



**PLANNING COMMISSION  
Meeting Notes of March 3, 2021**

Commissioners present: Gary Walvatne, Charles Mathews, Lamont King, Joel Metlen, Carrie Pellett, Scott Erwin, and John Carr  
Public Present: none  
Staff present: Darren Wyss, Planning Manager; Chris Myers, Associate Planner; Bill Monahan, City Attorney; and Lynn Schroder, Administrative Assistant

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**1. Call To Order and Roll Call (timestamp 00:00:10)**

Chair Walvatne called the virtual work session to order at 6:05 pm. Chair Walvatne thanked the City staff for the storm cleanup.

**2. Welcome New Commissioners Erwin and Carr (timestamp 00:02:04)**

Chair Walvatne welcomed new Commissioners Scott Erwin and John Carr to the West Linn Planning Commission. Commissioners Erwin and Carr introduced themselves.

**3. Public Comment Related To Land Use Items Not On The Agenda (timestamp 00:06:40)**

None.

**4. Election of Chair and Vice-Chair (timestamp 00:07:01)**

Commissioner Mathews nominated Gary Walvatne as Chair. Commissioner King seconded. Commissioners elected Gary Walvatne to serve as Chair for one year. **Ayes: Metlen, Pellett, Mathews, King, Erwin, and Carr. Nays: None. Abstentions: Walvatne.**

Commissioner Walvatne nominated Charles Mathews as Vice-Chair. Commissioner King seconded.. Commissioners elected Charles Mathews to serve as Vice-Chair for one year. **Ayes: Metlen, Pellett, King, Erwin, Carr, and Walvatne. Nays: None. Abstentions: Mathews.**

**5. Approval of Meeting Notes: [10/21/20](#), [11/04/20](#), [11/18/20](#), [12/2/20](#), and [12/16/20](#) (timestamp 00:12:30)**

Chair Walvatne requested that timestamps for agenda items be added to the meeting notes. He also requested additional language for quasi-judicial hearings related to hearing procedures be added. Commissioner Carr moved to approve the meeting notes for 10/21/20, 11/04/20, 11/18/20, 12/2/20, and 12/16/20 as amended. Commissioner Mathews seconded. **Ayes: Commissioners Metlen, Pellett, Mathews, King, Erwin, Carr, and Walvatne. Nays: None. Abstentions: None. The motion passed 7-0-0.**

**6. Training: Tying Code Criteria to Public Comment, Decisions, and Conditions of Approval (timestamp 00:19:21)**

City Attorney Monahan followed up the training from January and February. He focused on tying public comments to code criteria and differences between evidence and arguments. Commissioners sought clarification on conditions of approval.

**7. Discussion: Training Debrief and Next Steps ( timestamp 01:00:35)**

Planning Manager Wyss sought feedback from the Commission on the value of the Oregon land use law training sessions. He asked if Commissioners had additional training requests. Chair Walvatne requested additional training with the City Engineer and other department heads.

**8. Discussion: [Accessory Dwelling Units](#) (timestamp 01:18:21)**

City Council prioritized an Accessory Dwelling Units (ADU) policy discussion in the 2020 Planning Docket. The Council seeks to determine the extent to which the City facilitates ADUs and whether code changes are needed. Associate Planner Myers provided some basic information about ADUs, their potential benefits, and challenges with the City's existing policies and codes. He sought feedback from Commissioners on:

- How much should the City of West Linn encourage the construction of ADUs?
- ADU vs. Duplex impacts on existing neighborhoods?
- Should the City reduce fees, specifically SDCs, to potentially lower the cost burden?
- Should the City further evaluate policy and code related to required street improvements to lower the cost burden?

Commissioner Carr stated that there is a need for more affordable housing in West Linn. He supported further discussion on the issues and challenges of ADUs.

Commissioner King supported the benefits of ADUs for aging-in-place and multi-generational housing. He did not think street improvements should be required for building an ADU. He stated that SDCs prevent the construction of ADUs. He did not think a small ADU apartment justified the same fees as a complete house. He supported making ADUs an affordable option for homeowners.

Commissioner Erwin asked about the 250 square foot minimum. He thought that the minimum size requirement would prevent the "Tiny House" market share. He considered aesthetics to be a major concern. He stated that ADUs would need to conform to HOAs. He thought that ADUs would be a strategy to increase density in the City and help preserve the Stafford area's rural nature.

Commissioner Pellett did not want to pass SDC fees onto the City. She asked for a cost breakdown of the fees. She wanted to know how the SDC fees would differ for an attached ADU versus a separate ADU structure. She stated that property owners who benefit from ADU should pay their fair share of SDCs.

Commissioner Mathews agreed that street improvements might not be necessary for allowing ADUs; however, he stated that ADUs should be responsible for their share of SDCs. He was concerned about adequate parking.

Chair Walvatne stated that ADU and short-term rental policies would need to be considered together.

Myers will prepare an analysis of the issues for further discussion by the PC.

The Planning Commission recessed for ten minutes at 8:00 pm.

**9. Update: HB2001/2003 Implementation (timestamp 01:50:57)**

Planning Manager Wyss provided an update on the implementation of House Bill 2001/2003. The consultant has commenced work on recommended code changes that the City will need to implement to meet HB2001 and HB2003. By the end of June 2021, the consultant will provide:

- Code Audit Memo
- Compliance Action Memo
- Adoption-Ready Comprehensive Plan Amendment Recommendations
- Adoption-Ready Community Development Code Amendment Recommendations, and
- Presentation Materials for Community Outreach and Legislative Adoption Process

The Project Advisory Committee is reviewing consultant work products and providing feedback.

Commissioner Carr asked about the role of the PC in the implementation of HB 2001/2003. Wyss stated that the PC would provide feedback to the consultant and recommend the City Council adopt the code changes.

Commissioner Erwin requested consideration of a buffer zone around the Historic District to preserve the historic neighborhood's integrity. He commented that topography should be a consideration when considering increased density.

Commissioner Pellett serves on the Project Advisory Committee. She disagreed with the consultant's recommendation to utilize a performance measure implementation approach. She supported a targeted approach for each neighborhood and densifying around Highway 43 to utilize mass transit.

Commissioner Erwin responded that just because triplexes and quadplexes would be allowed doesn't mean that they will be built. He stated that the market would drive the location for middle housing. Additionally, he stated that he did not want to create a strip of density on Highway 43. He wanted better mass transit service throughout the City.

Chair Walvatne stated that HB2001/2003 would not result in affordable housing in West Linn.

**10. Update: Major/Minor Utility Definition Subcommittee (timestamp 02:27:38)**

Commissioner Mathews reported on the recommendations from the Subcommittee. The Subcommittee recommended that the definition of a water detention pond be changed to include the following clarification:

*"A water detention pond is a facility designed to collect, detain, infiltrate, and, if need be, transfer stormwater to the City's stormwater management system, including surface drainage ways. If a water detention pond is included in a proposal for residential housing development, it will be considered a minor utility."*

**11. Items Of Interest From The Planning Commission (timestamp 02:41:42)**

Chair Walvatne asked about the I-205 widening project. Wyss stated that the project does not require PC approval.

Chair Walvatne reminded Commissioners to submit their annual Statement of Economic Interest to the state.

**12. Items Of Interest From Staff (timestamp 02:53:36)**

Planning Manager Wyss announced that the City has hired two new planners who will begin in mid-April.

Wyss will report on the conditions of approval for previous land-use decisions later this spring.

Wyss gauged the Commissioners' level of interest to move to a paperless/electronic meeting packet or smaller paper packet.

**13. Adjourn (timestamp 03:00:17)**

Chair Walvatne adjourned the meeting at approximately 9:11 pm.