



**PLANNING COMMISSION**  
**Draft Meeting Notes of July 17, 2024**

**Commissioners present:** John Carr, Joel Metlen, Gary Walvatne, and David D. Jones  
**Commissioners Absent:** Tom Watton  
**Public present:** None  
**Staff present:** Planning Manager Darren Wyss, Associate Planner Aaron Gudelj, and  
Community Development Management Analyst Lynn Schroder

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

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

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

**2. Public Comment related to Items not on the Agenda**

None.

**3. Approval of Meeting Notes: [05.15.2024](#) and [06.05.2024](#)**

Commissioner Walvatne moved to approve the meeting notes for 05.15.2024 and 06.05.24. Jones seconded.

**Ayes: Metlen, Jones, Walvatne, and Carr. Nays: None. Abstentions: None. The motion passed 4-0-0.**

**4. Work Session: 2024 Code Process Amendments Work Session #3**

The Planning Commission reviewed and discussed the proposed West Linn Development Code amendments for extensions of approval, applications of appeal, and home occupations regulations to ensure the proposals agree with PC direction from the previous two work sessions. Based on the comments received from Commissioners, a draft code amendment package will be presented to the Commission tentatively scheduled for September 18, 2024.

a. [Extensions of Approval](#)

The proposed amendments would permit one extension, which must be approved before the original decision expires. Extensions without modifications would require the Planning Director's approval, while those with modifications would need the Planning Commission's review and approval. Required technical reports must include a letter from a recognized professional confirming that conditions have not changed since the original approval and that no new analysis is needed. Commissioners also recommended that a letter documenting the authorization of the Planning Director's designee to act on their behalf be included with decisions.

b. [Application for Appeal](#)

Commissioners discussed amendments to the appeal application, including a requirement for appellants to provide a detailed statement of the approval criteria that were overlooked or misapplied, while maintaining a de novo hearing provisions. They agreed on edits to ensure clearer and more objective language.

c. [Home Occupations](#)

Commissioners discussed amendments to home occupation approvals, proposing code language to prohibit the storage and operation of businesses on the exterior of a home. They also addressed the

number of vehicle trips permitted for home occupation businesses, agreeing on a maximum of twelve trips per day for students and pupils and 8 trips per day for other businesses. Additionally, parking mandates were removed.

5. [Briefing: Climate Friendly and Equitable Communities Code Amendments](#)

Planning Manager Wyss summarized the policy choice recommended by the Planning Commission for implementing the CFEC and reviewed the tentative adoption schedule. The Planning Commission recommended removing all parking mandates in the City. The City must adopt parking-related code amendments by the end of 2024.

6. **Planning Commission Announcements**

Commissioner Walvatne noted that at its meeting last month, the CCI identified the City of Hillsboro Community Engagement Framework as a potential model for West Linn. Discussions on this will begin at the CCI's next meeting.

Commissioner Walvatne asked for a brief explanation of MIP-23-07, a lot consolidation and reconfiguration of 22 existing lots into 3 new parcels at 1317 7<sup>th</sup> Street. Wyss responded that the applicant is requesting approval to consolidate and reconfigure 22 existing lots into 3 new parcels approximately 11.88 acres, 22.44 acres, and 1.19 acres in size through the minor partition process. The proposed reconfiguration is intended to consolidate residentially zoned lands into Parcel 1 (Outlot A) and separate the industrially zoned land containing the former Blue Heron aeration and settling basin and river frontage onto Parcels 2 and 3 (Outlots B and C) respectively. No physical development is proposed with this application, only a reduction in the number of lots and a reconfiguration of legal boundaries.

7. **Staff Announcements**

Wyss reviewed the upcoming Planning Commission schedule.

8. **Adjourn**

Chair Carr adjourned the meeting at approximately 7:00 pm.