



Memorandum

Date: November 19, 2024

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 26, 2024 meeting, the Committee for Community Involvement (CCI) will hold its discussion on the Annual Report. The 2023 report is attached for reference. A draft of the 2024 report is also attached. Please arrive at the meeting ready to discuss the 2024 accomplishments and challenges, 2024 Council priorities/goals/direction, and any additional feedback for Council. Staff will work with the Chair to incorporate all CCI feedback into the 2024 Annual Report before submitting the it to City Council.

If you have questions about the meeting or materials, please reach out to Aaron Gudelj agudelj@westlinnoregon.gov or Lynn Schroder lschroder@westlinnoregon.gov.



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West Linn

2023 Advisory Group & Neighborhood Association Annual Report

Advisory Group/Neighborhood Association
Committee for Citizen Involvement

Group Leadership

Bob McCarthy – Chair

Shannen Knight – Vice-Chair

Meeting Times, Dates & Location

Fourth Tuesday of the month at 6:00pm. The CCI met nine (9) times and all meetings were held virtually.

2023 Accomplishments

- *CCI Bylaws changes adopted by City Council*
- *Discussed CCI roles, responsibilities, and priorities (1 meeting)*
- *Discussed recommended updates to the CCI Bylaws (3 meetings)*
- *Received briefing and discussed Planning Docket projects (1 meeting)*
- *Discussed idea of a West Linn Engagement Plan for all City projects (1 meeting)*
- *Discussed City Council Rule changes (2 meetings)*
- *Discussed and recommended a CAG meeting recap template intended to highlight discussions/decisions for use by Council Liaisons (1 meeting)*
- *Discussed Council adopted CCI Bylaws changes (2 meetings)*
- *Discussed and accepted West Linn Waterfront Project Community Engagement Plan (1 meeting)*
- *Recommended a goal, purpose, and members to Council for the West Linn Waterfront Project Working Group (1 meeting)*
- *Discussed a goal, purpose, and list of working group members for the Hwy 43 Land Use and Neighborhood Connectivity Plan (1 meeting)*
- *Discussed 2023 CCI Annual Report (1 meeting)*

2023 Challenges

- *Communication with other CAGs regarding projects of interest*
- *Delayed review of recommended CCI Bylaws changes*
- *Confusion in the community on engagement in development review projects versus land use planning projects*
- *Lingering effect of COVID on public participation*
- *Tuesdays are a difficult day to meet for some members of CCI*

2024 Council Goalsetting

- *Update City website to make it more user-friendly*
- *Develop a City-wide engagement plan with best practices and tools that all City projects would utilize to varying degrees depending on the scope/need*

Any additional feedback to share with the City Council?

- *The CCI requests an annual meeting with Council to discuss priorities*
- *Recommend Council appoint CAG members in December to avoid possible lack of quorum at beginning of calendar year*
- *Use the proposed CAG meeting recaps to also communicate with other CAGs and the community*
- *In addition to the annual CAG Training Session, maybe send an email to all CAG members with some important, targeted information (e.g. quorum at an event, serial meeting issues with email, etc.)*



2024 Community Advisory Group Annual Report

Advisory Group Name

Committee for Community Involvement (CCI)

Group Leadership

Shannen Knight – Chair

Vicki Olson – Vice-Chair

Meeting Times, Dates & Location –

Fourth Tuesday of the Month at 6:00pm in the Bolton Conference Room, First Floor City Hall.

The CCI met seven (7) times in 2024.

2024 Accomplishments

Reviewed Vision 43 Community Engagement Plan

Reviewed/Recommended Vision 43 Working Group Members to City Council

Reviewed/Recommended Housing Production Strategy Project Working Group to City Council

Received Briefing on Community Recreation Center Feasibility Study Engagement

Received Briefing on Engagement in Public Works Projects

Received Briefing on CFEC Implementation

Received Briefing on Housing Production Strategy Project

Finalized Recommendation Letter to City Council, re: Develop a Citywide Engagement Plan

2024 Challenges

Please describe challenges your group faced in 2024.

2025 Council Priorities

What issues do you think the Council should focus on as they go into their annual priority-setting retreat? Do you have recommendations about how the issues could be resolved? Council will take this advice into consideration as they prepare for goalsetting. Community advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.

2025 Goals and Council Direction

What goals and recommendations to Council would your group like to work toward advising Council on in 2025? What specific direction on these goals and projects does your group need from Council?

Any additional feedback to share with the City Council?

Please include any additional information you would like the City Council to be aware of as they review your group's report.