



CITY OF  
**West  
Linn**

# Planning Commission

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Code Process Concepts 2024 Final Amendment Package

August 21, 2024

# Four Code Process Topics



- ◆ Appeal Process for Development Permits
- ◆ Expedited Land Divisions
- ◆ Extensions of Approval
- ◆ Home Occupations



**EXTENDED**





# Timeline of Events

◆ **March 18, 2024; City Council (CC) and Planning Commission (PC) joint work session**

- CC directed PC to bring back an amendment package addressing the four code concepts.

◆ **April 3, 2024; PC Work Session #1**

- PC Discussed: Appeal Process, Extensions of Approval, Home Occupations, & Expedited Land Divisions and Middle Housing Land Divisions

◆ **June 5, 2024; PC Work Session #2**

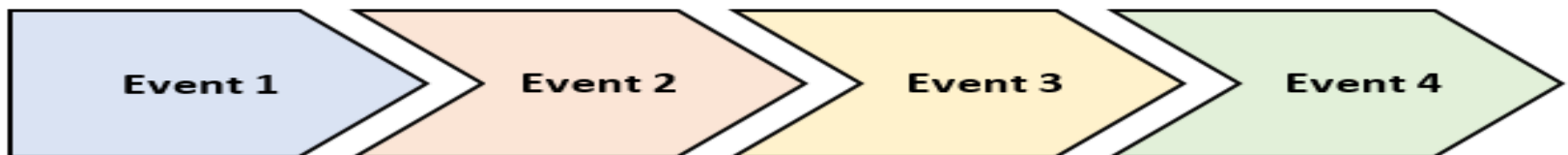
- PC Discussed: Appeal Process, Extensions of Approval

◆ **July 17, 2024; PC Work Session #3**

- PC Discussed: Appeal Process, Extensions of Approval, Home Occupations

◆ **August 7, 2024; PC Work Session #4**

- PC Discussed: Extensions of Approval, Home Occupations, Expedited Land Divisions and Middle Housing Land Divisions





# Appeal Process for Development Permits

## ◆ **4/3/2024 PC Work Session**

- How much specificity should be required on an appeal application?
- Should the appeal hearing only be applicable to the appellants specified concerns?

## ◆ **6/5/2024 PC Work Session**

- PC came to consensus to require specificity in appeal application
- De-novo style hearing should be maintained

## ◆ **7/17/2024 PC Work Session**

- PC requested removal of word 'detailed' from the proposed code (CDC Ch. 99.250(A)(3)).

- ◆ Amendments to **West Linn Community Development Code (CDC) Chapter 99.250** are proposed based on PC feedback at the work sessions.



# Extensions of Approval (Part I)



## ◆ **4/3/2024 PC Work session**

- Should the City require approval of an extension prior to expiration of original approval?
- Should the City limit the number of extensions?
- Should the length of an extension remain at 2 years?
- How should extensions be processed if no modifications are proposed?

## ◆ **6/5/2024 PC Work session**

- PC came to consensus to limit to one extension
- PC came to consensus extensions with no modifications should be staff level decision
- PC requested approval authority language to include 'Planning Director "or designee" for clarity



# Extensions of Approval (Part II)



- ♦ **7/17/2024 PC Work session**
  - PC requested documentation of Planning Manager approval authority in lieu of the Planning Director.
- ♦ **8/7/2024 PC Work session**
  - Staff provided memo from City Manager verifying the Planning Manager approval authority in lieu of the Planning Director
- ♦ Amendments to **West Linn Community Development Code Chapter(s) 99.060, 99.080, and 99.325** have been proposed based on the feedback from the PC at the work sessions.





# Home Occupations

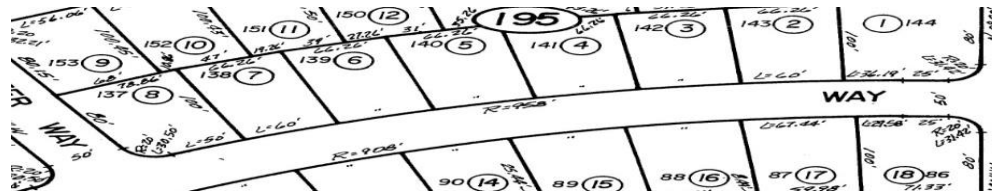
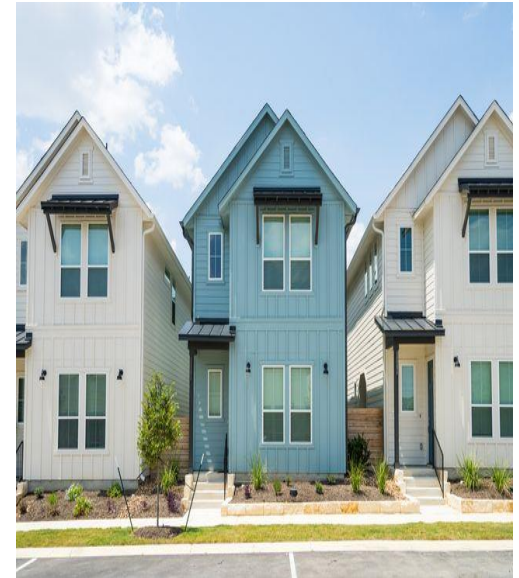
- ◆ **4/3/2024 PC Work Session**
  - Should the City return to processing as a land-use review i.e. Type I and Type II?
  - Should the existing uses currently exempt from vehicle trips continue to be exempt?
  - Should Home Occupations be allowed to conduct any business outside including storage of equipment?
  - PC requested comparison of neighboring jurisdictions code language and review process
- ◆ **7/17/2024 PC Work session**
  - Staff provided jurisdiction comparisons
  - PC came to consensus to remove vehicle trip exemption and limit Home Occupations with 'pupils or students' to 12 total vehicle trips. 8 vehicle trips for all other Home Occupations should be maintained
- ◆ **8/7/2024 PC Work session**
  - No further revisions pr discussion of proposed code language.
- ◆ Amendments to **West Linn Community Development Code Chapter(s) 37.010 through 37.080** have been proposed based on the feedback from the PC at the work sessions.





# Expedited Land Divisions & Middle Housing Land Divisions

- 4/3/2024 PC Work Session
  - Staff presented information on state statutes and the ELD process.
  - PC discussed referee appeal process mandated by the state statute
    - PC expressed concern regarding appeal being processed by an independent referee but acknowledged the need to comply with state statute.
- 8/7/2024 PC Work Session
  - Staff presented draft code based on the discussion from the 4/3/2024 PC Work Session
  - PC did not request any changes to the draft code
- Amendments to **West Linn Community Development Code Chapter(s) 85.070, 85.220, and 85.230, and 99.060** have been proposed based on the feedback from the PC at the work sessions.







# Next Steps and Tentative schedule

- ◆ Tonight's work session is intended for the PC to ask remaining questions and/or provide comments/edits to the proposed code language.
- ◆ Staff has scheduled an additional work session at the next PC meeting (9/18) if it is necessary.

## Tentative Schedule

Meeting Date	Meeting Type	Anticipated Agenda
08/21/2024	PC work Session	▪ PC to review and discuss DRAFT Code Process Concepts Amendment package for final questions/clarity in preparation for the public hearing
09/18/2024	PC Work Session (if needed)	▪ PC to review and discuss DRAFT Code Process Concepts Amendment package for final questions/clarity in preparation for the public hearing
10/16/2024	PC Public hearing	▪ PC to discuss the code amendment package and provide recommendation of approval to the CC.
11/04/2024	CC Work Session	▪ CC to review PC recommended amendment package and provide questions/clarity, additional information, code language edits etc.
11/18/2024	CC Work Session (if needed)	▪ CC to review PC recommended amendment package and provide questions/clarity, additional information, code language edits etc.
12/09/2024	City Council Public Hearing	▪ CC to adopt the Code Process Concepts Amendment Package