

WEST LINN MEETING NOTICE

HISTORIC RESOURCES ADVISORY BOARD

**Special Meeting
June 15, 2010
7:00 PM**

**Willamette Room, 1st Floor City Hall
22500 Salamo Road**

- 1. CALL TO ORDER**
- 2. BUSINESS ITEM**
 - a) MINUTES OF 5-4-10 AND 5-19-10**
 - b) UPDATE ON CLG PROJECT, Postponed until July 6, 2010**
 - c) PRIORITIZATION & INFORMATIONAL DISCUSSION, Staff: Sara Javoronok**
- 3. ADJOURNMENT**

For special assistance under the Americans with Disabilities Act, please call City Hall 48 hours prior to the meeting date, 503-657-0331 or TDD 503-657-7845.



Memorandum

TO: Historic Resources Advisory Board

FROM: Sara Javoronok, Associate Planner

DATE: June 4, 2010

SUBJECT: Prioritization & Informational Discussion

Background: This discussion will be to review the City Council approved planning strategy, discuss current and potential historic resources projects and priorities, and discuss preservation planning.

The City Council approved the planning strategy (attached) on February 16, 2010. It outlines planning department projects and activities, their status, and staff contacts. It also addresses staff capacity to handle the projects.

The strategy includes one mandatory historic resources related project, establishing a Historic Review Board, and five discretionary projects. These are described in further detail in the attached document.

Discussion: There has been concern that projects and issues are not being addressed. In light of this, I'd like to have a discussion on the discretionary projects in the planning strategy, discuss additional potential projects (see attached), and get input from the HRAB on the following:

- What projects do you want to see completed?**
- Are there additional projects you want to see completed?**
- Which projects have the highest priority?**

The prioritization needs to take into account the approved planning strategy and limitations on staff time (0.5 FTE).

There have also been requests for additional information on preservation topical areas. For example, National Register designation vs. local designation, National Register Criteria for Evaluation, or design review. I'd like to get input from the HRAB on the following:

- What topics do you want additional information on?**
- What type of information do you want?**

Based on this, I'd like to develop a strategy for addressing the topics, either through planning staff, SHPO, or guest speakers.

TASK 1: IMPROVE THE PLANNING DEPARTMENT'S PERFORMANCE

Spring-summer 2010 (then ongoing at a lower level)

2/16/2010

<i>PROJECT/ACTIVITY</i>	<i>STATUS/ SCHEDULE</i>	<i>STAFF CONTACT</i>	<i>COMMENTS</i>
Evaluate the planning procedures and processes and address problems and impediments.			
A. Review and improve procedures to minimize avoidable errors, improve efficiency, provide for appropriate review and refinement of draft plan and code amendments, provide notice and materials and involve interested/affected people in a timely way, and produce better quality products. <ul style="list-style-type: none"> • Legislative procedures • Quasi judicial procedures 	Draft under review	John Sonnen, 723-2524 jsonnen@westlinnoregon.gov	
	In progress	John Sonnen, 723-2524	
B. Review recent development projects and identify what went well and what did not; determine how problems occurred and implement changes to avoid such problems going forward.	In progress – analysis of projects in January, complete in spring 2010	John Sonnen, 723-2524	
C. Work with the Public Works and Parks departments to evaluate and improve coordination in the development approval process through construction to make sure that what is approved/intended is, to the greatest extent possible, constructed. Assess the Development Review Committee and make adjustments as warranted to make it more effective.	In progress	John Sonnen, 723-2524	
D. Create a docketing process for City Council consideration to identify, prioritize, and approve long-range work program components and ensure that staff, the Planning Commission, and Historic Resources Advisory Board are aligned in their efforts to achieve the Council's priorities.	Summer -Fall 2010	John Sonnen, 723-2524	
Other measures to increase staff performance and the quality of products			
E. Produce a standard staff report template to help the public and Planning Commission evaluate proposed projects and facilitate solid decisions. Ensure staff reports are fair, balanced, objective and factual and do not lead to decisions.	In progress	John Sonnen, 723-2524	
F. Identify training needs and provide training to enhance staff performance.	Ongoing	John Sonnen, 723-2524	
G. Provide a greater level of enforcement.	Ongoing	John Sonnen, 723-2524	

TASK 2: ONGOING AND COUNCIL AUTHORIZED PROJECTS

<i>PROJECT</i>	<i>STATUS/ SCHEDULE</i>	<i>STAFF CONTACT</i>	<i>COMMENTS</i>
Mandatory Projects			
A. Urban and Rural Reserves designation process. Staff, a consultant and the City Council are working with Metro, the County and other cities to make sure that West Linn's perspective is considered in the process to establish Urban and Rural reserves.	See the Planning and Metro web pages for details.	John Sonnen, 723-2524 jsonnen@westlinnoregon.gov	
B. Monitor and evaluate Metro's 2040 Urban Growth Plan update/Regional Choices Program. Metro is updating the 2040 Urban Growth Plan. This plan will address growth-related issues of importance to West Linn, such as arriving at regional agreement on prioritizing public investments to help accommodate projected growth.	In process	John Sonnen, 723-2524 jsonnen@westlinnoregon.gov	This project will impact where and when growth is accommodated.
C. Review and monitor the Regional Transportation Plan (RTP). This activity includes monitoring the RTP update process to ensure that the City's regional projects remain in the RTP and to ascertain our obligations under the plan.	In process	Zach Pelz ,753-2542 zpelz@westlinnoregon.gov	
D. Update the City's Transportation System Plan consistent with the updated Regional Transportation Plan (RTP). <ul style="list-style-type: none"> • Identify current and anticipated transportation issues, problem areas and opportunities (e.g., increased congestion and associated impacts; possible increase in demand for goods and services closer to residences; need for coordinating transportation and land use; possible provision of transit-supportive densities in appropriate locations to make mass transit viable; jobs and housing balance; bike and pedestrian access to shopping areas, schools and parks to reduce reliance on automobiles; and providing for development types that facilitate alternative modes of travel). • Evaluate the possibility of providing low-impact street standards in areas with relatively steep slopes and environmental sensitivity. Propose revisions to the street design standards as appropriate. • Evaluate the merits of continuing to allow private streets. • Evaluate current transportation policies in light of climate change, sustainability, the end of the cheap oil era, and mobility and accessibility. • Identify areas where additional rights-of-way are needed to meet future travel demand resulting from development already identified in the Comprehensive Plan and/or to meet the connectivity requirements of regional plans or adopted street plans, including bike lanes. • Identify and address requirements under the Oregon Highway Plan. • Identify and evaluate alternative transportation strategies consistent with the RTP. 	Scope project in spring 2010 and initiate preliminary work to the extent possible.	Zach Pelz , 753-2542 zpelz@westlinnoregon.gov	The City will have one year following Metro's adoption of the RTP, projected to occur in June 2010, to amend our TSP in conformance with the RTP. Consultants will probably be needed.

<p>E. Establish a Historic Board. In September, 2010 the Clackamas County Historic Resources Board will cease to review proposed alterations to historic structures in West Linn. We need to establish, train, and staff another body to perform this function. This will involve CDC and municipal code amendments.</p>	<p>Alternative approaches for establishing a historic board will be presented to the HRAB for comment in April 2010 and for City Council review and direction in May.</p>	<p>Sara Javoronok, 722-5512 sjavoronok@westlinnoregon.gov</p>	
<p>Discretionary Projects</p>			
<p>F. Master Trail Plan. Based on the approved Parks/Recreation Master Plan, this project will produce a specific, detailed trail plan for the City that will indicate connections between trails, identify new trail locations, specify design types and costs, and explore acquisition and funding opportunities.</p>	<p>Ongoing</p>	<p>Zach Pelz , 753-2542 zpelz@westlinnoregon.gov</p>	<p>The Planning Department is coordinating with the <u>Parks Department (project lead)</u> to build upon the recreational trail component to identify and address obstacles and opportunities to providing better bike and pedestrian access to the commercial districts, schools, and parks, etc. to enable less reliance on automobiles. We are pursuing state funding (TGM grant) to address safe routes to schools and enhance pedestrian and bike access.</p>
<p>Historic projects</p>			
<ul style="list-style-type: none"> • G. Willamette Historic District Code Update –Phase I. This project will produce standards to improve the compatibility of new and remodeled structures with surrounding uses, to help preserve the character of the Willamette District. 	<p>City Council hearing on March 8, 2010</p>	<p>Peter Spir, 723-2539 pspir@westlinnoregon.gov</p>	<p>The Historic Resources Advisory Board (HRAB) deferred many of the code changes proposed by staff pending further study.</p>
<ul style="list-style-type: none"> • H. Update the Historic Inventory in the Comprehensive Plan and CDC. This project entails updating the Historic Inventory in the Comprehensive Plan and revising the CDC to recognize and protect additional structures identified through a community-wide historic resources inventory. 	<p>The consultant completed a reconnaissance level survey of West Linn to update the historic inventory. The City and HRAB are reviewing the recommended properties. Further research and analysis are needed before the properties are listed in the Comprehensive Plan and CDC.</p>	<p>Sara Javoronok, 722-5512 sjavoronok@westlinnoregon.gov</p>	<p>The reconnaissance level survey was funded by a SHPO grant and the City’s matching funds.</p>
<ul style="list-style-type: none"> • I. Holly Grove and Buck St. surveys. A reconnaissance level survey and design guidelines are complete for the Holly Grove area. This information and associated outreach efforts will provide the basis for a conservation overlay district. 	<p>The survey and design guidelines are complete. Staff and the HRAB will work to turn the guidelines into code and establish the conservation district.</p>	<p>Sara Javoronok, 722-5512 sjavoronok@westlinnoregon.gov</p>	<p>The reconnaissance level survey and design guidelines were funded by a SHPO grant and the City’s matching funds.</p>

<ul style="list-style-type: none"> • J. Historic Mill area design standards overlay. A consultant is drafting advisory design guidelines for the mill area to provide guidance for potential projects in the area. 	The consultant's project is due on August 31, 2010.	Sara Javoronok, 722-5512 sjavoronok@westlinnoregon.gov	This project is funded by a SHPO grant and the City's matching funds.
<ul style="list-style-type: none"> • K. Bolton and Sunset survey. A consultant is preparing a reconnaissance level survey of approximately 500 pre-1964 structures in the Bolton and Sunset neighborhoods. 	The consultant's project is due on August 31, 2010.	Sara Javoronok, 722-5512 sjavoronok@westlinnoregon.gov	
L. Main Street Program for Willamette and Robinwood Commercial Areas. Staff is supporting a State and County sponsored "Main Street" program to explore opportunities to aid new businesses and enhance existing businesses in these commercial areas.	Training is ongoing. The County's economic consultant submitted a draft economic study to the City. Greater participation and regularly scheduled meetings have occurred in the Willamette District. Board positions and bylaws are being created for that district.	Tom Soppe, 742-8660 tsoppe@westlinnoregon.gov	Work will begin in earnest in the Robinwood District when the Willamette Main Street Program is operational.
M. Refine the Commercial Design Review regulations (Chapter 55, Design Review). Identify and address issues related to infill commercial development to improve the quality of such development. Consider using a form based code, a design review board, and other alternative approaches and best practices.	Develop work program in spring of 2010. Initiate the project as time permits in summer/fall of 2010.	Peter Spir, 723-2539 pspir@westlinnoregon.gov	
N. Storm water pond aesthetics. The Public Works and Planning departments are identifying and evaluating aesthetically pleasing alternatives to chain link fences around storm water ponds, especially in prominent locations, that address safety and maintenance concerns.	In progress. Draft recommendations in spring of 2010.	Zach Pelz , 753-2542 zpelz@westlinnoregon.gov	
O. Residential infill study. Perform a coordinated evaluation and amendment of related code chapters to provide for infill housing that is compatible with the surrounding area, address safety, security and visibility concerns, and meets density targets.** The primary components of this project are listed below.	Prepare a work program in the spring and initiate project.	Chris Kerr, 723-2538 ckerr@westlinnoregon.gov	Since the city is largely built out, infill and redevelopment will be dominate forms of development in the future. **OAR 660.007.0035(2) requires West Linn to provide for new residential development at an overall density of at least 8 dwelling units per net buildable acre. In addition, at least 50 percent of new residential units are required to be attached single family housing or multiple family housing, unless the City justifies an alternative percentage based on specific factors.
<ul style="list-style-type: none"> • Review, update and refine the PUD chapter (Chapter 24). Make adjustments as warranted to the PUD regulations to coordinate with other applicable regulations, 	Prepare a work program in spring and initiate the project.	Chris Kerr, 723-2538 ckerr@westlinnoregon.gov	The PUD chapter is outdated. It was not designed to provide for the small scale

remove obsolete and ineffective provisions, clarify confusing and contradictory provisions, and facilitate appropriate development.			development likely to occur in the future. In addition, it is not coordinated with related code provisions (e.g., water resource areas).
<ul style="list-style-type: none"> • Reevaluate the Water Resource Area (WRA) regulations (Chapter 32). Determine if the WRA regulations are working as intended. Amend to provide consistency with riparian Habitat Conservation Areas and improve the clarity of language and diagrams (e.g., regarding hardship, disturbed area and applicability). Identify possible changes that would protect the function of the resources, to at least the degree provided by current regulations, while minimizing unnecessary impediments for appropriate development. 	Prepare a work program in spring and initiate the project.	John Sonnen, 723-2524 jsonnen@westlinnoregon.gov	
P. Minor code refinements. Identify and correct minor errors and refine vague language in the code to make it easier to administer and avoid unnecessary impediments for appropriate development.	In progress	Chris Kerr, 723-2538 ckerr@westlinnoregon.gov	
Q. Sustainability Code Amendments. CDC amendments will be proposed to require more sustainable practices with regard to alternative energies, urban agriculture and environmentally sustainable development practices. The Sustainability Advisory Board is expected to be an important contributor to this project.	On hold. Staff has completed a rough draft of a white paper summarizing alternative approaches for addressing sustainability.	Tom Soppe, 742-8660 tsoppe@westlinnoregon.gov	Code amendment will be formulated following the confirmation of City goals and guiding principles under tasks 3 and 4.

TASK 3: ANALYZE ADOPTED CITY GOALS AND MAJOR POLICIES

<i>PROJECT</i>	<i>STATUS/ SCHEDULE</i>	<i>STAFF CONTACT</i>	<i>COMMENTS</i>
<p>Identify where there is alignment and inconsistency among City goals and major policies and related Metro and State laws. Resolve inconsistencies to provide direction to plan and code updates.</p> <p>A. Document the thrust/major goals and policies of all adopted, relevant plans:</p> <ul style="list-style-type: none"> • Imagine West Linn • Sustainable West Linn Strategic Plan • the Comprehensive Plan • Neighborhood plans- Identify goals and policies in adopted neighborhood plans that may be applicable citywide • Parks Plan • Other relevant plans • the Economic Task Force recommendations <p>B. Document responsibilities under other plans and regulations. Identify State and Metro requirements that may have a significant affect on the accommodation of growth in West Linn.</p> <ul style="list-style-type: none"> • Metro 2040 update • Regional Transportation Plan (RTP) update (expected to by final in June 2010) • Other Metro regulations • The Big Look • Periodic Review (e.g., minimum densities of at least 8 units per net acre, accommodation of allocated population and job growth, provision of affordable housing, 20-year land supply and demand in balance, providing for economic growth, transportation planning in coordination with the 20-year land use plan and RTP, and a 20-year infrastructure plan). <p>C. Evaluate the implications of major trends and identify key issues. Describe how significant local, regional and global trends (e.g., population growth, transition from the cheap oil era, climate change, and globalization of the economy, etc.) are likely to influence West Linn in coming years.</p> <ul style="list-style-type: none"> • In coordination with Metro, assess and summarize demographic and economic conditions, and projected growth patterns and trends that will likely have a bearing on future development in West Linn. <p>D. Goal and major policy analysis. Analyze the City’s goals/guiding principles/major policies in light of State and Metro requirements, projected relevant trends, and Smart Growth principles. *</p> <ul style="list-style-type: none"> • Identify where goals/guiding principles align, conflict or are inconsistent and how they function 	<p>Prepare work program in early spring. Complete in summer of 2010</p>	<p>John Sonnen, 723-2524 jsonnen@westlinnoregon.gov</p>	<p>*The intent of smart growth is to provide for growth in location, manner and density that is sustainable, cost effective, serves community needs and desires and enhances the quality of life. Smart growth encourages infill in predominately developed areas and redevelopment of underutilized land that uses existing infrastructure capacity. Its also encourages compact development that conserves the land supply, enables efficient, cost effective provision of utilities and services and avoids impacting environmentally sensitive areas, prime resource lands and key open space. Smart growth calls for a greater mix of housing types at generally higher densities that address the community’s needs (including affordable housing). A cornerstone of smart growth is provision of safe, inviting, and walkable neighborhoods and commercial areas and facilitation of frequent transit service to reduce dependence on automobiles. Smart growth also encourages provision of jobs in close proximity to residences (e.g., through mixed use development and infill or upper story housing in commercial areas). It also encourages preservation of the qualities people like about their community and growth that enhances the quality of life.</p>

<p>together.</p> <ul style="list-style-type: none"> • Identify where goals and policies are out of sync with State and Metro requirements. • Identify goals and polices are obsolete. • Identify deficiencies and gaps. • Assess impediments to achieving goals. • Identify critical issues that must be addressed in order to improve the long-term quality of life in the community in light of anticipated conditions and trends. • Consider producing a generalized default future that depicts what we we can expect if we do nothing. • Planning Commission review and refinement. <p>E. Review relevant community surveys and identify key enduring themes and preferences.</p>			
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TASK 4: CONFIRM THE CITY’S GOALS/GUIDING PRINCIPLES AND ESTABLISH STRATEGIC DIRECTION

<p>Confirm the City’s goals and establish strategic direction. Validate the goals and guiding principles, decide upon the approach for resolving conflicts and inconsistencies and confirming/establishing initial direction.</p> <ul style="list-style-type: none"> • Resolve any inconsistencies, confirm/establish initial direction and identify the key issues and strategies to be addressed. • Identify a preliminary set of goals/principles to use to shape plan and code development and provide a basis for an overarching, focused strategy to move West Linn from the current condition to the desired future. (Provide a clear, common understanding of what we want to accomplish before we start revising codes). • Public review and subsequent refinement. • Prioritize projects and align and focus efforts. 	<p>Prepare work program in early spring. Complete by end of 2010</p>	<p>John Sonnen, 723-2524 jsonnen@westlinnoregon.gov</p>	
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TASK 5: POTENTIAL CODE AND PLAN UPDATES - IDENTIFIED TO DATE FOR CONSIDERATION IN 2011

<i>PROJECT</i>	<i>COMMENTS</i>
<p>A. Identify and evaluate options for enhancing the commercial areas to better meet community needs and support desired economic development. This project could entail implementing the Economic Task Force recommendations, identifying and addressing opportunities and challenges for meeting most residents' routine needs within a 10-minute walk (e.g., ½ mile), enhancing the character and pedestrian and bike accessibility of commercial areas, and exploring opportunities for bolstering a commercial area as a town center, etc.</p>	Coordinate with the Economic Task Force and the Main Street project.
<p>B. Mixed Use District Overhaul. Review the effectiveness of the Mixed Use District (Chapter 59). Explore options for making the district more effective and consider alternative regulatory approaches for providing for transition use/mixed use. Also consider where the district should be applied.</p>	
<p>C. Evaluate the overall Community Development Code (CDC). Evaluate the CDC regulatory approach and structure. Identify deficiencies in current code. Identify alternatives for addressing deficiencies and improving its effectiveness and ease of administration. Determine if an alternative code approach (e.g., form-based code) is worth doing.</p>	
<p>D. Willamette Falls Master Plan. The City Council has identified the importance of having a long-term vision and Conceptual Master Plan in place for maximizing the community potential for the area around the Willamette Falls, while protecting the historic amenities.</p>	
<p>E. Update the sign code (Chapter 52). Staff recommends a complete rewrite of the sign code that incorporates easier to comprehend tables and examples.</p>	The existing sign code is patchwork that been repeatedly revised in a piecemeal fashion over time. It includes language in 'text portion' that conflicts with the tables. This makes determination of the approval requirements difficult. Consequently, staff often rely on interpretations rather than direct code language. Specific areas that need clarity include: gas station signs; neighborhood event signs; signs on City property; subdivision entry signs; home occupation signs; and temporary commercial signs on commercial property. All of these issues have boiled up to the City Council level. The Council could also consider providing for amortization of illegal signs.
<p>F. Redevelopment Financing Options for Willamette Commercial Area. Explore financing opportunities to provide economic assistance to solve parking and traffic circulation issues and enhance economic vitality within the Willamette commercial area.</p>	This project could be folded into the Main Street work.
<p>G. Willamette Historic District Code Update –Phase II. The Historic Resources Advisory Board (HRAB) deferred many of the code changes proposed by staff pending further study. This project would complete the code update started in Phase I.</p>	
<p>H. Wildlife Habitat Areas, Phase II - Protection Options. A policy options report will be prepared for the City Council's consideration that addresses regulatory protections for wildlife habitat areas that are not currently protected or adequately protected.</p>	The City Council asked Staff to hire a consultant to provide them with additional regulatory options.
<p>I. Neighborhood plan implementation. Assess and take steps to implement the portions of the neighborhood plans within the City's purview.</p>	Each plan includes specific action items, many of which require City actions.

<p>J. Residential Infill Design Standards. Identify and address issues regarding infill housing and accessory dwelling units. Review and revise the CDC to address the compatibility of residential projects on small, infill properties, potentially at higher densities. Identify and implement ways to improve the design and minimize adverse impacts of flag lots. This may include new standards, design guidelines or review processes.</p>	<p><i>Deferred</i></p>
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<p>TASK 6: PREPARE FOR PERIODIC REVIEW</p>	
<p><i>PROJECT</i></p>	<p><i>COMMENTS</i></p>
<p>Identify major data collection and studies required under Periodic Review and initiate priority tasks as available time permits.</p>	
<ul style="list-style-type: none"> • Land supply and demand analysis (e.g., buildable lands analysis, industrial land supply and demand analysis, other employment land supply and demand analysis) 	
<ul style="list-style-type: none"> • Housing supply and demand 	
<ul style="list-style-type: none"> • Economic opportunities analysis (this would occur after we initiate Periodic Review and obtain a LCDC grant.) 	
<ul style="list-style-type: none"> • Others 	

TASK 7. PERIODIC REVIEW

West Linn was scheduled to begin Periodic Review in 2011. However, the starting date is uncertain at this time. The state requires that cities periodically review their comprehensive plan provisions and implementing regulations pertaining to economic development, housing, public facilities, transportation and “urbanization” to determine whether they are consistent with state law. If the plan, supporting information or regulations are deficient, the City must prepare a work program to bring them into compliance with state law, including a public outreach strategy that effectively involves the community in the effort. If needed, the City Council is required to adopt a Periodic Review work program/public engagement work program and submit it to the state Department of Land Conservation and Development for their review and approval. The City will have three years following state approval to complete the work program.

Phase I. This phase of Periodic Review involves scoping the project; that is, identifying the issues, needs and desires to be addressed in the Comprehensive Plan update as well as identifying what is necessary to come into compliance with State law, and then developing a work program. (This takes about 6 months).

Develop a public outreach program

Produce an assessment report. Assess the Comprehensive Plan and code provisions dealing with housing, public facilities, transportation, urban development and economic development.

- Identify current development, infrastructure, demographic, housing, environmental, and economic conditions consistent with state law.
- Evaluate the Comprehensive Plan and implementing regulations in light of:
 - State Planning Goals and Periodic Review requirements;
 - current conditions and trends; and
 - known community needs and desires.
- Given current conditions and trends, identify major issues and opportunities to improve the community’s quality of life and further community goals.
- Prepare an assessment of the Comprehensive Plan and implementing regulations. Identify the portions of the plan that are out of date, policy gaps and deficiencies that will be addressed during Periodic Review.

Identify through an outreach effort the community’s needs, desires and aspirations and the major issues to be addressed in the plan.

Develop a work program and gain state approval. Develop a work program that addresses identified issues, state requirements and community needs and desires. The City will have 3 years following state approval to complete the project.

Phase II. Produce a baseline conditions, issues and trends report that satisfies Periodic Review requirements, addresses topics of community interest, and provides a solid basis for updating the Comprehensive Plan.

Buildable lands analysis/land use

- Review Metro’s buildable land analysis and related assumptions.
- Refine/supplement Metro’s assumptions to more accurately estimate the buildable land supply per Periodic Review requirements.
 - Address state requirements regarding contaminated sites and lands in open space taxation.
- Identify and evaluate development constraints and resource lands.
- Identify vacant developable land, infill potential, and redevelopment potential.
- Inventory and evaluate the industrial land base.
- Inventory and evaluate non-industrial employment land.
- Analyze current and projected development patterns and densities; identify areas likely to remain stable and areas likely to change (infill/redevelopment); relate land use to transportation, especially

provision of mass transit.

- Determine whether the amount and location of public recreation areas/open space/natural areas/facilities is adequate to meet projected needs.

Housing

- Identify housing related conditions, trends, issues, opportunities and constraints.
- Document the housing supply.
 - Assess the condition of the city's housing stock.
 - In coordination with Metro, assess the mix of housing types.
 - Identify the housing capacity in units per acre on residential buildable land.
 - Evaluate achieved housing density by zoning district and geographic area.
 - Assess the change in households by income and type in city neighborhoods over time.
 - Identify and evaluate any loss of needed housing since the last Periodic Review.
 - Evaluate risk of losing housing affordable to low, moderate and mid-income households.
- Perform an analysis of housing potential.
- Forecast housing demand in 2035 (20 year).
 - Review Metro's 20-year population/housing forecast and evaluate the forecasted housing need and growth share for West Linn.
 - Identify and evaluate recent growth trends (e.g., 5 years).
 - Profile existing and expected residents and the amount of housing affordable for different brackets of household income.
 - Evaluate employment centers as they relate to potential housing demand.
- Assess preliminary land/housing supply relative to demand.
 - In coordination with Metro, assess capacity to accommodate 20-year housing allocation with adequate supply of needed housing types.
 - Assess the adequacy and affordability of the housing supply for the city's workforce and the demand for live/work housing.
 - Identify and address barriers to providing needed housing.
 - Assess the adequacy of the supply of housing for current and future residents given household incomes, types and sizes (including low income).
 - Assess whether the housing demands of special needs populations, including elderly and disabled households, are being met.

Infrastructure

- Document the condition of the City's infrastructure systems.
- Identify the current and potential infrastructure capacity and limitations (assuming funded improvements proceed).
- Identify capacity/limitations for services, fire and police; and public transit.
- Identify facilities, capacity, their projections and limitations.
- Identify the significant public facility projects needed to maintain existing systems at specified service levels. Identify system expansions required to meet the expected population/jobs growth, including a rough estimate the cost of these improvements over the 20-year plan (priority improvements).
- Identify the significant public facility projects necessary to support designated land uses that can be funded through reasonably anticipated revenues for the 20-year planning period.
- Calculate the City's financial capacity to complete needed infrastructure improvements. Identify key revenue gaps.
- Refine and update selected service standards and practices (for transportation, water, stormwater and sewer systems) to reflect changing conditions and practices.
- Identify current and future asset management strategies and maintenance obligations for transportation, water, sanitary sewer, and stormwater systems.
- Evaluate whether select infrastructure (e.g., sidewalks) should be provided differently for different areas to better reflect geographic needs and community preferences.

Economic

- Perform an economic opportunities analysis. Analyze the growth forecast, trends and issues. Explore and strategize the city’s competitive position in the region.
- Document the industrial lands supply. Identify and evaluate Prime Industrial Land and Land Retention Measures.
- Document the non-industrial employment land supply.
- Evaluate the demand for industrial and non-industrial employment relative to the supply.

Transportation. The scope will be affected by the RTP and subsequent TSP refinement.

Phase III. Comprehensive Plan Updates. During Phase III, staff will work with the City Council, Planning Commission, and the public to brainstorm different approaches for providing for West Linn’s future; identify the big choices for addressing issues and realizing opportunities; test ideas, consider trade offs, and determine the community’s preferences. The resulting plan would guide the physical development and redevelopment of the city, provide an economic development strategy and address issues of importance to the community as well as satisfy Periodic Review requirements. The following generally describes the content of the updated Comprehensive Plan.

- **Economic.** This Comprehensive Plan Chapter would reflect the findings of an economic opportunities analysis and provide an economic strategy and policies that coordinate and focus the community’s efforts to provide for and encourage a sustainable economy.
- **Urban Development/Land use.** This Comprehensive Plan Chapter could integrate all comprehensive plan topics that make up the city’s physical form. It would consist of a land use map and related goals, objectives and policies that provide clarity and direction for plan implementation. It would specifically address land use, urban design, community quality and quality of life. It could also incorporate, as it relates to the city’s physical form, objectives and policies addressing sustainability, environmental quality, natural hazards, watersheds, climate change, parks/open space, and historic and **archaeological resources.**
- **Public facilities and services.** This Comprehensive Plan Chapter would provide a coordinated 20-year plan for the city’s infrastructure systems – transportation, water, sanitary sewer and stormwater as well as City-owned buildings and facilities. It will provide a long-range guide to future public infrastructure investments consistent with the Urban Development/Land Use Plan. It should include a list of significant projects, including rough cost estimates, general location, and approximate timing and a financial strategy. In addition, it could include policies pertaining to fire, police, schools, energy, sustainability, “green infrastructure” (i.e., natural or engineered infrastructure that uses natural processes to offset the need for traditional infrastructure, such as wetlands or green streets, which can both filter stormwater and reduce the need for traditional stormwater treatment), environment, access, and mobility.
- **Housing.** This Comprehensive Plan Chapter would address housing availability, condition, opportunity and affordability.
- **Transportation.** The chapter would be updated in coordination with the land use plan, consistent with the RTP and Periodic Review requirements.
- **Optional:** Update or add other Comprehensive Plan chapters.

Phase IV. The purpose of this phase is to devise strategies and actions to implement the updated Comprehensive Plan, such as code amendments, design guidelines, programs, strategic projects, partnerships and advocacy.

Historic Resources Projects

Project/Activity	Status/Schedule	FTE Estimate	Staff	Comments
2010				
Willamette Historic District Code Update – Phase I. This project will produce standards to improve the compatibility of new and remodeled structures with surrounding uses, to help preserve the character of the Willamette District.	City Council hearing on March 8, 2010	0.05	PS	Complete
Establish a Historic Board. In September, 2010 the Clackamas County Historic Review Board will cease to review proposed alterations to historic structures in West Linn. We need to establish, train, and staff another body to perform this function. This will involve CDC and municipal code amendments.	Alternative approaches for establishing a historic board will be presented to the HRAB for comment in April 2010 and for City Council review and direction in May.	0.1	SJ	In progress
Historic Mill area design standards overlay. A consultant is drafting advisory design guidelines for the mill area to provide guidance for potential projects in the area.	The consultant's project is due on August 31, 2010.	0.2	TS & SJ	This project is funded by a SHPO grant and the City's matching funds.
Bolton and Sunset survey. A consultant is preparing a reconnaissance level survey of approximately 500 pre-1964 structures in the Bolton and Sunset neighborhoods.	The consultant's project is due on August 31, 2010.	0.01	SJ	This project is funded by a SHPO grant and the City's matching funds.

<p>Update the Historic Inventory in the Comprehensive Plan and CDC. This project entails updating the Historic Inventory in the Comprehensive Plan and revising the CDC to recognize and protect additional structures identified through a community-wide historic resources inventory.</p>	<p>The consultant completed a reconnaissance level survey of West Linn to update the historic inventory. The City and HRAB are reviewing the recommended properties. Further research and analysis are needed before the properties are listed in the Comprehensive Plan and CDC. *This research can be completed by staff, or with a SHPO intensive level survey grant. Need to assess this plan vs. NR MPD for area.</p>	<p>0.2</p>	<p>SJ</p>	<p>The reconnaissance level survey was funded by a SHPO grant and the City's matching funds.</p>
<p>Holly Grove and Buck St. surveys. A reconnaissance level survey and design guidelines are complete for the Holly Grove area. This information and associated outreach efforts will provide the basis for a conservation overlay district.</p>	<p>The survey and design guidelines are complete. Staff and the HRAB will work to turn the guidelines into code and establish the conservation district. *Need to assess plan for conservation district vs. NR MPD that could include this area.</p>	<p>0.5</p>	<p>TS, SJ, PS</p>	<p>The reconnaissance level survey and design guidelines were funded by a SHPO grant and the City's matching funds.</p>
<p>HRAB Meetings/Prep Staff time spent at meetings and preparing for meetings.</p>	<p>Ongoing</p>	<p>0.05</p>	<p>SJ</p>	
<p>Staff Education/Training Preservation related training and education.</p>	<p>Ongoing</p>	<p>0.01</p>	<p>SJ</p>	
<p>General Outreach Website updates, letters to homeowners, and flyers. Also includes any Preservation Month activities, Historic District activities, etc.</p>	<p>Ongoing</p>	<p>0.02</p>	<p>SJ</p>	
<p>Design Review Projects Review of applications submitted for alteration, construction, designation, or demolition.</p>	<p>As needed</p>	<p>0.1</p>	<p>SJ, PS</p>	

Willamette Street Signs/NR District Sign Researching and obtaining street sign toppers/signs for the historic district. Obtaining "brown sign" for NR district.		0.01	SJ	In progress
2011				
Willamette Historic District Code Update - Phase II. The HRAB deferred many of the code changes proposed by staff pending further study. This project would complete the code update started in Phase I.		.6 (w/ below)	SJ	Could also include Historic Landmarks Update below. Would include map update/discussion.
Other Potential Projects				
Historic Landmarks Update. Updates to Chapter 26 to add/remove properties from the list of designated landmarks. Remove list of designated landmarks from the CDC to the Comp. Plan. Need to re-evaluate existing landmarks and their status. Need to have delisting procedure. Need to clarify application process and requirements on forms and fee schedule, potentially code.		(see above)	SJ	Could be done in conjunction with Phase II update. Could potentially designate additional landmarks as called for above - would need ILS type information. Would include discussion on public buildings list.
Willamette NA Survey. Reconnaissance Level Survey of the remainder of the Willamette Neighborhood.		0.01	SJ	Potential SHPO matching grant project
West Linn Survey. Reconnaissance Level Survey of remaining West Linn Neighborhoods.		0.01	SJ	Potential SHPO matching grant project
Design Guidelines. Develop design guidelines (outside of the code) for the National Register district and locally designated properties.		0.1	SJ	Potential SHPO matching grant project
Rehabilitation Grant Incentive Program. Develop and implement a rehabilitation grant program that provides small matching grants (\$500-\$1000) to historic property owners to rehabilitate and restore their homes.		0.1	SJ	Potential SHPO matching grant project - Albany and Forest Grove are examples.

<p>Preserve America. Seek Preserve America designation for the City of West Linn. Requires coordination with SHPO, resolution from Council, and submission of application. Applications reviewed quarterly.</p>		0.05	SJ	Grant funding cut from Federal budget?
<p>NR Multiple Property Submission. Potential themes of the Willamette Falls with the properties are related to the development of the area surrounding the falls, mill, and locks. Could include Holly Grove area and properties on unofficial Goal 5 list. Also could do Communities of West Linn with structures in Willamette, Bolton, and Sunset.</p>		0.2	SJ	Potential SHPO matching grant project.
<p>NR Mid-Century Historic District(s). Potential historic district with mid-century homes in Bolton. Other neighborhoods that have not been surveyed yet (i.e. Marylhurst or Robinwood, may have additional potential districts.)</p>		0.2	SJ	Potential SHPO matching grant project.
<p>Individual NR designation of a property. Evaluate individual properties within the city for listing on the National Register.</p>		0.1	SJ	Potential SHPO matching grant project.
<p>Mitigation Policy. The HRAB is interested in a mitigation policy to provide funding for preservation. There needs to be research into the feasibility and process for setting up this type of policy.</p>	<p>Legal/practical questions exist about this type of policy. Have info from Julie Koler on related King County policy. The City Attorney has cautioned staff about such a policy. SHPO does not recommend a policy. NTHP Forum listserv is wary of it and without examples of existing programs, posts are about 10 years old.</p>	0.5	SJ	Mitigation is common with natural resources and as part of Section 106 when a historic property is affected. This does not necessarily involve a mitigation fund.
<p>Demolition Ordinance Update. Once the City is fully surveyed, update the demolition ordinance to allow for a delay for potentially historic properties.</p>		0.3	SJ	

Sign Code Update - Willamette Falls Commercial Overlay. One item to include in the sign code update is to allow for limited projecting signage for storefronts in the area.		0.1		Would/could be part of another code update.
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