

Memorandum

Date: October 19, 2023

To: Committee for Community Involvement

From: Darren Wyss, Planning Manager

Subject: Appointment of Working Group per CDC 98.035

The West Linn City Council directed staff to work with the Committee for Community Involvement (CCI) to appoint working groups per [Community Development Code Chapter 98.035](#). The CCI previously provided input on the West Linn Waterfront Plan work group, which was appointed by Council. The CCI is now being asked to provide input on a working groups for the Hwy 43 Land Use and Neighborhood Connectivity Plan.

The role of the CCI in the process is to recommend a purpose, goals, and a list of appointees to City Council for approval. The tentative schedule to accomplish the task is as follows:

October 24, 2023

CCI drafts purpose/goal statements and identifies a representative working group of organizations/individuals to consider recommending to City Council.

October/November 2023

Staff outreach to organizations/individuals identified by CCI to gauge interest in participating and get name of persons who will participate.

November 28, 2023

CCI recommends final goal/purpose statements and working group appointees to City Council

Attached are draft goal and purpose statements, as well as a draft list of organizations/individuals that could be appointed. Hopefully this will be useful as a starting point for the CCI discussion. CDC Chapter 98.035 is also attached for reference. One Planning Commissioner is required to be on the working group per CDC 98.035.

If you have questions about the meeting agenda or materials, please feel free to email or call me at dwyss@westlinnoregon.gov or 503-742-6064. As always, please submit questions before the meeting to increase the efficiency and effectiveness of the discussion as it allows staff to prepare materials and distribute them for your consideration.

Working Group

The Highway 43 Land Use and Neighborhood Connectivity Plan will evaluate land uses adjacent to the corridor and recommend zoning changes, amended code language, and potentially design standards. The Plan will also include an evaluation of pedestrian and bicycle connections to safely access the corridor from surrounding neighborhoods and recommend prioritized improvements and financing options to adopt into the West Linn Transportation System Plan (TSP). The goal is to create and adopt a plan that provides the opportunity to re-energize the corridor with a mix of housing types, workplaces, shops, and parks for people of all ages, incomes, and abilities.

Working Group Purpose

Provide input by reviewing, discussing, and revising the draft documents brought forward by staff and the consultant team and make a final recommendation to the Planning Commission.

- A. 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 (CDC 98.035).***
- 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 (CDC 98.035).***

Working Group Goals

Evaluate and recommend a final plan that includes:

1. Proposed zoning changes to properties adjacent to the Hwy 43 Corridor
2. Proposed code amendments and design standards
3. Proposed pedestrian and bicycle connections
4. Proposed infrastructure improvements and financing options

Working Group Membership

- 2. The working group will contain interested stakeholders, a member of the Planning Commission, and a staff representative (CDC 98.035).***

As part of the City Council approved Scope of Work the project consultant (MIG) and City staff will hold up to ten meetings/listening sessions with the Bolton and Robinwood Neighborhood Associations as well as the Neighborhood Association Presidents.

1	City Council
2	Planning Commission
3	Tribal Representative
4	Community Member
5	Community Member
6	Community Member
7	Community Member/Hwy 43 Property Owner
8	Community Member/Hwy 43 Property Owner
9	Community Member/Hwy 43 Property Owner
10	Community Member/Hwy 43 Adjacent Business Owner
11	Community Member/Hwy 43 Adjacent Business Owner
12	Community Member/Hwy 43 Adjacent Business Owner
13	Youth Advisory Council Member

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)