



**PLANNING COMMISSION**  
**Meeting Notes of October 20, 2021**

Commissioners present: Gary Walvatne, Charles Mathews, Lamont King, Joel Metlen, Carrie Pellett, Scott Erwin, and John Carr  
Council Liaison absent: William Relyea  
Staff present: Darren Wyss, Planning Manager, Associate Planner Betty Avila, and Lynn Schroder, Administrative Assistant

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The meeting video is available on the meeting page.

**1. Call To Order and Roll Call**

Chair Walvatne called the virtual meeting to order at 6:40 pm. The meeting began late due to technical difficulties.

**2. Public Comment Related To Land Use Items Not On The Agenda**

None.

**3. Approval of Meeting Notes: 07/07/21, 08/04/21, and 08/18/21**

Commissioner King requested a clarification of his comments on 07/07/21. Chair Walvatne requested that the meeting notes include a link to the meeting video. Vice Chair Mathews moved to approval of the meeting notes for 07/07/21, 08/04/21, and 08/18/21, as amended. Commissioner King seconded. **Ayes: King, Mathews, Pellett, Erwin, Carr, Metlen, and Walvatne. Nays: None. Abstentions: None. The motion passed 7-0-0.**

**4. Discussion: [HB2001 Phase 2 Policy Questions](#)**

Planning Manager Wyss introduced the agenda item. The City has completed work on Phase 1 of HB2001 implementation. Phase 1 was a technical exercise to identify the minimum Community Development Code amendments, known as the “de minimus” package, necessary to comply with HB2001. Phase 1 also resulted in the identification of a number of policy options that, if implemented, could help further encourage the development of middle housing types in the community.

Associate Planner Betty Avila presented a briefing for Phase 2 of HB2001 implementation. The policy questions that will be presented to the community for discussion with the community are:

1. Should the City consider allowing detached plexes?
2. Should the City consider waiving street improvements?
3. Should the City consider allowing reduced setbacks?
4. Should the City consider allowing increased heights?
5. Should the City consider allowing increased lot coverage standards?
6. Should the City consider allowing increased floor area ratios?
7. Should the City consider allowing reduced off-street parking requirements if on-street parking is available next to the site?
8. Should the City take an extra step and create a streamlined process for allowing for fee simple ownership of middle housing?
9. Should the City consider incentives or exceptions (i.e. taxes, fees, SDC charges, etc.)?

Staff will present the policy options for discussion with the community, Planning Commission, Neighborhood Associations, Community Advisory Groups, and City Council during Phase 2. The results of the discussions will inform the final code amendment package that is brought forward for adoption. Currently, the City has an online survey for feedback on the nine policy questions, which is available on the City's website and will be publicized via the West Linn Tidings, social media, city newsletter, and various groups.

Commissioner Carr asked how accessory dwelling units factor into middle housing. Wyss stated that currently, the City restricts the maximum size of ADUs and requires street improvements.

Vice-Chair Mathews asked about potential changes for off-street parking requirements. Wyss noted that parking requirements for middle housing are part of HB2001.

Commissioner Pellett stated that the survey introduces bias because of the unfamiliar terminology. The Planning Commission will need to look at responses in the best interest of the community.

Commissioner Metlen stated that some of the survey's terminologies aren't defined and make the survey hard to complete.

Commissioner King noted that the Housing Needs Analysis indicates that the City needs to add ten units of middle housing per year over the next 20 years. He was concerned about the impact to the City of making drastic changes to the CDC, like eliminating SDCs and sidewalks, to accommodate the small number of middle housing units.

Vice-Chair Mathews did not support streamlining middle housing. He stated that plex proposals should be evaluated in the public hearing. He believed that the community input should be more rigorous for these developments because of their impacts.

Chair Walvatne noted that street improvements should be consistent with City Council direction since some neighborhoods have not wanted sidewalk and street improvements. He also does not support streamlining of middle housing land use requirements.

Commissioner Erwin noted that the survey would be a good check-in with the community on the vision for West Linn. He was concerned cash buyers swooping in to buy small, older homes on big lots to make a large profit and leave the neighborhood without improvements. He wanted to avoid scenarios where residents get burned.

Commissioner Carr asked how the City's SDC compared to other jurisdictions. Wyss responded that among 11 local jurisdictions, West Linn had the highest SDC fees.

Commissioner Metlen would like feedback from developers on the policy questions and the options that would encourage them to build middle housing.

**5. Discussion: [CDC Chapter 27 Code Amendments \(FEMA Floodplain Regulations\)](#)**

Planning Manager Wyss provided the background to new FEMA requirements. The City's floodplain regulations were recently audited by the Oregon Department of Land Conservation and Development (DLCD) on behalf of FEMA. The DLCD audit found CDC Chapter 27 deficient in meeting the minimum FEMA standards and recommended adopting the Oregon Model Flood Hazard Ordinance language into the CDC. The West Linn City Council directed staff to work with the Planning Commission to review

proposed code changes and start the legislative process. The City must adopt updated floodplain regulations by February 14, 2022. Wyss provided a tentative schedule for adoption.

**6. Items of Interest From Planning Commission**

Commissioner Pellett noted her concern with the sizes of garages for the development on Salamo Road. She asked about minimum sizes for garages. Wyss clarified that the CDC only requires one off-street parking space for single family homes.

Chair Walvatne discussed procedures for Planning Commission call-ups of Planning Manager decisions. Vice-Chair Mathews disagreed with the City's legal memorandum prepared to address PC call-ups and requested that the City Attorney attend the next PC meeting to discuss the memo.

Commissioner Carr noted that the City needs an in-house attorney.

**7. Items Of Interest From Staff**

Planning Manager Wyss announced that the West Linn City Council directed staff to work with the CCI to appoint a working group to address three code amendment projects:

- HB2001 Implementation
- Clear and Objective Code Audit
- Chapter 96: Street Improvement Construction.

One member of the working group needs to come from the Planning Commission. He asked for interested members reach out to him.

**8. Adjourn**

Chair Walvatne adjourned the meeting at approximately 8:20 pm.