



PLANNING COMMISSION
Meeting Notes of February 1, 2023

Commissioners present: John Carr, Joel Metlen, Bayley Boggess, Gary Walvatne, Charles Mathews, Scott Erwin, and Tom Watton
Public Present: Sarah Lorenz and Harley Meservey
Staff present: Planning Manager Darren Wyss, Associate Planner John Floyd, City Attorney Bill Monahan, and Administrative Assistant Lynn Schroder

The meeting video is available on the [City website](#).

1. Pre-Meeting Work Session

Commissioners asked for clarification on the number of extensions an approval can receive.

2. Call To Order and Roll Call

Chair Carr called the meeting to order at 6:30 pm.

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

None.

4. Approval of Meeting Notes: 12.21.2022

Commissioner Walvatne requested three changes to the draft minutes. Commissioner Boggess also asked for a change. Commissioner Walvatne moved to approve the meeting notes for 12.07.22. Erwin seconded.

Ayes: Erwin, Watton, Mathews, Metlen, Boggess, Walvatne, and Carr. Nays: None. Abstentions: None.

The motion passed 7-0-0.

5. Public Hearing: [MISC-22-14, a request for a two-year extension to a previously approved 15-lot subdivision at 23000/23010 Bland Circle \(SUB-19-03\)](#)

Chair Carr introduced application MISC-22-14, a two-year extension of a previously approved 15-Lot Subdivision at 23000/23010 Bland Circle (SUB-19-03). Carr explained the hearing procedures provided in CDC Chapter 99.170 and opened the public hearing.

City Attorney Monahan addressed legal standards and appeal rights. The substantive criteria that apply to the application are contained in Community Development Code (CDC) Section 99.325 (Extensions of Approval).

City Attorney Monahan addressed Planning Commission conflicts of interest, ex-parte contacts, jurisdiction, and bias challenges. There were no declarations of conflicts of interest or bias. Chair Carr declared that he walks his dog by the property regularly, but he did not learn anything separate from the record. Commissioner Mathews also declared that he goes past the property regularly. He stated that he did not learn anything that was not part of the record. No other Commissioner declared any potential bias or ex-parte contacts.

Monahan asked if any audience member wished to challenge the Planning Commission's jurisdiction or the impartiality or ex-parte disclosures of any members of the Planning Commission. There were none.

Associate Planner John Floyd presented the staff report. The applicant requested a two-year extension of a previously approved 15-lot subdivision. Floyd summarized the project history and prior decisions, reviewed current conditions, and outlined applicable approval criteria.

West Linn Community Development Code (CDC) 85.090 requires that the subdivision plat is recorded with the County within three years from the date of approval. With an extension, the applicant would be able to complete site development and record the plat.

The applicant is currently developing the site under Private Improvement Permit PI-20-02 and can only complete the project after the approval expiration. Floyd noted that one comment letter was received in support of the project. Floyd concluded his staff report and recommended approval with the same conditions of approval as the original decision.

Harley Meservey presented on behalf of HMBL Development, LLC. He was on track to complete the site development in one month. He noted delays related to PGE.

Chair Carr asked for public testimony. There was none.

Commissioner Mathews asked if the ROW stub on Fircrest Drive adjacent to the property would be vacated. Planning Manager Wyss noted that typically property owners would request a street vacation.

There were no requests for continuances.

Commissioner Walvatne asked how work could continue before the extension is approved. Floyd responded that the City allows work to continue if the extension application is deemed complete before the expiration of the original approval. City Attorney Monahan noted that this allows for site stabilization.

Chair Carr closed the public hearing and opened deliberations. Commissioners discussed the anticipated completion schedule for the project, the timing of the extension request, and the expiration date of the original approval.

Commissioner Mathews moved to approve MISC-22-14 and directed staff to prepare a Final Decision and Order based on the findings in the February 1, 2023 hearing staff report. Commissioner Erwin seconded. Ayes: Walvatne, Watton, Metlen, Erwin, Boggess, Mathews, and Carr. **Nays: None. Abstentions: None. The motion passed 7-0-0.**

6. **Planning Commission Announcements**

Commissioner Mathews noted he would be absent at the next meeting. Chair Carr said he would return to town on February 15, so he may miss the Commission meeting.

Commissioner Boggess talked about the Point-In-Time population survey that was recently completed. She want the PC to review the findings when published.

7. **Staff Announcements**

Planning Manager reviewed the upcoming Planning Commission schedule. He reviewed the docket process for Planning Commissioners to bring issues forward for consideration. He noted the links to training materials.

8. **Adjourn**

Chair Carr adjourned the meeting at approximately 7:30 pm.

DRAFT