



PLANNING COMMISSION
Meeting Notes of November 15, 2023

Commissioners present: John Carr, Gary Walvatne, Charles Mathews, Tom Watton, and Joel Metlen. Kevin Bonnington arrived late.

Commissioners absent: Bayley Boggess

Staff present: Planning Manager Darren Wyss, Senior Planner John Floyd, and Community Development Management Analyst Lynn Schroder

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

1. Call To Order and Roll Call

Chair Carr called the meeting to order at 6:00pm. Planning Manager Wyss took roll.

2. Public Comment Related To Land Use Items Not On The Agenda
None.

3. Approval of Meeting Notes: 09.20.2023 and 10.04.2023

Commissioner Mathews moved to approve the meeting notes for 09.20.2023 and 10.04.2023. Walvatne seconded. **Ayes: Walvatne, Mathews, Metlen, and Carr. Nays: None. Abstentions: Watton. The motion passed 4-0-1.**

4. Briefing: Community Development Code Process Concepts

Planning Manager Wyss briefed the Planning Commission on potential CDC amendment concepts. These concepts were presented to the City Council in October 2023. The council directed staff to explore the topics further and prepare additional materials to discuss at a future Council/PC joint work session. At the joint work session, tentatively scheduled for early 2024, a decision will be made if any or all of the concepts should be prioritized on the Planning Docket. Topics for potential CDC amendments include:

- Appeal Process for Development Projects,
- Appeal Authority,
- Home Occupation Permits (HOP),
- Expedited Land Divisions hearings process clarification, and
- Extensions of Approval.

5. Briefing: Climate Friendly and Equitable Communities (CFEC) Parking Reform

Wyss briefed the Planning Commission on Climate Friendly and Equitable Communities (CFEC) Parking Reform mandates.

Governor Kate Brown issued Executive Order No. 20-04 in March 2020 directing state agencies to address climate change by developing measures to reduce Oregon's greenhouse gas emissions. The new rules require:

- Reforming parking mandates and amending parking lot design standards,
- Preparing for the electric vehicle future,
- Planning for future transportation options, and
- Adopting Metro 2040 Growth Concept town center boundaries.

The City of West Linn is currently implementing several of the adopted administrative rules as required and will implement the remaining rules over the next several years. The most immediate actions involve reforming the City's parking codes and implementing parking lot design and electric vehicle charging infrastructure requirements. The City Council appointed the Planning Commission as the working group for the CFEC code amendments. The primary policy decision the City must make is to either eliminate all parking mandates in the community or implement a series of regulations/programs to meet the CFEC rules.

6. Briefing: HB2003 Housing Production Strategy (HPS) Process

Wyss briefed the Planning Commission on the City's Housing Production Strategy.

The City completed its Housing Capacity Analysis. After a series of work sessions with the Planning Commission in Spring/Summer 2023, the PC recommended adopting the HCA at a public hearing in August 2023. City Council adopted the HCA in October 2023 to comply with state statutes and administrative rules. The next step is to develop and adopt a Housing Production Strategy by the end of calendar year 2024. The HPS must outline the specific tools, actions, and policies the City plans to take to address the housing needs identified in the HCA and the City's plan and timeline for implementing each strategy.

The City has received grant funds from the State for consultant assistance in developing the HPS. A consultant team from MIG, who worked with the City on the HCA process, has been contracted and is finalizing a scope of work and timeline. Once completed, the HPS work will begin.

7. Discussion: Planning Commission Annual Report

Wyss discussed the Planning Commission's annual report to the City Council. He asked Councilors to consider challenges and proposed Council goals to include in the report to be addressed in a December meeting. Commissioner Walvatne noted the challenge of not meeting regularly with the City Council in a joint session. Chair Carr pointed out that the need for an in-house attorney was a challenge. Wyss requested that Commissioners email their comments.

8. Planning Commission Announcements

None.

9. Staff Announcements

Wyss reviewed the upcoming Planning Commission schedule. He noted the HRB decision for DR-23-01 and asked for a volunteer to serve on the Highway 43 Vision 43 working group. Commissioner Bonnington volunteered to participate on the Vision 43 working group.

10. Adjourn

Chair Carr adjourned the meeting at 7:38 pm.