



22500 Salamo Road
West Linn, Oregon 97068
<http://westlinnoregon.gov>

ECONOMIC DEVELOPMENT COMMITTEE

Meeting Notes

Thursday, July 9, 2020

Members Present: Chair Shannen Knight, Vice Chair Drew Hanson, Julia Williams, Russell Williams, Shannon Ilas, and Mayor Russ Axelrod

Staff Liaison: Jennifer Arnold, Associate Planner

1. Call to Order

Chair Knight called the meeting called to order at 6:35 pm.

2. Public Comment For Non-Agenda

None

3. Review: Analysis Of Highway 43 Zoning and Pedestrian Connectivity

Chair Knight introduced the agenda item and handed off discussion to Staff Liaison Arnold. Ms. Arnold informed the EDC members that she was not finished with the draft grant proposal. She noted that the grant requires letters of support. She presented a draft support letter for EDC consideration. EDC members supported the draft letter with no changes. Ms. Arnold concluded that the draft grant proposal materials would be emailed to members next week. Members can provide comments to Arnold. Chair Knight reminded members not to 'reply all' in their responses to the proposal.

4. Discussion: New Project Proposals

a. Food trucks/carts

Chair Knight introduced the discussion on food trucks/carts and noted that some research on this topic would be presented at the August meeting. Ms. Arnold confirmed that she would research other jurisdictions' food trucks Code provisions. Mayor Axelrod suggested reviewing the code in Beaverton, Hillsboro, and Milwaukie. Other members suggested that she review Happy Valley, Sandy, and Portland codes. Mayor Axelrod asked if anyone knew how local businesses felt about allowing food trucks and if existing businesses would support food trucks. He was concerned that food trucks would take business away from existing restaurants. Chair Knight said she would work with the Main Street Group to get feedback on the concept.

b. Short-term/long-term rentals

Chair Knight asked how short-term rentals and the ADU code changes coming up are tied to HB 2001/2003. Ms. Arnold noted that the ADU code changes are focusing on equity issues as related to HB 2001/2003, and the short/long-term rentals agenda item was targeted more at defining the terms. Vice Chair Hanson noted an ability to take advantage of transient lodging tax. Chair Knight noted that rentals are businesses, and the EDC should be part of the discussion. The EDC supported the staff researching how other jurisdictions define these terms. This topic will be discussed at upcoming meetings.

c. Business License Outreach

Chair Knight noted her concern about the number of businesses in compliance with the business licensing requirement. Vice Chair Hanson asked about enforcement of the licensing requirement. Ms. Arnold explained that there is likely a process in the Municipal Code for the Enforcement Officer to follow. Arnold said that giving businesses the benefit of the doubt and a gentle reminder could go a long way to bring many businesses into compliance. A member asked if the West Linn Chamber of Commerce could assist in outreach. Ms. Arnold said postcards could be made to help with this outreach, but Chair Knight didn't want to take up that much staff time/resources if EDC members could each do a little outreach. Member Julia Williams supported a postcard reminder and suggested adding the last business license date in a reminder email so business owners could reference that date in their replies.

5. Business License Review

This item was discussed in the previous agenda item discussion.

6. Item Of Interest From EDC Members

Chair Knight asked if the EDC members reviewed the Shuttle Service survey provided by staff. Many responded that they took the survey. Chair Knight noted her attendance at a forum produced by Clackamas County Community College where she heard of other municipalities' small business owner feedback. The consensus was that there is a lack of information/educational materials available to small businesses online and general COVID-19 outreach to small businesses was lacking. Mayor Axelrod asked if anyone reviewed the helpful information on Clackamas County's website, but Chair Knight wasn't sure what information the staff members from other jurisdictions were disseminating.

Member Ila mentioned that she is also on the Clackamas County EDC. She suggested getting a letter of support from CCEDC to add to the City's TGM grant. Ms. Arnold said she would quickly draft a letter for her to present at next week's EDC meeting with Clackamas County.

Member Julia Williams asked if there was any movement on filling the vacant positions on the EDC. Mayor Axelrod responded that he would follow up with City Recorder Kathy Mollusky, but noted that the Council doesn't typically appoint members in the middle of the year. Mayor Axelrod also mentioned that getting public participation on these committees and boards is challenging and noted the lack of applications for the CCI (Committee for Citizen Involvement).

7. Items Of Interest From Staff Liaison

Staff Liaison Arnold mentioned that there have been some scheduling conflicts with our video conference software. Ms. Arnold asked if the second Wednesday or the fourth Thursday of the month would work (same time) as an alternative meeting day if we cannot keep our current second Thursday meeting slot. Members agreed that the fourth Thursday would be best although Mayor Axelrod noted he is unavailable the fourth Thursday of August and would likely miss that meeting.

8. Adjourn

Chair Knight adjourned the meeting at 7:47pm.