



CITY OF West Linn

Memorandum

Date: September 5, 2017

To: Committee for Citizen Involvement

From: John Williams/John Boyd

Subject: Potential positions for working group on allowed uses in West Linn's commercial and mixed use zones:

Background:

On July 25, 2017 the City Council directed "I move that the Committee for Citizen Involvement be directed to recommend to the City Council a purpose, goals, and appointees for a working group regarding the list of permitted and conditional uses in West Linn's mixed use and commercial zones."

On August 8, 2017, an email summary was provided to the CCI transmitting information on the Council Discussion and suggesting the CCI schedule this item for discussion at one of the September CCI meetings. If desired, staff can draft a memo with some initial options to support your September discussion.

For the CCI discussion:

Potential positions for working group on allowed uses in West Linn's commercial and mixed use zones:

- West Linn Economic Development Committee
- West Linn Planning Commission
- Historic Willamette Main Street (either Board member or staff)
- West Linn Chamber of Commerce (either Board member or staff)
- Neighborhood Associations (perhaps 2 positions?)
- At-large representative

Date: August 8, 2017
To: Committee for Citizen Involvement
From: John R. Williams, Community Development Director *JRW*
CC: Mayor Axelrod and City Council, Planning Commission, Eileen Stein, John Boyd, Megan Thornton, Tim Ramis
Subject: Council direction on code work

This memo summarizes City Council direction provided on August 7 regarding two code amendment projects.

- As top priority, Council directed staff to initiate a code amendment to restore “de novo” appeal hearings. The Council recognized this is part of a broader CCI discussion about citizen engagement in the land use process, but agreed to pull this part out and move it ahead as a priority. Specifically the Council directed staff to draft an ordinance that puts that exact language back in, start the DLCD 45-day notice period soon, and bring the draft to their 9/5 work session. Note that the Council agreed that this fix does not preclude a different solution in the future when the CCI completes its work.

Next steps: No CCI action is required on this item at this time. Council will discuss further on September 5.

- As the next priority project, Council requested that the CCI develop recommendations regarding how to proceed with a review of the uses permitted in West Linn’s mixed use and commercial zones (see Attachment 1 for background information on this). Following the process in CDC 98.035, the Council on August 7 decided that a working group was appropriate for this project. Therefore, the Council directed the CCI to discuss this work, and recommend to the Council who the members of the working group should be, along with purpose and goal statements for the project.

Next steps: Staff recommends that on August 15, the CCI schedule this item for discussion at one of the September CCI meetings. If desired, staff can draft a memo with some initial options to support your September discussion.

Attachment:

1. Staff report and attachments, including docket and CDC 98.035 text, supporting Council discussion on August 7.

CDC 98.035 CITIZEN ENGAGEMENT IN LEGISLATIVE CHANGES

A. Purpose. The purpose of a legislative working group is to provide a forum to discuss different points of view on a proposed land use legislative change.

B. Creation of working group. New and modified land use legislative changes to this code will be developed by a representative working group of citizens and assisted by planning staff, unless the City Council determines that a working group is not necessary.

1. After receiving direction from the City Council, the Committee for Citizen Involvement shall recommend a purpose, goals, and a list of appointees for each proposed working group to the City Council for approval.

2. The working group will contain interested stakeholders, a member of the Planning Commission, and a staff representative.

3. The working group shall comply with WLMC 2.060 regarding the selection of officers and the other generally applicable citizen advisory group provisions.

C. Conduct of working group meetings.

1. Staff will prepare a suggested draft of the proposed changes. This draft will provide a starting point for discussion and education.

2. The working group will use the draft as a starting point for discussion, but then reconcile the implications of the draft with the goals established by the Council for the working group.

3. After each working group meeting staff will incorporate approved changes and prepare an updated working draft.

4. All working group meetings will be public meetings with an opportunity for anyone in attendance to provide public comment. The meetings and minutes will be conducted in accordance with the Council Rules, West Linn Municipal Code, City Charter, and State law.

5. In the event a consensus cannot be reached on an issue, the working group will prepare alternatives. Each alternative and its rationale will be presented to the Planning Commission.

6. Prior to submission to the Planning Commission, proposed code changes will be submitted to the City Attorney for review. The review should be limited to the identification of areas where the proposed language conflicts with other parts of this code, State law or Federal law. As an alternative, legal counsel may attend and advise during the creation of the draft.

D. Presentation to the Planning Commission. When the working group reaches consensus that the code changes are ready, the proposed code changes will be presented by the Director to the Planning Commission pursuant to CDC 98.040(A)(2). If the working group fails to reach a consensus on the code changes, all proposals will be presented to the Planning Commission. Pursuant to CDC 98.110(A), the Planning Commission shall recommend approval, denial, or approval with modifications to the Council. (Ord. 1655 § 8, 2016)