



Memorandum

Date: November 16, 2023

To: West Linn Committee for Community Involvement

From: Darren Wyss, Planning Manager

Subject: CCI Annual Report

Every year the City Council requests all community advisory groups to submit an annual report that outlines accomplishments, challenges, and items for the Council to consider at its goal setting sessions. At its November 28, 2023 meeting, the Committee for Community Involvement (CCI) will hold its discussion on the Annual Report. The 2022 report is attached for reference. Please arrive at the meeting ready to discuss the 2023 challenges, 2024 Council goalsetting, and any additional feedback for Council. Staff will fill in the 2023 accomplishments and work with the Chair to incorporate all CCI feedback before submitting the report to City Council.

If you have questions about the meeting 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. Thanks, and hope to see everyone at the meeting.



2022 Advisory Group & Neighborhood Association Annual Report

Advisory Group/Neighborhood Association
Committee for Citizen Involvement

Group Leadership

Shannen Knight – Chair

Vicki Olson – Vice-Chair

Meeting Times, Dates & Location

Fourth Tuesday of the month at 5:30pm. The CCI met six (7) times and all meetings were held virtually.

2022 Accomplishments

- *Discussed CCI roles and responsibilities.*
- *Discussed and recommended updates to the CCI Bylaws.*
- *Discussed and recommended Council implements the 2018 CCI Report on Land Use Process.*
- *Discussed TIF District public engagement.*
- *Discussed a goal, purpose, and list of working group members to Council for the West Linn Waterfront Plan.*
- *Discussed a goal, purpose, and list of working group members to Council for the Hwy 43 Land Use and Neighborhood Connectivity Plan.*
- *Two CCI members attended nine CDC Code Amendments working group meetings.*

2022 Challenges

- *CCI being effective as there are uncertainties on its roles and responsibilities, which are not clear from the bylaws.*
- *Confusion in the community on engagement in development review projects versus land use planning projects.*
- *Larger land use planning projects were either wrapping up or not yet initiated, so there was a lack of public engagement plans for the CCI to review/recommend.*
- *The CCI was never at full capacity of seven members in 2022.*
- *Lingering effect of COVID on public participation.*

2023 Council Goalsetting

- *The CCI requests clear direction from Council on role/responsibility of CCI, i.e., focused on land use planning related engagement and compliance with Statewide Planning Goal 1, or on a broader scope dealing with other policy making issues and general community concerns. Update the bylaws accordingly.*
- *Direct the CCI to develop a guide of various public engagement tools the City could utilize to varying degrees depending on the scope/need of the planning project.*
- *Review of the West Linn Land Use Planning Process, CCI Report, July 17, 2018. Not action has been taken on this report yet. Requesting direction from Council on this report.*

Any additional feedback to share with the City Council?

- *The CCI requests a meeting with Council to discuss CCI roles/responsibilities.*
- *Council should consider appointing CAG members in December to avoid possible lack of quorum at beginning of calendar year before Council.*