

Memorandum

Date: December 1, 2023

To: West Linn Waterfront Working Group

From: John Floyd, Senior Planner

Subject: Meeting #2

The December 7th Working Group meeting will be the second meeting and focused on the Draft Vision Plan and Development Framework. The City has a consultant team, with Toole Design as the lead, under contract to assist with the project and they will be in attendance to present the Draft Community Vision Plan, answer questions, and receive feedback.

In approaching the draft community plan, working group members are encouraged to consider the following aspects of the document and be ready to provide verbal feedback at the meeting, or written comments by December 14:

- Clarity and legibility of the document
- Scope, nature, and utility of the content
- Organization and structure of the information

The following items are included in the packet:

1. Working Group Purpose, Goals, and Membership
2. Approved Meeting Guidelines
3. Meeting 1 Summary Notes (Agenda Item 2)
4. Draft Community Vision Plan (Agenda Item 4)

The working group meetings are being recorded and posted to the [City's meetings page](#). Staff will also produce a general summary of each meeting, with the goal to capture major points of discussion and consensus. Please review the attached Meeting 1 Summary Notes and bring recommended additions/deletions to the meeting for discussion and consensus.

If you have questions about Meeting 2 or materials, please feel free to email or call me at jfloyd@westlinnoregon.gov or 503-742-6058. 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. Thank you and hope to see everyone on December 7th.

West Linn Waterfront Plan

Working Group

The West Linn Waterfront Plan will complete pre-pandemic visioning work to establish a Community Vision for the area adjacent to the Willamette River from I-205 to the Willamette Neighborhood. The planning area is split into three districts (Historic City Hall District, Cultural and Industrial Heritage District, and Pond Redevelopment District) as each area contains distinct access, topography, infrastructure, and zoning issues to consider. The goal of the project is to complete a draft vision plan, perform public engagement to verify the plan has broad community and stakeholder support, conduct a final transportation analysis, and develop a framework of changes to the Comprehensive Plan, Transportation System Plan, Zoning Map, and Community Development Code necessary to implement the vision in the Historic City Hall District and Pond Redevelopment District.

Working Group Purpose

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

Working Group Goals

Evaluate and recommend a final plan that includes:

1. Proposed Draft and Final Preferred Community Vision for the Waterfront Area.
2. Proposed changes to the Comprehensive Plan and Zoning Map for the Historic City Hall District and Pond Redevelopment Districts.
3. Proposed changes to the Community Development Code, inclusive of design standards, for the Historic City Hall District and Pond Redevelopment Districts.
4. Proposed final alignment options, TSP amendments, and financing options necessary to support all modes of travel within the project area.

Working Group Membership

City Council	Leo Groner Mary Baumgardner (Alternate)
Planning Commission	Tom Watton
Historic Review Board	James Manning
Willamette Neighborhood Association	Kathi Halicki
Bolton Neighborhood Association	Robert McCarthy
Sunset Neighborhood Association	Bayley Bogess
PGE (Property Owner)	Julie Hernandez, Local Government Affairs Manager
Belgravia (Property Owner)	Kevin Johnson, GBD Architects
Willamette Falls Trust	Andrew Mason
Confederated Tribes of Grand Ronde	Jon George

Willamette Falls and Landings Heritage Area Coalition	Britta Mansfield, Executive Director
Waterfront Development Professional	Jim Edwards
Planning Area Property Owner (Willamette)	Robert Schultz
Planning Area Property Owner (Historic City Hall)	Chris Boston
Youth Advisory Council	Caroline Nielson
River Access & Recreation	Jeff Kohne
Sustainability Advisory Board	Greg Smith
Economic Development Committee	Josh Carter

West Linn Waterfront Working Group Meeting Guidelines

1. Meetings will generally be held on the 1st Thursday. They will begin at 1:00 PM and end by 2:30 PM. **Meetings will start and end on time.** Changes to the meeting day or time must be approved by a majority of the committee.
2. Staff will provide agendas and all supplemental meeting materials to the members by the Friday immediately preceding the next meeting.
3. Staff will record the meetings.
4. Members accept the responsibility to come to the meetings prepared for the discussions.
5. To promote efficient and effective meetings, members should make a reasonable attempt to provide questions to staff in advance of meetings to allow time for research and distribution of answers/materials to the group before the meeting.
6. The Chair will manage meetings by keeping discussions focused, ensuring all points of view are heard, maintaining civility, and adhering to the agenda.
7. Members will fully explore the issues and search for creative solutions before forming conclusions. When members have divergent perspectives on topics under discussion, members should identify where they disagree as well as where they agree and identify the rationale for their position.
8. Each member is an equal participant in the process and will have an equal opportunity to voice opinions and contribute ideas.
9. Members shall make a concerted effort to focus on the topics under discussion.
10. The Working Group will strive to achieve consensus on recommendations. If consensus cannot be achieved, a vote of members present will be taken. The majority recommendation and dissenting opinions will be forwarded as appropriate.
11. Requests for information from staff will be limited to items that can reasonably be provided.
12. Members may not present themselves as speaking for the Working Group unless authorized to do so by a majority vote of the Working Group. Members are welcome to participate in any public meetings and discussions as private citizens.
13. Time shall be allotted at the end of each meeting to allow members of the public to comment.
14. Any written comments received from the public by staff will be provided to all members.