

# 2019



CITY OF  
**West  
Linn**

Citizen Advisory Group and  
Neighborhood Association  
Annual Reports



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Arts & Culture Commission

#### Group Leadership & Members

M. J. Steele, Chair & Carrie Gilbert, Co-Chair

Lauren Beeney, Nancy Monson, Lorie Griffith, Beate Scheller & Mary Kleffner Art & Culture Commissioners

#### Meeting Times, Dates & Location

The Art & Culture Commission meets the first Wednesday of every month from 5:00pm-7:00pm in the Community Room at the West Linn Public Library. The Art & Culture Commission have conducted six meetings in 2019.

#### 2019 Accomplishments

- Board members appointed and members elected
- Mission Statement approved by City Council
- Working on code language for percentage of the arts-**DRAFT**
- Working on Art & Culture Commission Bylaws
- Working on Art & Culture Commission Policies & Procedures
- Commitment to support The Friends of the McLean House Art & Heritage Festival-September 2020

#### 2019 Challenges

- New Commission appointed in 2019

#### 2020 Goals

- Complete code language for percentage of the Arts
- Signage for the art installation "The Gathering" at the library
- Continue to work on Commission Bylaws & Commission Policies & Procedures
- Curate an event/artist at the library
- Continue community outreach and citizen involvement in events supported by the Arts & Culture Commission
- Continue working with IT Director on Microsite on City of West Linn Website



## 2019 Advisory Group & Neighborhood Association Annual Reports

### BHT Neighborhood Association

#### Group Leadership

Robert Jester, President

Grace Carni, Vice President

Pia Snyder, Treasurer

Pam Yokubaitis, Secretary

#### Meeting Times, Dates & Location

Met twice in 2019.

#### 2019 Accomplishments

Election of new officers.

#### 2019 Challenges

Election of new officers.

Reactivation of BHTNA after two years of dormancy.

#### 2020 Goals

Make BHTNA active and relevant.

#### Any additional feedback to share with the City Council?

Notify NA if project such as fiber optic cable being planned.

#### Accounting of Neighborhood Association Grant Funds

None.



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Bolton Neighborhood Association

#### Group Leadership

Robert McCarthy, President

Erich Kunrath, Vice-President

Janet McCarthy, Secretary

#### Meeting Times, Dates and Location

West Linn Fire Hall, #58 Community Room, Failing St., West Linn. The third Tuesday of every month from 7 PM to 8:30 PM.

#### 2019 Accomplishments

1. Made some progress in improving the e-mail system with help from Shane Boyles and Alicia Shroyer.
2. Invited Mayor Axelrod to our monthly meeting to discuss ways to ensure that the BNA is involved early in plans and projects that affect our neighborhood.
3. Worked with the City on conceptual designs to influence the City in the use of the Old Bolton Fire Station as a community center.
4. Met with city engineer, Lance Calvert, Police Chief, Terry Kruger and neighbors to explore solutions to the parking problems at the high school. Continue working on these proposed solutions both this year and next.
5. Organized and funded an Ice Cream Social in conjunction with the band concert at Hammerle Park as a community gathering and get to know one another.
6. Continued the restoration of Burnside Park with volunteers and needed tools.
7. Developed new meeting norms that encourage listening, collaboration and the involvement that improves our problem solving efficiency.
8. Advocated for the development of the new post office in Central Village by working with Gramor Development, and the City Council.
9. Hosted and facilitated discussions on issues of community importance, such as the proposed City Charter Amendment, West Linn Wilsonville bond measure, and proposed developments for Central Village, and 1575 Burns Street.

#### 2019 Challenges

- Having a reliable means of communicating with our members and potential members.
- Refining and codifying BNA procedures to make it easier for new officers to step in to their positions, such as banking, contacts with the city and TVF&R, facilitating meetings, records retention and working with the Chimpmail system.
- Implementing new meeting norms "for the good of the order."
- Choosing new officers and their "getting them up to speed."

## Draft 2020 Goals

1. Increase the membership of the neighborhood association with new members.
2. Improve communication to all members through an improved e-mail system that reduces spam, while increasing the use of social media such as the West Linn Community Facebook page, and the City of West Linn website.
3. Continue to support community events such as the Ice Cream Social, the Lighting of Maddax Woods, volunteer efforts to improve trails, the restoration of Maddax Woods, Burnside Park, and the Pocket Park.
4. Continue to collaborate with the City, Gramor Development, and USPS on the development and retention of a new post office in Central Village.
5. Collaborating with the owners/developers of 1575 Burns St., adjacent property owners and the City's Planning Department to agree on a development that serves the owners, adjacent property owners and is consistent with the Bolton Neighborhood Plan.
6. Participate in the planning of the Waterfront Development.
7. Continue to work with the West Linn Police Department, neighbors and the West Linn-Wilsonville School District to reduce the parking issues in and around the high school.
8. Continue to support the McLean House as a vital part of our neighborhood.
9. Update and print a new edition of the Bolton Neighborhood Walking Tour Booklet.
10. Collaborate with the West Linn Garden Club to create a memorial for James Weaver in Maddax Woods.
11. Continue to be involved with the West Linn Collaborative, Inc. and its proposals to plan a community center at the old Bolton fire station.
12. Participate in the design and planning of the proposed middle school on Dollar Street, and the proposed expansion of the high school parking and stadium facilities.

## Accounting of Neighborhood Association Grant Funds 2019

- Ice Cream Social – 68.55
- Donation to Maddax Woods for Holiday Lighting - \$2,000.00
- Office Supplies and Printing – 75.61
- Replacement Lawnmower – 647.01
- Park Restoration Maintenance and Supplies –33.12
- Volunteers and NA Meeting Food – 89.27
- Total Expenses----- \$2,824.29

## Likely Areas of BNA Planned Spending for 2020

- Ice Cream Social/Band Concert -
- Donation to Maddax Woods for Holiday Lighting –
- Office Supplies and Printing –
- Park Restoration Maintenance and Supplies –
- Volunteers and NA Meeting Food –
- Printing of a new edition of the Bolton Neighborhood Walking Tour Booklet -
- A memorial for James Weaver in Maddax Woods -
- West Linn Consortium, Inc. 501c3 application -
- Communication to Members:
  - Upgraded Email system –
  - Neighborhood Signs and Website -



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Budget Committee

#### Group Leadership

Budget Committee is chaired by Mark Adams. Other members include Ann Frazier, Todd Jones, Sheila Waldron and Mike Taylor.

#### Meeting Times, Dates & Location

On odd years, the Budget Committee Meets 4-5 times in the spring, as needed. These meetings are to review and approve the Budget Document and Community Grants.

On even years, the Budget Committee Meets 1-2 times in the spring, as needed. These meetings are generally to review Community Grants.

Meetings are held at City Hall, the Adult Community Center, the Police Station, and Library.

#### 2019 Accomplishments

The Budget Committee reviewed and approved a biennial budget of \$116 million.

#### 2019 Challenges

None. The committee met its statutory obligations efficiently and effectively.

#### 2020 Goals

Per common practice, the Budget Committee will review Community Grants applications and make a recommendation to the City Council for awards. The committee will also recommend budget adjustments to City Council, if necessary.

#### Any additional feedback to share with the City Council?

It is our pleasure to serve the citizens of West Linn, and support the work of the City of West Linn elected officials and staff.



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Committee for Citizen Involvement

[[None provided. Group has had difficulties in meeting quorum due to limited membership. Recent appointments will enable CCI to become active again]]



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Economic Development Committee

Group Leadership  
Chair: Rachael Vidin

#### Meeting Times, Dates & Location –

Meeting Date	Meeting Time	Meeting Location
1/10/19	6:30-8:30 pm	City Hall-Willamette Room
2/17/19	6:30-8:30 pm	City Hall-Willamette Room
5/9/19	6:30-8:30 pm	City Hall-Willamette Room
7/11/19	6:30-8:30 pm	City Hall-Willamette Room
9/12/19	6:30-8:30 pm	City Hall-Willamette Room
10/10/19	6:30-8:30 pm	City Hall-Willamette Room
11/11/19	6:30-8:30 pm	City Hall-Willamette Room

#### 2019 Accomplishments

1. Established the West Linn Economic Development Committee Strategy and Action Plan
2. Assisted in the development of the new Sidewalk and Street Use Program
3. Prioritized the Highway 43 rezone project on the Council docket

#### 2019 Challenges

- Inefficient communication between City Council, City Staff and EDC
- Lack of consistency on the EDC Staff Liaison

#### 2020 Goals

1. Participate in the Highway 43 rezoning efforts
2. Assist in the development of code language for Accessory Dwelling Units
3. Look into Brownfield Development/clean up grant opportunities for 1590 Willamette Falls Drive
4. Improve communication between Council, Staff and EDC.
5. Continue to be active in the "West Linn Waterfront Project", encouraging residents to share their hopes and dreams, so we are creating a team effort with residents, City Council and Staff all working for a vital economic and tourism destination.

#### Any additional feedback to share with the City Council?

- Need a budget for EDC to attend trainings or have a membership in Oregon City Business Alliance or other regional organizations so West Linn can be a better economic partner.



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Hidden Springs Neighborhood Association

#### Group Leadership

President- Lauren Beeney

Vice President- Eleanor Wynn

Secretary/ Treasurer- Patti Niswanger

#### Meeting Times, Dates & Location

The HSNA meets on the 3rd Tuesday of the month at 7:30 pm at the WLACC, in the months we meet. In 2019 we met 5 times

#### 2019 Accomplishments

One of our officers, Eleanor Wynn, spearheaded a number of ivy pulls along the Palomino Trail, and requested a large sum for funding professional ivy removal, but her proposal was voted down by members. Discussions about needs for the neighborhood occurred at every meeting, and there is an outstanding proposal requesting funding for crosswalk flags that has yet to be voted on due to not meeting quorum at our last meeting.

#### 2019 Challenges

As with many other neighborhoods, garnering interest in the NA meetings is a challenge. Because there is no commercial property within the HSNA boundary, there is little need for land use discussions, which are what often draw people into participating. Additionally, the members who do participate have a wide range of comfort with spending the NA reserve funds on projects, so we have been unable to pass more than minimal spending requests.

#### 2020 Goals

In early 2020 it is expected that the leadership of the NA will change, as all of the current officers have indicated they are not interested in being re-elected. There is the ongoing challenge of getting members involved, and coming up with a project, or projects, that can be supported by members, but I would personally love to see some funding put towards the (supposed) upgrade at Palomino Park, and perhaps some other beautification installation or unification events to bring people together.

#### Any additional feedback to share with the City Council?

As there will be turn over in NA leadership, it would be very helpful if council has resources to put toward training for volunteers running public meetings. I believe NA meetings can quickly devolve into people airing grievances, some of which are relevant, and some of which are not, and it would be very helpful to ensure the forward momentum of an NA to have a leader with a good understanding of the role of the NA in the city's perspective, as well as some tools in how to run a fair and equal public meeting.

#### Accounting of Neighborhood Association Grant Funds

See attached below from Treasurer

December 10, 2019

**Hidden Springs Neighborhood Association**

**Balance Sheet**

Account Balance as of December 31, 2018	\$ 8,942.89
Deposit of \$1,050.00 from the City of West Linn on August 12, 2019	1,050.00
Account Balance on August 30, 2019	\$ 9,992.89
Expenditure to West Linn Lions on September 9, 2019	20.00
Account Balance on November 30, 2019	\$ 9,972.89

Information provided by:

Patti Niswanger, Secretary/Treasurer HSNA



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Historic Review Board

#### Group Leadership

Jerry Offer – Chair

Danny Schreiber – Vice Chair

#### Meeting Times, Dates & Location

Meeting date	Start Time	Location
3/19/19	7 pm	City Hall-Council Chambers
5/21/19	7 pm	City Hall- Council Chambers
6/18/19	6 pm	City Hall- Council Chambers
7/16/19	6 pm	City Hall-Bolton Conference Room
9/17/19	6 pm	City Hall- Council Chambers
11/19/19	6 pm	City Hall- Council Chambers
12/17/19	6 pm	City Hall- Council Chambers

#### 2019 Accomplishments

- Awarded 3 Rehabilitation Grants for small residential projects on homes within the Historic Districts
- Reviewed four quasi-judicial design review project
- Received docket priority by West Linn City Council for Changes to CDC Chapters 58 and 25

#### 2020 Goals

- Complete code changes to Chapter 58 and Chapter 25 of the Community Development Code
- Support/begin the process for placing the Old City Hall on the National Register of Historic Places
- Review quasi-judicial design review projects as needed
- Provide recommendations to staff on projects located in the Willamette Falls Drive Commercial Design District
- Provide recommendations to staff on the Main Street re-design project as it relates to street furniture and fixtures
- Complete recruitment process to fill vacancies on the Board
- Support and participate in the next steps of planning for the West Linn's Waterfront Project
- Support the maintenance and preservation of public facilities that contribute to the historic district and help distribute information about their importance

#### What does your group need to be successful in 2020?

- Continued support by City Council and staff for historic preservation
- Budgetary support for outreach materials



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Library Advisory Board

#### Group Leadership

Janet Dalgaard, Chair & Tom Miller, Vice- Chair

Library Advisory Board Members: Rebecca Cassidy, Martha Swanson, Mary Jo Steele, Melinda Robinson & Aeric Estep

#### Meeting Times, Dates & Location

The Library Advisory Board meets the third Wednesday of each month at 5:45pm in the Community Room at the West Linn Library. The Library Advisory met as of October. The Library Advisory Board did have a summer recess & are met a total of five times in 2019.

#### 2019 Accomplishments

- Approval of Strategic Plan 2020-2023
- Approval of revised Replacement of lost/missing items policy for library patrons
- Voted Aeric Estep to be the West Linn Library LDAC Representative

#### 2019 Challenges

- Continue to help support the library in the outreach adults age 25-50 years old

#### 2020 Goals

- Continue to support and advocate for the Library
- Continue to support Aeric Estep as the West Linn Library LDAC Representative
- Meeting with a joint work session with Council to work on Strategic Plan



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Marylhurst Neighborhood Association

#### Group Leadership:

Karie Oakes, Pres.; Tom Neff, V.P.; Sydney Potkowski, Treasurer

#### Meeting Times, Dates & Location:

General meetings are held at least four times a year on the fourth Tuesday of the month at 7 PM at the WLACC. Five meetings were held in 2019.

#### 2019 Accomplishments

Projects included planning for landscaping around our neighborhood sign; maintaining the labyrinth; supporting the Backyard Habitat Program for members and hosting a Firewise Safety Program speaker. We made a recommendation to Council on Citizen Vision Goals.

#### 2019 Challenges

Landscape planning. Resolving degraded stormwater ditch and overgrown vegetation in right of way on Marylhurst DR that is unsafe for pedestrians. Getting and keeping members regularly involved.

#### 2020 Goals

- Continue work on long-term solution to Marylhurst ROW; sign landscaping; labyrinth restoration and maintenance; and the Backyard Habitat Program. Consider Firewise Safety Program. Plan social activities. Send a mailer to members.
- Continue to be active as a collective voice for our members; a conduit of information and a community builder.
- We would appreciate continued support from the City with the grant to neighborhood associations, MNA web page, annual mailing, quarterly newsletter article and the opportunity for two neighborhood signs.
- We appreciate Council asking for our recommendations on business that affects our neighborhood and the City.

#### Any additional feedback to share with the Council?

None

#### Accounting of Neighborhood Association Grant Funds

Beginning balance for 2019 - \$6470.42

Ending balance as of November 1, 2019 - \$7213.97

Expenditures- \$64 for 2018 social and \$33.45 for 2019 social

Budgeted \$500 for 2019-20 socials; and estimate \$2800 for landscaping.



CITY OF

# West Linn

## 2019 Advisory Group & Neighborhood Association Annual Report

### Advisory Group/Neighborhood Association

Parker Crest Neighborhood Association

### Group Leadership

Tom Meier, Interim President, Derek Tatyrek, Interim VP, James Compton, Interim Secretary-Treasurer

### Meeting Times, Dates & Location –

General Membership meeting on June 13, 2019 & August 2, 2019. Board Meetings on September 7, 2019 and September 7, 2019 to revise current bylaws.

### 2019 Accomplishments

The PCNA held the first meeting of the NA in nine years with an election of new officers, and a complete rewrite of NA bylaws to be completed and adopted by the NA before yearend. I've rebuilt the PCNA Board with interim replacements that will be affirmed or replaced in a general meeting sometime in November with the calling of a Special Meeting to affirm the bylaw changes and elect a new VP and Treasurer-Secretary. The interim Board is a compatible group of individuals that will obviate the problems caused by the toxic composition of the former Board.

### 2019 Challenges

With the election of a new board, it became painfully obvious that the NA had elected an individual to the Board who was lacking in insight, initiative and leadership qualities, and had to be removed from the Board, which in order to be accomplished required a rewrite of the bylaws to facilitate a no confidence vote of the Board, and a removal from the Board of a dysfunctional individual. This is a reality when a toxic mix of personalities comes together as a newly elected Board.

### 2020 Goals

*What are your proposed goals for 2020, and how can the City Council assist your group in achieving these goals? Note that final advisory group goals should align with Council Goals and the mission of the City. Council advisory group liaisons should work with their advisory groups to relay Council direction following review of advisory group reports during Council Goal Setting in January 2020.*

The proposed goals of 2020 are a rejuvenation of the PCNA membership and activities that will allow full participation of the PCNA Membership in any City Council Goals and Mission Goals of the City. Our first objective is to build a database of member's names, telephone, and e-mail contacts to enable spontaneous and immediate communication of planned PCNA activities, as well as City events, and issues before the City Council which may impact the PCNA Membership directly or indirectly. I'd also like to leverage the expertise and functionality of the more mature and experienced NAs in their endeavors to keep their memberships apprised of current City events. We also plan to work with the Parks Department in the planning, configuration and installation of the first Tensile structure for

Pickleball in the State of Oregon at Tanner Creek Park. We also plan to adopt Tanner Creek Park as a PCNA friend of the Park, and conduct and co-ordinate Solve and other volunteer activities to keep the Park beautiful, clean and free of any juvenile delinquency by keeping an abiding presence at the Park. We also plan to work with Shane Boyle of the IT Department to get online access to the webcams at the restrooms and Fitness Court to avoid any unsafe and unlawful use and abuse of the facilities.

**Any additional feedback to share with the City Council?**

Why was the PCNA allowed to go nine years without a general meeting without City Council intervention? Why wasn't Council help provided to help resurrect the PCNA from its dull drums or apathy. While Councilor Sakelik did provide informal assistance in resolving some difficult adjustment issues in the newly elected Board of the PCNA, it would have been nice to avail ourselves of a formal liaison from the Council, or some representative from the NAP. In my request for help at the NAP meeting, the NAP President warned me not to air our PCNA difficulties in public, rather than offering help to resolve communication difficulties with a NA President who was unable to build consensus and lead the PCNA toward a resolution of key developmental issues. The City Council should have offered formal legal or specific counseling to enable the newly elected Board to move toward consensus on key disfunctional issues, which resulted in the initial resignation of our secretary, and the eventual resignation of the president leaving me to rebuild the PCNA.

**Accounting of Neighborhood Association Grant Funds**

With the resignation of our secretary I am seeking and awaiting access to our PCNA accounting records in order to comply with this request. Please have responsible city personnel respond with appropriate instructions to permit access. Thanks

\*Note: NA bank statements were provided by PCNA at a later date. Provided to Council as a separate attachment.



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Parks and Recreation Advisory Board

#### Group Leadership

**Chair:** Stacy Epsteen

#### Advisory Board Members:

Sarah Silvernail, Vicki Handy, Steve Gulgren, John Linman

Exiting 2019 Members: Steve Miesen, Scott Etheredge

**Staff Leadership:** Ken Warner

**Council Liaison:** Richard Salelik

#### Meeting Times, Dates & Location –

7:00 pm 2<sup>nd</sup> Thursday of the month, City Hall Bolton Room

Met all months except July and August

Extra meetings with Master Plan

#### 2019 Accomplishments

1. Completed the adoption of the Parks and Rec. Master Plan.
2. Bee City designation.
3. Successful transition of Parks and Rec Leadership.
4. Sustaining recreation and city events with limited staff.

#### 2019 Challenges

1. Lax adherence to PRAB Administrative Groundrules and violations of the City Council Code of Conduct.
2. Delays and misinterpretation with P & R Master Plan.
3. Time required to address on-going concerns with and pressure from White Oaks Savannah.
4. Vocal special interest groups who derail a more strategic use of time.
5. Extremely limited staff to sustain current operations.

#### 2020 Goals

1. Ensure community engagement and transparency:
  - a. Create a process for community suggestions for parks and recreation ideas as they fit in to P & R strategy. Create a common process for community engagement when planning new projects.
  - b. “2020 Clear Vision - Parks Reflections Summit” - large scale community engagement event (see description)
  - c. Micro burst surveys or other communications mechanism
  - d. Marketing parks and recreation – P & R News
2. Operational Excellence and effective use of P & R funds (fiduciary responsibility):
  - a. Project planning review and budget on quarterly basis
  - b. Staffing review
  - c. Create Operational Plan
  - d. Goal and data driven planning to meet future community needs
  - e. Maintain our PRAB Administrative Groundrules and the City Council Code of Conduct (post, print, and refer to it in opening of each meeting).

3. Increase Community engagement in the outdoors
  - a. Willamette Trail and Recreation Use plan
  - b. Research options for ADA accessibility study including potential grants for ADA Upgrades
  - c. Sustain the unique features of different parks

#### Any additional feedback to share with the City Council?

1. The PRAB would like to see a greater level of support for Parks and Recreation staff, PRAB and Parks and Rec initiatives.
2. We would like to have Russ Axelrod as our Council Liaison.

## Parks Reflections Summit: Community Engagement Event

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### Purpose:

To increase transparency and engage our communities to reflect on our parks. Participants will be able to see current state (photos), hear the intended vision of the park and reflect on success, provide feedback, and provide input to any upcoming decisions.

### For whom: All West Linn residents are invited to this open house

Invite and to connect with diverse community points of view: NA Presidents, Schools, Email, City newsletter, Sports teams, Scouts, NHS, Adult Community Center,

### What will we do:

We want to open up to hear candid reflections on our current parks, showcase what is available and gather input to future plans. This will be a self-paced, interactive open house.

1. At the Summit for each park
  - a. "This is the vision of the park: ..." do you feel believe that the park reflects this vision?
  - b. Photos of parks and current amenities: what do you like in this park/What frustrates you when in this park?
  - c. Upcoming decisions: Identify decisions that need to be made and list the options and let people dot their choice.
2. Flipchart that gathers
  - a. Overall feedback on Parks
  - b. Overall feedback on Recreation
3. Highlights from P & R Master Plan and a few copies to look at
4. Sign-up for PRAB News

**When:** We see this offered late winter to early spring at the Adult Community Center in the evening.



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Planning Commission

#### Group Leadership

Chair Gary Walvatne

Vice Chair Charles Mathews

#### Meeting Times, Dates & Location

1<sup>st</sup> and 3<sup>rd</sup> Wednesday. Hearing: 6:00 pre-meeting Work session with 6:30 meeting start.

Work session: 6:00 start

The Planning Commission met 18 times in 2019, including 12 Quasi-Judicial public hearings, 3 Legislative public hearings, and 5 work sessions.

#### 2019 Accomplishments

The Planning Commission identified and/or discussed four issues relating to applying the Community Development Code (CDC) to development proposals that consistently appear in applications: 1) How the CDC's definition of major and minor utilities applies to stormwater detention ponds on development sites; 2) The CDC's street width requirements for new development; 3) Traffic Impact Analysis threshold requirements; and, 4) Review of the tree protection standards. Planning Department staff continue to work with the Planning Commission and applicants to address these concerns early in the development process. Early discussion by staff with developers concerning these issues helps make hearings more efficient, mitigates cost to the developer, lessens the possibility of appeal, and addresses community concerns.

#### 2019 Challenges

The Planning Commission was informed of recent case law regarding clear and objective standards as it relates to applications for housing. Continued education and training on this subject will be necessary in 2020. Another identified challenge is to keep receiving up to date information regarding HB 2001 and HB 2003, and the impacts both House Bills could have for West Linn.

#### 2020 Goals

- 1) Change previously identified CDC sections for clarity in understanding and application.
- 2) Continue dialog with Engineering Staff on Engineering Standards and procedures.

#### Any additional feedback to share with the City Council?

[see Planning Commission activities below]

# 2019 Planning Commission Activities

## **January 23, 2019:**

Public Hearing: 8<sup>th</sup> Avenue Rezone, PLN-18-02 (Staff: Darren Wyss)

## **February 6, 2019:**

Public Hearing: Conditional Use Permit to redevelop an existing church into a private school, CUP-18-01 (Staff: Darren Wyss)

## **March 3, 2019:**

Public Hearing: Class II Design Review for 5-residential units in 2 buildings and a Class I Variance, DR-18-03/VAR-18-01 (Staff: Jennifer Arnold)

Public Hearing: Class II Historic Design Review for a new commercial building in the Willamette Falls Commercial Design District, DR-18-08 (Staff: Jennifer Arnold)

## **April 3, 2019:**

Public Hearing: 6-Lot Subdivision/Water Resource Area Protection/Habitat Conservation Area Protection, SUB-18-03/WAP-18-04/WRG-18-03 (Staff: Darren Wyss)

## **April 17, 2019:**

Continued Public Hearing: 6-Lot Subdivision/Water Resource Area Protection/Habitat Conservation Area Protection, SUB-18-03/WAP-18-04/WRG-18-03 (Staff: Darren Wyss)

## **May 1, 2019:**

Work Session: Discussion of potential code amendments to the Community Development Code.

## **June 5, 2019:**

Public Hearing: Class II Variance for a driveway with a grade in excess of the allowed 15%, VAR-19-01 (Staff: Darren Wyss)

## **June 19, 2019:**

Work Session: Sanitary Sewer Master Plan update (Staff: Amy Pepper; John Boyd)

## **July 17, 2019:**

Public Hearing: Sanitary Sewer Master Plan update, PLN-19-01 (Staff: Amy Pepper; John Boyd)

## **August 7, 2019:**

Work Session: Storm Drainage Master Plan update (Staff: Amy Pepper; John Boyd)

**August 21, 2019:**

Public Hearing: 12-Lot Subdivision/Water Resource Area Protection, SUB-18-04/WAP-18-06 (Staff: Jennifer Arnold)

**September 4, 2019:**

Work Session: Storm Drainage Master Plan update (Staff: Amy Pepper; John Boyd)

**September 18, 2019:**

Continued Public Hearing: 12-Lot Subdivision/Water Resource Area Protection, SUB-18-04/WAP-18-06 (Staff: Jennifer Arnold)

**October 2, 2019:**

Public Hearing: Storm Drainage Master Plan update, PLN-19-02 (Staff: Amy Pepper; John Boyd)

**October 16, 2019:**

Continued Public Hearing: 12-Lot Subdivision/Water Resource Area Protection, SUB-18-04/WAP-18-06 (Staff: Jennifer Arnold)

**November 6, 2019:**

Public Hearing: 25-Lot Subdivision/Water Resource Area Protection/Habitat Conservation Area Protection, SUB-19-01/WAP-19-02/WRG-19-01 (Staff: Jennifer Arnold)

**November 20, 2019:**

Work Session: Traffic Impact Analysis Discussion (Staff: Lance Calvert; Jennifer Arnold)

**December 4, 2019:**

Continued Public Hearing: 25-Lot Subdivision/Water Resource Area Protection/Habitat Conservation Area Protection, SUB-19-01/WAP-19-02/WRG-19-01 (Staff: Jennifer Arnold)

Public Hearing: 15-Lot Subdivision, SUB-19-03 (Staff: Jennifer Arnold)



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Public Safety Advisory Board

#### Group Leadership

Thomas Freedland (Chairman)

Open (Vice Chairman)

Kris Duncan (Secretary)

#### Meeting Times, Dates & Location –

The Public Safety Advisory Board meets monthly on the fourth Monday at 19:00 in the John Satter Community Room at the West Linn Police Department. In 2019, PSAB officially met 9 times; the Board lacked a quorum in July and September so no action was taken. PSAB does not meet in December to avoid scheduling conflicts over the holidays.

#### 2019 Activities/Accomplishments

- Judy Wiechmann made 5 Map Your Neighborhood (MYN) presentations to help West Linn residents to prepare for greater self-sufficiency in the event of a disaster.
- Through a donation, PSAB sent 5 teenage drivers to the Tire Rack Street Survival program, a one day, hands on driving school held at Portland International Raceway.
- The Board met with WLPD Officer Garrett Hoffman to learn more about drug screening techniques, especially as it applies to impaired driving and traffic stops.
- The Board met with Jeff Ennenga, lead faculty at Clackamas Community College to learn about Incident Command procedures that have been developed to assist when managing emergencies ranging from traffic accidents to major disasters.
- The Board met with pedestrian safety advocate, Dede Montgomery, to discuss opportunities and actions to further protect pedestrians, especially along Highway 43.
- The Board met with Public Works Director/City Engineer, Lance Calvert to discuss ways to better coordinate with and link citizens to the Traffic Safety Committee when related issues are first brought to the attention of PSAB.
- PSAB Chair, Tom Freedland gave a presentation on the Law Enforcement Officer Safety Act (LEOSA).
- Board member, Mark Gilbert, promoted awareness of the Fire Wise program and spoke with residents of the Savannah Oaks and Hidden Springs neighborhoods about formal and informal participation in activities to prevent wildfires.
- Board was informed of successful removal of a significant accessibility barrier on Pimlico Drive – a concern the PSAB had brought to the attention to authorities in late 2018.

#### 2019 Challenges

- The PSAB had to contend with multiple resignations and vacancies, which challenged our ability to establish a quorum.
- Coordinating with scholarship winners for firm commitments to participate in the teen driving school events (Spring and Fall) at Portland International Raceway was not always forthcoming. This continued as a problem this year, in part, due to the date of the classes and semester/vacation breaks

at West Linn High. Effective solicitation for applications and future funding of the program will continue to challenge the PSAB in 2020.

- Recruiting neighborhood leaders to hold Map Your Neighborhood training sessions continued as a problem. Lack of an Emergency Preparedness Fair in West Linn further diminished opportunities to promote the program.

## 2020 Goals

- Continue with important board initiatives and outreach:
  - Increase Map Your Neighborhood training sessions back to 2018 levels.
  - Secure a donor to continue the scholarship program enabling teens from West Linn to participate in Street Survival training.
- Work with TVF&R to raise awareness of actions citizens can take to prevent wildfires.
- Support the City to organize a 2020 Emergency Preparedness Fair
- Coordinate with WLPD to ensure every new member added to the West Linn Police Department is aware of the PSAB and its role in the community.
- Work with the Community Relations Coordinator to improve outreach for our established programs.

## Any additional feedback to share with the City Council?

Several horrific motor vehicle accidents involving youthful drivers from West Linn served as the catalyst for the PSAB to adopt teen driver safety as a project. Several Board members donated funds to pay the registration fees for two to three selected West Linn teenaged drivers to attend Tire Rack's Street Survival course held at Portland International Raceway twice a year. Street Survival is a one day hands-on and classroom course of instruction to help the driver maintain vehicle control under hazardous road conditions. The current cost is \$95.00 per student. Recipients of this scholarship are selected based on the completion of a short essay on how they can help improve teen driver safety.

The donated funds are held by the local Tire Rack's car club, a designated charitable organization, and release as the selected students register. At present there are enough funds to sponsor 14 more students.

As a Board operating under the City Council, we do not know if we are permitted to solicit funds, or what limitations or safeguards are needed regarding such funds. Guidance from the City Council and/or the City Attorney would be appreciated.



Thomas D. Freedland  
PSAB Chair  
Submitted 12/2/2019



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Robinwood Neighborhood Association

#### Group Leadership

Dennis Pollmann, President  
Christine Steel, Vice President  
Kevin Bryck, Treasurer  
Unfilled, Secretary  
Ambassador, Kazi Ahmed

#### Meeting Times, Dates & Location

Regular meetings were the second Tuesday of each month and were held every month of 2019. In addition, an annual picnic was held on August 24, 2019. The December meeting included a holiday party.

#### 2019 Accomplishments

The neighborhood association made progress on its plan to distinguish areas where it prefers alternatives to traditional concrete/curb sidewalks. A number of discussions were held during the year among the membership and a committee was formed to describe and map this information and submit it to the city. Dennis and Christine testified before the city council to support the initiative. The project is ongoing.

RNA supported the planning application for the Marylhurst School and interacted positively with its officials. The association attended and testified before city council regarding one of the conditions of approval the school was appealing.

RNA hosted a number of informative speakers, including city council members, city staff, county experts, and citizen volunteers. Topics included forestry and the health of our native trees, local pollinator gardens, right-of-way maintenance, the library of "things," Harmony alternative high school at Mary's Woods, sidewalk alternatives in the Robinwood area, etc. We reserved time on the agenda for members of the police force to drop in with updates and they did so frequently.

#### 2019 Challenges

RNA continues to seek ways to communicate with all neighborhood residents and invite as many people as possible to attend meetings and voice opinions and concerns. We have added meeting notifications on the "Nextdoor" website in addition to our email notifications to all on record who have attended meetings in the past and/or shared their contact information. In August, the postcard used to invite neighbors to the annual picnic in August was designed to also raise awareness and invite feedback regarding preferred sidewalk design in the Robinwood area.

#### 2020 Goals

RNA intends to complete documentation of where it would like to see future traditional sidewalks, where it would prefer alternative pedestrian accommodation (i.e., asphalt pathways), and where it recommends no improvements. RNA would also like to participate in the development of any code changes that deal with half street improvements required by homeowners who remodel their properties. Additionally, RNA would like to be recognized and respected as a stakeholder as improvements along Highway 43 are designed and implemented.

**Any additional feedback to share with the City Council?**

None

**Accounting of Neighborhood Association Grant Funds**

The neighborhood association spent \$825.78 in calendar year 2019. Our biggest expenditure was for the annual picnic in August. Much of the food was potluck, with hamburgers, hot dogs, drinks, condiments, etc. supplied by the NA. All addresses in our boundaries received invitations. Other expenditures included refreshments at our December meeting and miscellaneous printing and stationery costs. We are planning a picnic again in August, 2020.



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Rosemont Summit Neighborhood Association

#### Group Leadership

President, Abby Farber

Vice President – Vacant

Secretary – William Ramirez

Treasurer – Stephanie Scott

#### Meeting Times, Dates & Location

We meet once a month, every month, on the first Thursday of each month from 7:00 – 8:30 PM (unless rescheduled due to holidays.) Our meetings take place at the West Linn Adult Activity Center.

**We had 12 business meetings in 2019**, and one special meeting on a Saturday in April – we were experimenting with holding meetings on a weekend. All our minutes and agendas are posted on our web page that is part of the City's web site.

#### 2019 Accomplishments

##### **Parks and Beautification**

*Sahallie Illahee Park* – Major invasive species removal, barking the paths. Gave feedback to Parks Department on design of new play area. Left to be done – planting, grand opening of the playground.

*Ibach Nature Park* – ditto!

*Wilderness Park* – we are supporting Susan Tarvin and Bill Wilkens who have adopted Wilderness Park. We've provided money to pay for supplies for clean-ups and participated in some.

We provided the Rosemont Heights HOA with funds to plant at the entrances to their neighborhood.

##### **Communication**

Sent postcards to all residents of RS neighborhood about what we do.

Started a Facebook page, regular posting on that, other FB pages and Nextdoor

Regular outreach to NAP, other NA's.

Expanded our MailChimp mailing list from about 50 to 95 subscribers. We send at least one (usually more) newsletters to subscribers each month.

##### **Neighborhood Signs**

Under the leadership of John Walker, we have located 2 spots for signs ID'ing the neighborhood. We'll have a design competition in January and get them installed – the City has agreed to pay for 2.

##### **Governance and Leadership**

David Baker stepped down after several years of great service as well as the other officers (we hold elections every 2 years) 3 new officers were elected at the May meeting – Bill Ramirez, Secretary, and Stephanie Scott, Treasurer, and Abby Farber, President. We need a Vice President.

We updated our bylaws and passed them.

Our President has attend the Neighborhood Association President's group regularly, and is now serving as Secretary of that group.

##### **Land Use Planning**

We kept up-to-date on various land use issues – Stafford Basin, others

Shannon Lane – we had TWO presentations on land use at the Shannon Lane development; both attended by the builder/owner. The meetings were quite cordial. We approved a resolution and

informed the Planning commission of our desires about a proposed trail in the area. Since that time no further development has occurred.

We also attended a preliminary land use meeting (involving a change in a lot line) on Haverhill.

### **Public Safety**

Judy Weichmann of the WL Public Safety Advisory board made a presentation about Map Your Neighborhood.

### **Community Education and Involvement**

The West Linn Lake Oswego Village group (Christine Kennedy) made a presentation about the village movement which allows people to remain living in their homes as they age.

We donated \$100 to the Lions Club to honor First Responders at the Old-Time Fair.

The City Manager made a presentation about their role in City Government.

We hosted a non-partisan presentation about the School Bond

We collected the most toys of any NA for a toy drive.

We heard from members who had attended other meetings, including about the Waterfront Project, Streetscapes Improvement, City Council meetings and other events

### **2019 Challenges**

Membership – we average about 10 people per meeting; that number has increased from about 5-6 per meeting at the start of the year, so on the one hand, that's a plus....but on the other hand 10 is pretty low. We will continue our goal of reaching out to more residents and offering events/speakers that attract a wider base. We'd also like to attract more new residents, as well as residents with school-age children.

Vacancy – We don't have a Vice President – which hasn't stopped us from doing things, but in case the President has to miss a meeting it would be good to have back-up.

### **2020 Goals**

We held a goal-setting session as part of our December meeting – members agreed on the following goals (listed below, not in order of any importance)

**Public Transportation** – We'd like to work with any appropriate group to advocate for better public transportation service in our neighborhood – especially getting access to the 35 bus “downhill.” We also want to support the plan for installing a light at Pimlico and Route 43.

**Community Garden** – We'd like to explore establishing a community garden in our neighborhood, similar to what Robinwood has. We'll see if we can do a flower or butterfly garden....or even add in fruits and veggies. Location – TBD.

**Sustainability (Environment)** – We'll invite speakers from the Sustainability Advisory Group and others to see what we can do to promote good environmental practices in RS.

**Community Education on Social Services** – we want to educate our members about how to access social

services in West Linn, as well as what groups provide those services. Perhaps we'll create a “What Do I do When....” Guidebook – maybe couple that with a Disaster Preparedness checklist.

**Parks and Neighborhood Beautification:** We'll continue our work on Sahallie Illahee Park and Ibach Nature Preserve. We'll also look for opportunities for beautification at street intersections – planting, removal of ivy, etc. These efforts do attract a lot of residents as well as service organizations (Scouts, WLHS Honor Society, etc. via SOLVE.)

**Emergency/Disaster Preparedness:** We will continue to encourage residents to start Map Your Neighborhood efforts with their neighbors. We'll also look at the program that the organization CERT (Community Emergency Response Team) offers. Ready/gov.cert We'll also consider compiling a binder of resources.

**Community Education about Local Government** – Many of our residents are not well informed about various branches of government, as well as “who does what.” We’ve got the City Council, City Staff, Metro, Tri-Met, the County Commissioners, the Water Authority....and probably others. We'll set up speakers to help educate residents.

**Neighborhood Signs** – We'll finish this project, by holding a design competition for our logo, and working with the City to install the signs. Once they are installed, they'll be a great place for us to plant with flowers.

**Afterschool Activities for Teens** – We'll conduct a survey to see what activities are already available – and see what suggestions we can propose to the Parks Department and/or other groups to make sure our younger residents have activities after school.

**Any additional feedback to share with the City Council?**

We appreciate when Council members attend our meetings – you are always welcome. It would be great if at least one Councilor could attend each of our meetings. Perhaps the five of you could split these up among yourselves. I think it's important for our residents to know that you are listening to us beyond reading this report.

**Accounting of Neighborhood Association Grant Funds**

**2019 Use of Funds:**

Date	Check Num	Amount	Paid To	Purpose
7/30/2019	1001	\$100.00	West Linn Lions Club	Thank You First Responders Gift
N/A	1002	N/A	Void	Void
09/19/2019	1003	229.32	Charity Hudnut	Reimbursement to HOA for plants at neighborhood signs.
10/4/2019	1004	57.95	Susan Tarvin	Reimbursement for snacks for Wilderness Park clean-up
11/25/2019	1005	111.00	Charity Hudnut	Reimbursement for HOA for plants at neighborhood signs

All expenditures were approved via resolutions passed at NA meetings.

**2020 Potential Use of Funds:**

**Parks beautification** – The NA has approved the sponsorship of a commemorative park bench at Sahallie Illahee Park that will honor Ken Worcester. Cost - \$1,000

**Playground Opening Event** – The NA will be involved in planning the celebration of the opening of the new playground at Sahallie Illahee Park. We intend to use funds to help pay for refreshments, signs, and other items that are not in the Parks Department budget.

**Other** – we have numerous goals for 2020 (see goals section) all of which may incur expenses – printing materials, providing plants, equipment and snacks/refreshments for parks projects and other events. For example, if we print a guide to West Linn social services and another for disaster planning for distribution to our neighbors, or fund neighborhood emergency kits for Map Your Neighborhood, we can fund these efforts. We also want to continue to support efforts such as the Lions Club and other neighborhood HoAs in beautifying their areas. We're also going to do much more outreach to the community – perhaps with more events that have food and activities.



## 2019 Advisory Group & Neighborhood Association Annual Report

### Advisory Group/Neighborhood Association Savanna Oaks Neighborhood Association

#### Group Leadership

*Please indicate your group chair and vice chair, or president and officers.*

- Ed Schwarz – President
- Patrick McGuire – Treasurer
- Roberta Schwarz – Secretary

#### Meeting Times, Dates & Location –

*Please indicate the recurring dates, times and locations of your meetings. Also include the total number of times your group met in 2019.*

- SONA meets on the first Tuesday of the month in January, March, May, July, September, and November.
- Meetings are held in the Community Room of the TVF&R Fire Station, 1860 Willamette Falls Drive, West Linn.
- SONA met 7 times in 2019.

#### 2019 Accomplishments

*Please describe your group's notable accomplishments during 2019.*

- Renewed Firewise certification which benefits homeowners in the NA through lower homeowner's insurance premiums.
- Participated in Toys and Toiletries drive by Clackamas Women's Center.
- Organized an Earth Day event at the White Oak Savanna Park with 30 honor students from West Linn High School and several neighbors.
- Discussed and passed resolutions on the White Oak Savanna Park Natural Play Area and Bernert Creek Daylighting.
- Hosted speakers from ODOT, TVF&R, City Engineering, Tanner Springs Assisted Living, and various development proposals.
- Changed meeting frequency to every other month.
- Requested of the Planning Commission and City Council that street widths in new developments be a minimum of 28 feet.
- Received recommendations from TVF&R regarding fire protection for the White Oak Savanna Park after TVF&R completed a walk-through with a SONA officer.
- Hosted a biology professor from Reed College who was doing an acorn study at the White Oak Savanna Park.
- Hosted a biology Ph.D. candidate from a New York university who was doing a gall study at the White Oak Savanna Park.

#### 2019 Challenges

*Please describe challenges your group faced in 2019.*

- Being heard on our desire to have real input on a smaller, more natural play area to be placed in the White Oak Savanna Park.
- Being heard on our desire to daylight Bernert Creek in the White Oak Savanna Park.

## **2020 Goals**

*What are your proposed goals for 2020, and how can the City Council assist your group in achieving these goals? Note that final advisory group goals should align with Council Goals and the mission of the City. Council advisory group liaisons should work with their advisory groups to relay Council direction following review of advisory group reports during Council Goal Setting in January 2020.*

- To continue our work on the restoration of the White Oak Savanna Park.
- To continue to educate the members of SONA about items that may be of interest in West Linn.
- To continue to be transparent, research facts, and disseminate information that may be helpful to our members.
- To continue to be a valuable resource and work on issues that are of concern to the neighbors and to guide the new residents so they will know how to use City of West Linn resources to their greatest advantage.
- To work with our fellow NAs to share information relevant to our members and theirs.
- To work with the City Council to authorize an audit of the Parks and Recreation Department spending on the natural Play Area at the White Oak Savanna Park.

## **Any additional feedback to share with the City Council?**

*Please include any additional information you would like the City Council to be aware of as they review your group's report.*

- None.

## **Accounting of Neighborhood Association Grant Funds**

*Applicable only to Neighborhood Associations receiving grant funding. In accordance with the NA Grant Policy approved by Council, please provide a detailed accounting of grant spending in 2019 and information on planned spending for 2020 and into the future. Feel free to email separate attachments, if helpful, to [ddigby@westlinnoregon.gov](mailto:ddigby@westlinnoregon.gov)*

- Savanna Oaks NA did not receive any grant funds in 2019 – we only received our annual stipend from the City.
- No funds were spent in 2019.
- We anticipate requesting our members to allocate funds to assist in the daylighting of Bernert Creek once that project has been approved by the City.



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Skyline Ridge Neighborhood Association

Advisory Group/Neighborhood Association  
Skyline Ridge

#### Group Leadership

Ryan Kling – President

Jim Farrell – Vice President

Bryan Gilbert – Treasurer

Kate Byer – Secretary

#### Meeting Times, Dates & Location –

NA Meetings in 2019: May 2019, June 2019, October 2019

#### 2019 Accomplishments

- Election and placement of new NA officers
- Park renovation planning for bathroom construction and tennis court resurfacing

#### 2019 Challenges

- Getting park bathroom location approved by city

#### 2020 Goals

- Get park bathroom construction and tennis/pickleball resurfacing approved and completed

#### Any additional feedback to share with the City Council?

*None*

#### Accounting of Neighborhood Association Grant Funds

Balance of \$854.98. incurred costs of the following: \$555 on Fourth of July event. \$185 was given to Bruce Johnson who purchased native plants for greenbelt and planted them. \$155 was spent on garage sale advertising. \$28.68 for domain name. \$18.54 balance as of 10/24/19



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Sunset Neighborhood Association

#### Group Leadership

President, Legion Anders

Vice President, Barbara Dobroth

Treasurer, Doreen Vokes

Secretary, Doug Vokes

#### Meeting Times, Dates & Location

January, April and September at Sunset Elementary at 7pm. As well as additional meetings as events warrant. 2019: 4 meetings.

#### 2019 Accomplishments

Provided a forum for discussion of issues pertinent to the neighborhood.

#### 2019 Challenges

None.

#### 2020 Goals

Provided a forum for discussion of issues pertinent to the neighborhood. And hosted a celebration of Sunset Park's rehabilitation.

#### Any additional feedback to share with the City Council?

This report is asinine.

#### Accounting of Neighborhood Association Grant Funds

New meeting signs were created. A support gift was provided to a neighborhood family made homeless by a fire. Among other things we shall host a celebration of Sunset Park's rehabilitation.



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Sustainability Advisory Board

#### Group Leadership

Cynthia Ellison, Co-chair

Terence Shumaker, Co-chair

#### Meeting Times, Dates & Location –

Third Thursday of the month @ 6 – 7:30pm, Bolton Room, West Linn City Hall. We met nine regularly scheduled times in 2019, and one 2020 planning workshop in November 2019.

#### 2019 Accomplishments

- Conducted our “Sustainability Education Series” workshops at the West Linn Public Library. Topics were Climate Change in Oregon, Native Habitats and Reduce, Reuse and Recycle. The Native Habitats program supported the city’s designation as a Bee City USA.
- City Council funded the three budget recommendations from the SAB; Backyard Habitat Program, PGE’s Clean Wind Program, OIT Student Energy Efficiency Recommendations for city parks.
- Participated in the Old Time Fair parade and staffed the SAB booth at the fair. Provided information on sustainability issues, promoted the use of electric bikes with demonstrations and free rides on three electric bikes and conducted a survey regarding a West Linn city shuttle.
- Began research on city-owned “unimproved rights of way”, for possible inclusion into the community gardens program, or as areas devoted to native plantings, in line with the city’s funding of the Backyard Habitat Certification Program.
- Met with Community Garden leaders to discuss possible expansion of that program and its connection with the possible use of unimproved rights of way.
- Reviewed the “Sustainable West Linn Strategic Plan – 2015”, proposed updates to Appendix B and began detailed examination of the status of goals listed in that document pertaining to climate action.
- Established SAB goals for 2020.

#### 2019 Challenges

- Developing and delivering a series of sustainability education programs.
- Outreach for the education series lectures.
- Planning, organizing and executing our participation in the Old Time Fair and Parade.
- Maintaining a full committee of 7 people
- Support from the city council for the SAB to implement strategic plan goals.

#### 2020 Goals

**GOAL 1:** Develop a proposal to get all city buildings into the Leaders in Sustainability program from Clackamas County

**GOAL 2:** Develop a proposal to complete a city energy audit to establish a baseline from which energy use and materials consumption can be measured. Enlist assistance from third-party experts. Proposal to include recommendation that the City begin benchmarking for City operations, with the ultimate goal of creating an annual report that features energy and water use, and waste and diversion rates. Proposal

to recommend funding a staff position, internship, or contractor devoted to the area of sustainability, based on council goals and the goals listed in the Sustainable West Linn Strategic Plan.

**GOAL 3:** Continue and expand our Sustainability Education Series workshops. Possible topics include: energy use reduction, reduce, reuse, recycle and gardening with natives/reducing the use of chemicals.

### **ONGOING TASKS**

**TASK 1:** Update Appendix B of the Sustainable West Linn Strategic Plan focusing on climate action.

**TASK 2:** Sponsor an e-bike fair as a separate event, or in concert with the Old Time Fair.

**TASK 3:** Continue to research community garden expansion and inclusion of unimproved rights of way into an “adopt a park” program.

**TASK 4:** Invite Council members to SAB meetings or hold a briefing during a City Council meeting to provide an overview of the West Linn Sustainability Plan.

**TASK 5:** Hold a joint work session with City Council to understand the intersection between SAB and Council’s interests.

**TASK 6:** Update all materials, documents and links for the SAB on the new West Linn website.

### **Any additional feedback to share with the City Council?**

As we work to achieve the city’s goals to become a low carbon city, it is important that the Council be familiar with and integrate the “Sustainable West Linn Strategic Plan – 2015” into citywide operations. See pages 16 – 61 for specific actions that the city can take.



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Transportation Advisory Board

#### Group Leadership

Andrew Mallory – Chair

Rich Faith – Vice Chair

#### Meeting Times, Dates & Location

4th Wednesday of the month at 6pm at City Hall in the Bolton Conference Room

The board met seven times in 2019 including March, April, June, July, August, October, and December.

#### 2019 Accomplishments

- Approval of ped crossing guidelines and scoring sheet.
- Recommendation on Safe Routes to School project prioritization.  
Review and recommendation of parking options and utility line relocation in Historic Willamette.
- Reviewed Transportation SDC update report and recommended approval.
- Reviewed conceptual plans for Salamo Road/Blankenship Road improvements.
- Discussed options for roundabouts as part of Hwy 43 improvements.
- Held joint work session with city council on Historic Willamette District improvements.
- Having a council representative present at many meetings in 2019.

#### 2019 Challenges

- Sorting out phases, interface and timing of Willamette Falls Drive improvement project.
- Balancing the council representative's time with conflicting priorities and ensuring continued representations in 2020.

#### 2020 Goals

- Monitoring progress on the many transportation improvement projects, particularly Historic Willamette.
- Ribbon cutting with Council when Main Street Construction is completed!
- Continue Annual meetings with Council.
- Have joint meetings with Planning Committee and Advisory Boards on policy issues of common interest.

#### Any additional feedback to share with the City Council?

- Council provide feedback on recommendations from the Transportation Advisory Board and how to assist.



## 2019 Advisory Group & Neighborhood Association Annual Reports

### Utility Advisory Board

#### Group Leadership

Bill Frazier –Chairman

Amit Armstrong - Vice Chairman

#### Meeting Times, Dates & Location

6:00 PM on the second Tuesday of alternate months: more frequently as needed. UAB meetings are held at West Linn City Hall in the Bolton Conference Room. Meetings were held in March, April, May, July and November when we visited the South Fork Water treatment plant.

#### 2019 Accomplishments

The UAB attended and reviewed Engineering presentations on the Sewer Master Plan and the Surface Water Collection system measurement results. Attended the October Council meeting after attending a City Planning Board meeting to plan for joint meetings if needed to have a uniform presentation to City Council.

#### 2019 Challenges

It is rarely possible to have all members in attendance and some meetings were cancelled due to travel or other commitments.

#### 2020 Goals

Establish a better connection with Water Environmental Services (WES) to understand rate changes related to water transport and treatment. Anticipate water availability and costs if ODOT plans go through for widening the Abernathy bridge which transports our water.

#### Any additional feedback to share with the City Council?

The UAB appreciates the attendance of a Councilor at our meeting to provide current information and guidance

# Willamette Neighborhood Association Annual Report 2019

## Group leadership:

Kathie Halicki, president

Julia Simpson, vice president

Elizabeth Rocchia, treasurer

Mary Baumgartner, secretary

## Meetings: 2<sup>nd</sup> Wed. of every month at 7:00 pm, at the WL Police Department

1/9/2019, 2/13/19, 3/13/19, 4/10/19, 5/8/19, 6/12/19, 7/10/19, 9/11/19,  
10/9/19, 11/13/19, 12/11/19 for a total of 11 meetings.

## 2019 Accomplishments:

- 1). Got Facebook, Next Door, and Mail Chimp straightened out
- 2). New WNA lawn signs
- 3). WNA business cards
- 4). WNA board elections (July 9, 2019)
- 5). WNA budget
- 6). City manager evaluation
- 7). Citizen Vision Goal adopted
- 8). 8<sup>th</sup> St /Ct. rezoning
- 9). 8<sup>th</sup> Ct. development
- 10). Tannler property (Parker) – definition of 1<sup>st</sup>. floor, Planning Commission and City Council
- 11). Support of the Post Office remaining in West Linn, looking for places for them to relocate , contacting developer of Haggens.
- 12). Dutch Brothers coffee, development and opening of
- 13). DR 17 -01 PA 18-38 1748 Willamette Falls Dr. window redesign/hardy plank
- 14). Pre-app of Accounting office on WFD. (nothing done so far)

- 15). WL Food Pantry/Bolton Fire Station communication
- 16). Attending NAP meetings
- 17). Resolution in support of “construction” manager during Main St. construction to support businesses during construction.
- 18). Resolution in opposition of middle school on Dollar St. and bond measure.
- 19). WLWV School District made pitch for their bond measure
- 20). WLWV School Board Candidates
- 21). Oct. ballot measure discussion
- 22). Lance made several presentations about Main St. construction
- 23). Mayor Axelrod came for Q and A
- 24). Helped to establish some sort of communication/notification to businesses on Main St. about upcoming construction.
- 25). TSC – took 2 intersections before the TSC. Ruling on one still pending.
- 26). West Linn Food Pantry support of \$1000.00 150 families WL only
- 27). Annual Post Card
- 28). Multiple visits from TVFR and WLPD
- 29). Completed and submitted 2019 WNA Annual report
- 30). Monitoring and updating on: Locks, school (Athey Creek), Main St. construction, ODOT, ODOT Wall, Development on Willamette Falls Dr. Development of Waterfront

## **2019 Challenges:**

1). Inconsistent communication (from city to WNA, then from WNA to members, City to businesses about construction, city says one thing Main St. was told another (often the opposite), this tends to undermine the credibility of the NA. (ie: Post Office Town Hall then last minute staff changed it to General Town Hall, even though the post office was discussed). Still a lack of communication/follow through with the TSC.

2). ODOT – wall, voting questioned, divide WNA in ½, homeless issues may develop, construction, tolling, meeting during a snow storm,

3). WLWV School District not including WNA nor the neighbors directly affected by the new middle school, in the planning/design of said middle school.

4). Gateway signs – being such a large (both in number and in space) there is much confusion to which NA people belong. We need several more signs. A letter was sent to City Council with proposed

locations and reasons in Feb. Both Mayor Axelrod and Councilman Sakelik said that the city could/would waive certain fees to reduce the cost of said signs. When the committee started the process, it met with a not happening.

5). School Bond passage/ Athey Creek Middle School

6). Question about omitted precincts with the Nov. election

7). Safety on Willamette Falls Dr. and 6<sup>th</sup> St. ( bike/ped path and street in front of the Storage Unit), speed, no safe way to cross the street (there is a bus stop there).

8). Traffic

9). WLPD communication issue (McDonalds/felon/escape/issue)

10). Illegal campaign and development signs. This is done multiple times. The code officer removes them and they pop back up the next day, in the exact same place. Code officer told me that there is a fine that can be attached but he needs to find who exactly is putting out the signs. Seems to me that the developer or the campaign committee/candidate should be held responsible after the 2<sup>nd</sup> offence.

## **2020 Goals:**

2 more gateway signs

More consistent, and accurate communication

Safety (particularly River Heights if the school is built), WFD if construction on 205 starts, WFD during construction, 6<sup>th</sup> and WFD

Main St. construction as little disruption as possible with loosing none of our businesses. Helping to support the businesses.

Broadening the support of the WL Food Pantry 150 families WL only

Work closely with school district in planning, construction of school should that come to pass.

Ongoing support of the Locks being reopened.

Improve communication to city on road safety

## **Additional Feedback**

When is Main St. to be self- sufficient? When does Main St. pay for its manager, no grant? When is the Wednesday's Market to be self-sufficient?

Many of the NA's and (I just heard from one of the Planning Commissioners) feel that whenever anything is brought before the TSC (Traffic Safety Committee) (safety wise) it is brought down with a "can't be done". I find it odd that we all (it seems) get the same answer.

### **Accounting of Neighborhood Association Grant Funds**

Please see Elizabeth's attached reports. We could always use more.

Submitted by Kathie Halicki, WNA president 12/12/19

Ratified by WNA membership on 12/11/19

## Willamette Neighborhood Association Proposed Budget 2019-2020

Current balance = August 2019 \$4284.33

### Anticipated expenses:

Printed materials and supplies	\$500.00
Monthly refreshments	\$100.00

### Anticipated Donations:

Support of WL Food Pantry	\$1,000.00
Seasonal Events (candy, treats, etc.)	\$100.00

### Under consideration:

Donation to Main St.

### Use of savings:

3 more wooden neighborhood welcome signs aprox. \$3000.00

## expenses 2019 for our report

Elizabeth Rocchia <erocchia@comcast.net>

Fri 11/15/2019 2:36 PM

To: Kathie Halicki <khalicki@msn.com>; Julia Simpson <juliasimpson.pdx@gmail.com>; Mary Baumgardner <maryalicebaum@yahoo.com>; erocchia@comcast.net <erocchia@comcast.net>

Hi All,

Here is a rundown of how WNA has spent its money this last year for our annual report:

Jan 25	office supplies, ink, paper, notebooks	417.
Feb 22	donation to West Linn Food Pantry	1000.
Mar 12	Oregon City Signs..lawn signs for meetings	226.80
Mar 25	" " " "	204.12
June12	refreshments	23.11
July 12	business cards for WNA OC Signs	70.
Nov 14	donation for wreaths..Main Street	400.

I have in hand receipts for each expenditure plus a thank you letter from the Food Pantry and from Main Street.

ps: I asked Jody Carson for a request letter and invoice copy from Main street. I have a thank you note signed by Shannen White and will receive an invoice later this month. E