

Memorandum

Date: August 1, 2024

To: West Linn Planning Commission

From: Aaron Gudelj, Associate Planner

Subject: 2024 Code Process Amendments Work Session #4

At its August 7, 2024 meeting, the Planning Commission (PC) will be provided a brief update on the three Code Process Amendments that have already been reviewed (Extensions of Approval, Appeals Process, and Home Occupations). Below is a recap of previous work sessions, including the changes or items requested by the PC at its last meeting on July 17, 2024.

Extensions of Approval

The Planning Commission (PC) has discussed Extensions of Approval at three previous work sessions on April 3, 2024, June 5, 2024, and July 17, 2024. At the most recent work session on July 17, 2024 the Planning Commission requested documentation that the Planning Manager has the authority to act as the Planning Director as that position no longer exists and the Community Development Code approval authority is designated to the Planning Director.

Attached is a letter from City Manager John Williams verifying the Planning Manager acts as the Planning Director in the case of the position being vacant. The authority was previously given in an email dated September 13, 2021.

Links to the previous PC meeting videos, meeting notes, and staff memorandums:

[April 3, 2024 Planning Commission meeting video](#),
[April 3, 2024 Planning Commission Meeting Notes](#)
[April 3, 2024 Code Process Concepts Staff Memorandum](#)

[June 5, 2024 Planning Commission Video](#)
[June 5, 2024 Planning Commission Meeting Notes](#)
[June 5, 2024 Extensions of Approval Memorandum](#)

[July 17, 2024 Planning Commission Video](#)
[July 17, 2024 Planning Commission Meeting DRAFT Notes](#)
[July 17, 2024 Extensions of Approval Memorandum](#)

Appeals Process

The Planning Commission (PC) has discussed the Appeals Process and associated draft code amendments at three previous work sessions on [April 3, 2024](#), [June 5, 2024](#) and [July 17, 2024](#). At the most recent work session on July 17, 2024 the Planning Commission discussed the following language and directed staff to remove the word ‘detailed’ as it is too subjective and the language below sufficiently outlines what is required.

3. Detailed statement describing the basis of the appeal, including:

a. The West Linn Municipal Code and/or Community Development Code approval criteria or development standard believed to have been overlooked or incorrectly interpreted or applied; and or

b. The aspect of the proposal believed to have been overlooked or incorrectly evaluated.

The proposed code amendment language will be updated and incorporated into the full package of proposed amendments to be brought to the PC for review at its regularly scheduled August 21, 2024 meeting.

Links to the videos of each PC work session and the associated Staff memorandums and meeting notes are located below:

[April 3, 2024 PC Meeting Video](#)

[April 3, 2024 PC Meeting Notes](#)

[April 3, 2024 Code Process Concepts Staff Memorandum](#)

[June 5, 2024 PC Meeting Video](#)

[June 5, 2024 PC Meeting Notes](#)

[June 5, 2024 Appeal Process Staff Memorandum](#)

[July 17, 2024 PC Meeting Video](#)

[July 17, 2024 PC \(Draft\) Meeting Notes](#)

[July 17, 2024 Appeal Process Staff Memorandum](#)

Home Occupations

At its [April 3, 2024](#) & [July 17, 2024](#) meetings, the Planning Commission (PC) held work sessions to discuss proposed Home Occupation code amendments. At the most recent work session on July 17, 2024 the PC discussed whether to carry forward the code section that provides vehicle trips exemption for ‘Home Occupations with pupils or students...’.

The PC directed staff to amend that section of code to allow for a maximum of 12 vehicle trips for ‘Home Occupations with pupils or students...’. The existing max 8 vehicle trips per day for all other Home Occupation’s will remain as-is.

10. 13. The **home occupation** use creates no more than eight total vehicle trips per day including employees, all deliveries, and customers. One trip is equal to one vehicle entering the site and exiting the site. Home occupations with pupils or students, such as, but not limited to, dance, music or language classes, **can create no more than twelve total vehicle trips per day including employees, all deliveries, and customers.** ~~are exempt from the vehicle trip limitation.~~

The change will be incorporated into the full package of proposed amendments to be brought to the PC for review at its regularly scheduled August 21, 2024 meeting.

Links to the videos of each PC work session and the associated Staff memorandums and meeting notes are located below:

[April 3, 2024 PC Meeting Video](#)

[April 3, 2024 PC Meeting Notes](#)

[April 3, 2024 Code Process Concepts Staff Report](#)

[July 17, 2024 PC Meeting Video](#)

[July 17, 2024 PC \(Draft\) Meeting Notes](#)

[July 17, 2024 Home Occupation Staff Memorandum](#)

If you have questions about the meeting or materials, please feel free to contact Aaron Gudelj (agudelj@westlinnoregon.gov – 503-742-6057). As always, please submit questions before the meeting to increase the efficiency and effectiveness of the discussion as it allows staff to prepare materials and distribute them for your consideration.

Memorandum

Date: August 1, 2024

To: Darren Wyss, Planning Manager

From: John Williams, City Manager/Community Development Director *JRW*

Subject: Planning Manager Authority

The West Linn Community Development Code (CDC) and Municipal Code frequently use the term “Planning Director” when addressing responsibilities for interpretations, process, decisions, etc. This reference originates from past staff structure in Planning. Since West Linn does not currently utilize the Planning Director position, it is my direction that you as Planning Manager carry out all responsibilities and authority assigned to the Planning Director in the CDC or Municipal Code.

As previously discussed, you will notify me when you encounter any situations where I should more properly take on a particular responsibility as Community Development Director.