall meet at least once a month as needed. Meetings of the Commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. The chairperson upon a motion may, or at the request of three members of the Commission, a quorum shall, by giving notice to members of the Commission, call a previously unannounced special meeting of the Commission for a time not earlier than 24 hours after the notice is given.~~

~~(87) — Powers and Duties. The~~Boards, Committees, and Commissions~~citizen advisory groups shall have the powers and duties which are now or may hereafter be assigned to it by charter, ordinances or resolutions of this City and general laws of this state.~~

~~(8) — Responsibilities. The~~Boards, Committees, and Commissions~~citizen advisory groups shall have the responsibility of working on special projects in the subject matter area of the Board, Committee, or Commission~~citizen advisory group to which they were appointed. The City Council shall provide direction, and when possible, a work plan for the Board, Committee, or Commission~~citizen advisory group to work on during the year.~~

2.095 Planning Commission

~~(1)~~(109) — Consideration of Qualifications for MembershipAppointments to the Planning Commission. In selecting individuals for membership on the Planning Commission, the City Council shall give preference to those individuals who possess a particular competence in the field of municipal planning by way of their profession, trade, or prior or present governmental service. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.

~~(210)~~ Lack of Quorum Because of Unfilled Vacancies. Should the Planning Commission be unable to function with a quorum of members due to unfilled vacancies, the City Council shall fulfill the duties of the Commission until a quorum of members is restored.

2.095 Citizens Budget Committee

~~(11) — Appointments to the Citizens' Budget Committee. The Budget Committee shall be established as provided by in accordance with ORS 294.414, state law. [See ORS Section 294.414]~~

2.100 Historic Review Board

~~(12) — Appointments to the Historic Review Board. Each member appointed to the Historic Review Board shall have a demonstrated interest, knowledge or competence in historic preservation and, to the extent possible, in one of the following fields: archaeology,~~

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri), 12 pt, Bold

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

architecture, building construction, history, landscape architecture, law, local history, real estate or urban planning. ~~If possible, At least one member shall be an architect experienced in historic preservation, unless at the time there is a vacancy on the Board an applicant with these qualifications is not available.~~ The majority of the members shall reside within the City of West Linn. ~~Preference will be given to applicants residing in West Linn, except as necessary to obtain specific expertise listed above.~~

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt, Bold

~~**(11) Lack of Quorum Because of Unfilled Vacancies. Should the Planning Commission be unable to function with a quorum of members due to unfilled vacancies, the City Council shall fulfill the duties of the Commission until a quorum of members is restored.**~~

~~**2.105. Duties of the Utility Advisory Board.**~~

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri), 12 pt, Bold

Formatted: Font: Bold

Formatted: Font: (Default) +Body (Calibri), 12 pt

~~The Utility Advisory Board shall make recommendations to the City Council concerning rates for water. These recommendations shall pertain to those legislative matters to be decided by the City Council concerning or affecting rates, such as master facility plans and service levels as they relate to rates. The Utility Advisory Board may also make recommendations regarding such other City owned utilities as the City Council from time to time may determine. A Utility Advisory Board is established pursuant to Chapter X, Section 45 of the City Charter to make recommendations to the City Council concerning rates for water and other duties assigned by the Council.~~

Formatted: Font: (Default) +Body (Calibri), 12 pt

~~(2) Qualifications. Each member shall have a demonstrated interest, knowledge or competence in historic preservation and, to the extent possible, in one of the following fields: archaeology, architecture, building construction, history, landscape architecture, law, local history, real estate or urban planning. At least one member shall be an architect experienced in historic preservation, unless at the time there is a vacancy on the Board an applicant with these qualifications is not available. The majority of the members shall reside within the City of West Linn. Preference will be given to applicants residing in West Linn, except as necessary to obtain specific expertise listed above.~~

~~**A. PLANNING COMMISSION**~~

~~(1) Establishment. The Planning Commission for the City is reestablished and reorganized in accordance with the provisions of Sections ~~2.050 to 2.080.~~~~

Formatted: Font: (Default) +Body (Calibri), 12 pt

~~(2) Membership. The Planning Commission shall consist of seven members. All members of the Planning Commission shall be residents of the City and shall be selected on the basis of their qualifications to serve in such capacity. The City Manager shall be entitled to sit with the Commission and take part in its discussions or deliberations, but shall have no vote on any matter to come before the Commission.~~

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

~~(3) Terms of Office. Terms of office for Planning Commission members shall be for a period of four years.~~

~~(4) Vacancies. Appointments to fill vacancies shall be for the remainder of the unexpired term.~~

~~(5) Chairperson and Vice Chairperson.~~

~~(a) The Commission shall elect a chairperson and vice chairperson from its membership at its first regular meeting of each calendar year. No member shall serve more than two consecutive terms as the chairperson.~~

~~(b) The chairperson of the Planning Commission, or in the chairperson's absence the vice chairperson, shall have a vote on all matters that come before the Planning Commission, and shall vote last on all motions requiring a vote.~~

~~(c) If a vacancy of the chair occurs, an election shall be held at the next regular meeting to fill that position.~~

~~(d) In the absence of both the chairperson and the vice chairperson, the members present shall appoint an acting chairperson for the purposes of conducting business during that meeting.~~

~~(e) The chairperson shall carry out his or her responsibilities in conformance with Section 2.070(2).~~

~~(6) Secretary and Staff Services. The City Manager shall provide a secretary to the Commission and such other staff and consultation services as may be appropriate, feasible, and within budgetary limitations. The secretary shall keep a record of all Commission proceedings. The Planning Director and City Attorney, or their duly authorized representative, shall attend all official Planning Commission meetings and shall provide technical and legal advice and guidance to the Commission. The Commission shall give due consideration to such technical and legal advice.~~

~~(7) Meetings. The Commission shall meet at least once a month. Meetings of the Commission shall be open to the public. Meetings other than at regularly scheduled times may be announced at a prior meeting and thereby be made a part of the meeting records. The chairperson upon a motion may, or at the request of three members of the Commission shall, by giving notice to members of the Commission, call a previously unannounced special meeting of the Commission for a time not earlier than 24 hours after the notice is given.~~

~~(8) Powers and Duties. The Commission shall have the powers and duties which are now or may hereafter be assigned to it by charter, ordinances or resolutions of this City and general laws of this state.~~

~~(9) Compensation. Planning Commission members shall receive no compensation for their service but shall be fully reimbursed for all duly authorized expenses.~~

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

~~(10) Consideration of Qualifications for Membership. In selecting individuals for membership on the Planning Commission, the City Council shall give preference to those individuals who possess a particular competence in the field of municipal planning by way of their profession, trade, or prior or present governmental service. No more than two voting members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of any partnership, or officers or employees of any corporation, that is engaged principally in the buying, selling or developing of real estate for profit. No more than two voting members shall be engaged in the same kind of occupation, business, trade or profession.~~

~~(11) Lack of Quorum Because of Unfilled Vacancies. Should the Planning Commission be unable to function with a quorum of members due to unfilled vacancies, the City Council shall fulfill the duties of the Commission until a quorum of members is restored.~~

~~{Amended by Ordinance No. 1569, adopted 05-12-2008}~~

~~B. LAND USE HEARINGS OFFICER~~

~~(1) Establishment of Land Use Hearings Officer. There shall be a Land Use Hearings Officer to conduct hearings on applications for such classes of permits and zone changes as the City Council designates by resolution.~~

~~(2) Appointment. The Land Use Hearings Officer shall be appointed by and shall serve at the pleasure of the City Council. The City Council may appoint one or more alternates to serve as a hearings officer. The terms of appointment may be set forth in a professional services contract.~~

~~(3) Hearings Officer Unavailability. In the event a hearings officer is not available to conduct hearings, whether due to non-appointment, conflict of interest, absence or other reason, the Planning Commission shall automatically serve as hearings officer with all the powers and duties of a hearings officer.~~

~~(4) Hearings. The Hearings Officer shall conduct hearings as necessary to review and make decisions on land use applications and other land use matters. The time and place of all hearings shall be scheduled by the City Manager or his or her designee.~~

~~(5) Powers and Duties. The Hearings Officer shall exercise such powers and have such duties as are described in this chapter, this code, other ordinances and resolutions of the City, and state law. The Hearings Officer has the power to request, receive, and examine available information, enter upon any land, and make examinations and surveys, and place and maintain necessary monuments and markers, conduct public hearings, prepare a record, enter findings and conclusions, and exercise such other powers as necessary to carry out the assigned duties of the Hearings Officer.~~

~~(6) Reports, Advice, Joint Meetings, and Coordination. The Hearings Officer shall make such reports on the Hearings Officer's activities as the City Council and Planning Commission may require. The Hearings Officer shall advise the City Council and the Planning Commission~~

~~concerning any problem or issue related to the powers and duties of the Hearings Officer. The Hearings Officer shall meet from time to time in joint public meetings with the City Council and Planning Commission. The Hearings Officer shall cooperate and coordinate with the City Council, Planning Commission and City officers and staff.~~

C. BUDGET COMMITTEE

(1) ~~Appointments. The Budget Committee shall be established as provided by state law. [See ORS Section 294.414]~~

D. UTILITY ADVISORY BOARD

(1) ~~Establishment. There is hereby established a Utility Advisory Board.~~

(2) ~~Membership. The Utility Advisory Board shall consist of seven members. The Council shall consider nominations made by neighborhood associations, as well as applications submitted independently by interested candidates.~~

(3) ~~Officers. At its first meeting in January of each year, the Board shall elect a chairperson and vice chairperson to serve one year terms. If a vacancy of the chair occurs, an election shall be held at the next regular meeting to fill that position. In the absence of both the chairperson and vice chairperson, the members present shall appoint an acting chairperson for the purposes of conducting business during that meeting.~~

(4) ~~Terms of Office. Terms of office shall be for a period of three years and shall be staggered even if some members are appointed to less than a three year term.~~

(5) ~~Meetings. The Board shall meet at least quarterly or more often as directed by the City Council or by a majority of the Board members.~~

~~(6) Duties. The Utility Advisory Board shall make recommendations to the City Council concerning rates for water. These recommendations shall pertain to those legislative matters to be decided by the City Council concerning or affecting rates, such as master facility plans and service levels as they relate to rates. The Utility Advisory Board may also make recommendations regarding such other City owned utilities as the City Council from time to time may determine.~~

E. LOCAL CONTRACT REVIEW BOARD

(1) ~~Policy. All public contracts shall be based upon competitive bids except as expressly provided by state law, this chapter, or the rules adopted by the Local Contract Review Board.~~

(2) ~~Contract Review Board. The City Council is designated as the Local Contract Review Board for the City of West Linn. The Board shall adopt rules by resolution relating to the public bidding process and public contracts.*~~

Formatted: Font: (Default) +Body (Calibri), 12 pt

~~(3) Organization.~~

~~(a) The Mayor shall act as chairperson of the Board. The president of the Council shall act as the vice chairperson.~~

~~(b) Meetings of the Board may be scheduled at any time, including before, after or during a regularly scheduled Council meeting.~~

~~(c) Meetings shall be called in the same manner as a Council meeting.~~

~~(d) Attendance of at least three Board members shall constitute a quorum and shall be required in order for the Board to take any action. The concurrence of a majority of those Board members attending shall be required for the Board to take any action.~~

~~(4) Authority to Obligate the City. The City Council shall approve all public contracts and personal services contracts except as otherwise provided in Section 5 below.~~

~~(5) Delegation of Authority to Obligate City. The City Manager may enter into a public contract or personal services contract as provided in Public Contracting Rules as approved by Council resolution.~~

~~(6) Limitation on Expenditures. The delegated authority to obligate the City shall be subject to the following limitations:~~

~~(a) The expenditure shall be for a single complete item or contract; and~~

~~(b) The item or contract shall not be a component of a project except in the case of a project which involves a personal services contract and a public contract. In this situation, the personal services contract portion shall be considered a single complete project and the public contract portion shall be considered a single complete project.~~

~~{Amended by Ordinance No. 1607, enacted 02-13-2012.}~~

~~* Code reviser's note: [Resolution No. 2012-03](#) adopts the City's rules relating to the public bidding process and public contracts.~~

~~[F. TELECOMMUNICATIONS ADVISORY BOARD FORMERLY KNOWN AS CABLE TV ADVISORY BOARD](#)~~

~~{Repealed by Ordinance No. 1524, adopted September 12, 2005.}~~

~~[G. LIBRARY BOARD](#)~~

~~(1) Creation; Appointment. There is created a Library Board for the City consisting of nine persons. All members of the Library Board shall be residents of the City.~~

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

~~(2) Terms of Office. Board members shall serve a four year term. However, terms of office on the Board shall be so arranged and staggered such that in any given year no more than three of the nine positions shall expire on December 31st of that year even if this means that some members of the Board are appointed to less than a four year term.~~

~~(3) Responsibility. The Board shall have the responsibility of advising the City Council in the following areas:~~

- ~~(a) Determining library needs and recommending programs to meet identified needs;~~
- ~~(b) Making recommendations for the annual library budget;~~
- ~~(c) Advising on rules and policies of the Library;~~
- ~~(d) Making recommendations to the City Council as requested by the City Council;~~
- ~~(e) Such other activities as the City Council may assign.~~

~~(4) Statutes Adopted. All acts and amendments applicable to local government units as used in ORS 357.400 through 357.621, 357.975 and 357.990 are adopted and made a part of this subsection G (Library Board).~~

~~[Amended by Ordinance No. 1586, enacted 02-23-2009.]~~

H. PARK AND RECREATION BOARD

~~(1) Creation; Appointments. There is created a Park and Recreation Board for the City consisting of seven persons. All members of the Park and Recreation Board shall be residents of the City.~~

~~(2) Terms of Office. Board members shall serve a three year term. However, terms of office on the Board shall be so arranged and staggered such that in any given year no more than three of the seven positions shall expire on December 31st of that year even if this means that some members of the Board are appointed to less than a three year term.~~

~~(3) Responsibility. The Board shall have the responsibility of advising the City Council in the following areas:~~

- ~~(a) Determining park needs and recommending programs to meet identified needs;~~
- ~~(b) Making recommendations for the annual park budget;~~
- ~~(c) Recommending comprehensive park policy and advising on the acquisition and receipt of new park land and recreation facilities;~~
- ~~(d) Making recommendations to the City Council as requested by the City Council;~~

Formatted: Font: (Default) +Body (Calibri), 12 pt

- ~~(e) Maintaining an active two-way communication liaison with the Planning Commission;~~
- ~~(f) Overseeing the execution and modification of the Park and Recreation Master Plan;~~
- ~~(g) Advising concerning the management and control of the public parks and recreation facilities.~~

I. ARTS COMMISSION

~~(1) Commission Established. There is established a City Arts Commission consisting of nine members appointed to four-year terms. However, terms of office on the Commission shall be so arranged and staggered such that in any given year at least two of the nine positions shall expire on December 31st of that year, even if this means that some members of the Commission are appointed to less than a four-year term.~~

~~(2) Purpose. The purpose of the Arts Commission is to:~~

- ~~(a) Encourage greater opportunities for a recognition of arts in the West Linn area;~~
- ~~(b) Provide coordination and communication among groups and individuals engaged in the arts;~~
- ~~(c) Provide coordination of events to showcase the abilities of area artists;~~
- ~~(d) Provide development and promotion of the arts as a factor in the economic life of the community;~~
- ~~(e) Pursue funding sources, projects and programs to enhance the artistic diversity available for the citizens of West Linn;~~
- ~~(f) Provide liaison and representation of the City of West Linn to city, county, regional and state arts agencies.~~

~~(3) Definition of Arts. "Arts" includes, but is not limited to: music, drama, dance, creative writing and poetry, architecture and landscape design, painting, sculpture, photography, graphics, craft and folk arts, film and video, and such other endeavors as may be designated by the Commission.~~

~~(4) City Support. The City will provide for necessary support for the Commission including postage, meeting place, and related services; however, any funding for projects must be generated by the Commission and expenditures presented to the Council for their approval. The City can also make grants to the Commission or enter into agreements with other public agencies, associations, and individuals for services which will assist the Commission.~~

J. PUBLIC SAFETY ADVISORY BOARD

~~(1) Establishment; Membership; Term. There is established a Public Safety Advisory Board consisting of seven regular members who are residents of West Linn appointed for three-year terms. The Public Safety Advisory Board is not a governing body and shall not undertake the review of allegations and inquiries related to the actions of individual public safety personnel.~~

~~(2) Responsibilities:~~

~~(a) Advise and make recommendations to the City Council, City Manager, and public safety department heads regarding public safety needs.~~

~~(b) Review and make recommendations on community concerns related to crime prevention, traffic safety, fire prevention, emergency services and disaster response issues that affect public safety in West Linn.~~

~~(c) Review and make recommendations for community partnerships.~~

~~(d) Promote public education and awareness regarding crime prevention, fire safety, and emergency medical issues.~~

~~(e) Receive updates regarding certain performance standards and service level objectives (such as response times, resource deployment, and communications.)~~

~~(f) Collaborate with local, county and state government agencies to develop~~

~~strategies to mitigate negative community livability concerns by focusing partnership agency resources to reduce or eliminate specific crime, problem areas, or concerns and partnerships to improve public safety in West Linn.~~

~~(g) Review and provide advice and recommendations concerning development and implementation of the City's public safety strategic plans.~~

~~(h) Review and provide recommendations on facility and capital improvements.~~

~~(i) Review and provide recommendations on proposed contracts for contracted public services.~~

~~(j) The Public Safety Advisory Board shall not undertake the review of individual public safety employees.~~

~~(k) Carry out other activities as the City Council may assign.~~

~~[Amended by Ordinance No. 1579, adopted 11-10-2008.]~~

~~K. HERITAGE COMMITTEE~~

~~[Repealed by Ordinance No. 1537, adopted 04-24-2006.]~~

~~L. SOLID WASTE AND RECYCLING COMMITTEE~~

~~{Repealed by Ord. No. 1491, adopted 12-18-2002.}~~

~~M. FAIR COMMISSION~~

~~{Repealed by Ordinance No. 1582, adopted 11-24-2008.}~~

~~N. TRAFFIC SAFETY COMMITTEE~~

~~{Repealed by Ordinance No. 1537, adopted 04-24-2006.}~~

~~O. HISTORIC REVIEW BOARD~~

~~(1) Establishment; Membership; Term. There is hereby established a Historic Review Board of the City of West Linn consisting of seven regular members appointed for three-year terms, except as necessary to comply with Section 2.060(2).~~

~~(2) Qualifications. Each member shall have a demonstrated interest, knowledge or competence in historic preservation and, to the extent possible, in one of the following fields: archaeology, architecture, building construction, history, landscape architecture, law, local history, real estate or urban planning. At least one member shall be an architect experienced in historic preservation, unless at the time there is a vacancy on the Board an applicant with these qualifications is not available. The majority of the members shall reside within the City of West Linn. Preference will be given to applicants residing in West Linn, except as necessary to obtain specific expertise listed above.~~

~~(3) Powers and Duties. The Historic Review Board shall:~~

~~(a) Meet at least four times a year and as required to conduct business in a timely fashion.~~

~~(b) Have the powers and duties which are assigned to it by the charter, ordinances and resolutions of West Linn and state law.~~

~~(c) Apply state and local law pertaining to the designation and protection of historic resources and, subject to applicable state law, archaeological resources.~~

~~(d) Coordinate with and advise interest groups, agencies, boards, and citizens regarding the community's history and prehistory; promote research pertaining to local history and prehistory; make available materials pertaining to the preservation of historic resources and, subject to applicable state laws, archaeological resources; and provide information regarding state and federal preservation programs.~~

~~(e) Evaluate the City's historic and, subject to state law, archaeological resources; compile and periodically monitor and update an Inventory of Historic Resources; establish~~

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt

and periodically update a Designated Landmarks Register; and document and archive historic resources prior to their alteration, demolition, or relocation.

~~(f) Subject to Planning Commission review and recommendation, per Community Development Code Chapters 98 and 105, and City Council approval, devise code amendments to protect and enhance the preservation of historic resources and, subject to state law, archaeological resources.~~

~~(g) Subject to City Council approval, develop incentives, strategies, and programs to assist the community in the appreciation and preservation of historic and, subject to state law, archaeological resources.~~

~~(h) Subject to Planning Commission review and recommendation and City Council approval per Community Development Code Chapter 98, develop guidelines and examples to clarify the criteria in regulations pertaining to historic resources and to assist applicants in developing complete and viable applications.~~

~~(i) Assist the owners of historic resources in their individual efforts to secure funding for the preservation of their resources.~~

~~(j) Subject to City Council approval, seek, accept and expend public appropriations, grants and gift funds that will further the protection, enhancement, and appreciation of the City's historic resources and, subject to state law, archaeological resources.~~

~~{Amended by Ordinance No. 1597, adopted 09-13-2010}~~

~~P. TRANSPORTATION ADVISORY BOARD~~

~~(1) Establishment; Membership; Term. There is hereby established a Transportation Advisory Board consisting of seven regular members who are residents of West Linn appointed for four-year terms, except that the initial appointments shall be made so that the terms of not more than three members expire in any given year.~~

~~(2) Powers and Duties. The Committee shall:~~

~~(a) Provide advice concerning development and implementation of the City's Transportation System Plan.~~

~~(b) Review and make recommendations regarding transportation improvement projects for inclusion in the Capital Improvement Plan.~~

~~(c) Review the effectiveness of traffic demand management strategies and recommend actions for improvement.~~

~~(d) Advise as to the coordination of planning and programming of transportation projects and funding with other governmental agencies and private interests.~~

~~(e) Advise and make recommendations to the City Council and City staff on transportation issues in general.~~

~~(f) Encourage and promote mass transportation, use of alternative fuels, reduction of automobile dependency, and development of alternative transportation systems and choices.~~

~~(g) Perform such other duties as may be assigned by the City Council.~~

~~Q. SUSTAINABILITY ADVISORY BOARD~~

~~(1) Sustainability Advisory Board Established. There is established a West Linn Sustainability Advisory Board consisting of seven members.~~

~~(2) Terms of Office. The terms of office for the Sustainability Advisory Board shall be for a period of four years and shall be staggered so that the terms of not more than three members expire in any given year.~~

~~(3) Purpose. The purpose of the Sustainability Advisory Board is to:~~

~~(a) Advise regarding the implementation and subsequent reviews of the approved City of West Linn Sustainability Plan and its updates;~~

~~(b) Stay current on sustainability and environmental issues, make recommendations, and assist the City in promoting sustainability and environmental improvement to the West Linn community, individuals, City Council, and staff;~~

~~(c) Make recommendations to the City Council as requested by the City Council.~~

~~[Added by Ordinance No. 1556, adopted 01-14-2008.]~~

~~R. COMMUNITY TREE COMMITTEE~~

~~[Repealed by Ordinance No. 1533, adopted 02-27-2006.]~~

~~S. ECONOMIC DEVELOPMENT COMMITTEE~~

~~The Council takes the following actions:~~

~~(1) Creates an Economic Development Committee comprised as follows:~~

~~(a) Membership. Shall consist of 10 members with rotating two year terms, five from the business community: one representative from each of the five business areas (Willamette, Bolton, Robinwood, Cascade Summit, and home based businesses), one representative from the Chamber of Commerce, and four members appointed at large by the Mayor and approved by the City Council.~~

~~(b) Officers. At its first meeting in January of each year, the committee shall elect a chairperson and vice chairperson to serve one-year terms. If a vacancy of the chair occurs, an election shall be held at the next regular meeting to fill that position. In the absence of both the chairperson and vice chairperson, the members present shall appoint an acting chairperson for the purposes of conducting business during that meeting.~~

~~(c) Terms of Office. Terms of office shall be for a period of two years and shall be staggered even if some members are appointed to less than a two-year term.~~

~~(d) Meetings. The committee shall meet at least quarterly or more often as directed by the City Council or by a majority of the committee members.~~

~~(2) The Economic Development Committee will function to bridge the gap between the business community and the City, and work in close partnership with the West Linn Chamber of Commerce, neighborhood associations, and general public;~~

~~(3) The purpose of the Economic Development Committee is to:~~

~~(a) Advise the West Linn City Council regarding the development, implementation, and subsequent reviews of the City of West Linn Economic Development Plan and its updates in accordance with the Comprehensive Plan and Community Development Code;~~

~~(b) Stay current on economic development issues, make recommendations, and assist the City in promoting a pro-business environment to the West Linn community, individuals, City Council, and staff;~~

~~(4) The Economic Development Committee will provide reports on its recommendations and findings to staff and the City Council as requested.~~

~~{Resolution No. 2010-11, adopted 03-08-2010.}~~

.....

B. LAND USE HEARINGS OFFICER

(1) Establishment of Land Use Hearings Officer. There shall be a Land Use Hearings Officer to conduct hearings on applications for such classes of permits and zone changes as the City Council designates by resolution.

(2) Appointment. The Land Use Hearings Officer shall be appointed by and shall serve at the pleasure of the City Council. The City Council may appoint one or more alternates to serve as a hearings officer. The terms of appointment may be set forth in a professional services contract.

(3) Hearings Officer Unavailability. In the event a hearings officer is not available to conduct hearings, whether due to non-appointment, conflict of interest, absence or other reason, the

Planning Commission shall automatically serve as hearings officer with all the powers and duties of a hearings officer.

(4) Hearings. The Hearings Officer shall conduct hearings as necessary to review and make decisions on land use applications and other land use matters. The time and place of all hearings shall be scheduled by the City Manager or his or her designee.

(5) Powers and Duties. The Hearings Officer shall exercise such powers and have such duties as are described in this chapter, this code, other ordinances and resolutions of the City, and state law. The Hearings Officer has the power to request, receive, and examine available information, enter upon any land, and make examinations and surveys, and place and maintain necessary monuments and markers, conduct public hearings, prepare a record, enter findings and conclusions, and exercise such other powers as necessary to carry out the assigned duties of the Hearings Officer.

(6) Reports, Advice, Joint Meetings, and Coordination. The Hearings Officer shall make such reports on the Hearings Officer's activities as the City Council and Planning Commission may require. The Hearings Officer shall advise the City Council and the Planning Commission concerning any problem or issue related to the powers and duties of the Hearings Officer. The Hearings Officer shall meet from time to time in joint public meetings with the City Council and Planning Commission. The Hearings Officer shall cooperate and coordinate with the City Council, Planning Commission and City officers and staff.

.....
E. LOCAL CONTRACT REVIEW BOARD

(1) Policy. All public contracts shall be based upon competitive bids except as expressly provided by state law, this chapter, or the rules adopted by the Local Contract Review Board.

(2) Contract Review Board. The City Council is designated as the Local Contract Review Board for the City of West Linn. The Board shall adopt rules by resolution relating to the public bidding process and public contracts.*

(3) Organization.

(a) The Mayor shall act as chairperson of the Board. The president of the Council shall act as the vice chairperson.

(b) Meetings of the Board may be scheduled at any time, including before, after or during a regularly scheduled Council meeting.

(c) Meetings shall be called in the same manner as a Council meeting.

(d) Attendance of at least three Board members shall constitute a quorum and shall be required in order for the Board to take any action. The concurrence of a majority of those Board members attending shall be required for the Board to take any action.

(4) Authority to Obligate the City. The City Council shall approve all public contracts and personal services contracts except as otherwise provided in Section 5 below.

(5) Delegation of Authority to Obligate City. The City Manager may enter into a public contract or personal services contract as provided in Public Contracting Rules as approved by Council resolution.

(6) Limitation on Expenditures. The delegated authority to obligate the City shall be subject to the following limitations:

(a) The expenditure shall be for a single complete item or contract; and

(b) The item or contract shall not be a component of a project except in the case of a project which involves a personal services contract and a public contract. In this situation, the personal services contract portion shall be considered a single complete project and the public contract portion shall be considered a single complete project.

[Amended by Ordinance No. 1607, enacted 02-13-2012.]

Formatted: Font: 12 pt

~~2.100 NEIGHBORHOOD ASSOCIATIONS~~

~~(1) Purpose. The purpose of these sections is to establish a means for formally recognizing neighborhood associations and to provide for neighborhood associations communication with the City. This is an additional form of communication, and is not intended to inhibit other citizens or groups from communicating with the City.~~

~~(2) Neighborhood Association. A "neighborhood association" means any group of people organized within a geographical area for the purpose of acting on issues affecting neighborhood and community livability. A recognized neighborhood association is one that satisfies the standards of subsection (4) of this section.~~

~~(3) Neighborhood District. A neighborhood district incorporates a group of neighborhood associations within established boundaries. Neighborhood districts may be formed by the City to enhance communication between neighborhood associations and the City, but shall not preclude a neighborhood association from meeting its responsibilities under subsection (4) of this section. Neighborhood district boundaries shall be logical, contiguous and follow identifiable physical features such as streets, property ownership boundaries, topographic features, boundaries of political jurisdiction, or City rights-of-way, and shall be mutually agreeable to the affected associations.~~

~~(4) Standards. In order to To be recognized by the City, neighborhood associations must satisfy the standards below. When the standards are satisfied, the Council shall designate boundaries for the neighborhood association listed herein. The City Council is authorized to determine when an association has met these standards:~~

~~(a) Membership. The membership of a neighborhood association shall not be limited by race, creed, color, sex, age, heritage, national origin or income. Any resident, business owner or owner's representative, nonprofit organization's representative or property owner who resides, owns property or maintains a business within the recognized boundary of a neighborhood association shall be entitled to membership and to vote.~~

~~(b) Boundaries. The boundaries of a neighborhood association shall be drawn by the association membership. These boundaries must be mutually exclusive of other formally recognized associations and must remain within or coincide with the boundaries of a single neighborhood district, if one exists. The City Council is authorized to make adjustments to boundaries if necessary to avoid creation of an area that is excluded from neighborhood association representation.~~

~~(c) Bylaws. In order to be considered for recognition by the City, a neighborhood association must first adopt written bylaws that provide for the following:~~

~~(i) That the officers be elected on a regular schedule, at least bi annually;~~

Formatted: Font: (Default) +Body (Calibri), 12 pt, Not Bold, English (U.S.)

Formatted: None, Space Before: 0 pt, After: 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt, English (U.S.)

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt, Not Bold, English (U.S.), Not Strikethrough

Formatted: Font: (Default) +Body (Calibri), 12 pt, English (U.S.)

Formatted: Indent: Left: 0"

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt, Not Bold, English (U.S.), Not Strikethrough

Formatted: Font: (Default) +Body (Calibri), 12 pt, English (U.S.)

~~(ii) That meetings be conducted in conformance with public meetings law when the association meets to act in an advisory capacity to the City. Advisory capacity exists when the City requests or the association on its own accord seeks to act in an advisory capacity to the City; that written minutes as required by open meetings law also be required to show minority opinions and a list of all those voting, and that copies of approved minutes and sign in lists be available to the City for public review;~~

~~(iii) That a current map of the association boundaries and a current list of the association officers and their addresses be provided to the City annually;~~

~~(iv) That a minimum of one general neighborhood association meeting be held each calendar year, and the time, place and purpose be well publicized throughout the neighborhood prior to the meeting;~~

~~(v) That the association provide for representatives to its neighborhood district if one exists;~~

~~(vi) That the City be informed of any updates or amendments to the neighborhood association's bylaws; and~~

~~(vii) That procedures are developed describing the number of members required for a quorum, how votes are taken and recorded, and the action necessary to file an appeal.~~

~~(5) Responsibility of City. The City shall provide recognized neighborhood associations with the following:~~

~~(a) Timely notification of meetings of the Council, and the Planning Commission, and upon request, any Council advisory board or commission whose decisions may affect the neighborhood;~~

~~(b) General information regarding City services and activities.~~

~~(6) Appeals.~~

~~(a) Formally recognized neighborhood associations may appeal land use decisions made by the Planning Director or Planning Commission to the appropriate bodies without cost if the Planning Director finds:~~

~~(i) Community Development Code Appeal Procedures, Sections 99.140 and 99.240 through 99.300, are followed;~~

~~(ii) The association submits a copy of the membership minutes and vote taken supporting the appeal;~~

~~(iii) The neighborhood association appeal is related to the property within the association's recognized boundaries.~~

Formatted: Font: (Default) +Body (Calibri), 12 pt

Formatted: Font: (Default) +Body (Calibri), 12 pt, Not Bold, English (U.S.), Not Strikethrough

Formatted: Font: (Default) +Body (Calibri), 12 pt, English (U.S.)

Formatted: Font: (Default) +Body (Calibri), 12 pt, Not Bold, English (U.S.), Not Strikethrough

Formatted: Indent: Left: 0"

Formatted: Indent: Left: 0"

~~(b) — In addition, an association may appeal without cost on behalf of an individual or group with standing who is not represented by a recognized association if subsections (6)(a)(i) and (ii) of this section are met and the neighborhood association finds the issue(s) are of City-wide concern related to the West Linn Comprehensive Plan or the West Linn Community Development Code.~~

Formatted: Font: 12 pt