



## Memorandum

Date: November 22, 2024

To: West Linn Planning Commission

From: Darren Wyss, Planning Manager

Subject: PC Annual Report

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Every year the City Council requests all community advisory groups to submit an annual report that outlines accomplishments, challenges, and items for the Council to consider at its goal setting sessions. At its December 4, 2024 meeting, the Planning Commission will hold its discussion on the Annual Report. The 2023 report is attached for reference. Please arrive at the meeting ready to discuss the 2024 challenges, 2025 Council priorities and goalsetting, and any additional feedback for Council. Staff has drafted the 2024 accomplishments and will be looking for any final input.

If you have questions about the meeting or materials, please feel free to email or call me at [dwyss@westlinnoregon.gov](mailto:dwyss@westlinnoregon.gov) or 503-742-6064. 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. Thanks, and hope to see everyone at the meeting.



## 2024 Community Advisory Group Annual Report

### Advisory Group Name

Planning Commission (PC)

### Group Leadership

John Carr – Chair

Joel Metlen – Vice-Chair

### Meeting Times, Dates & Location –

First and Third Wednesday of the Month at 6:00pm in the Council Chambers, Second Floor City Hall.

The Planning Commission met 15 times in 2024.

### 2024 Accomplishments

CUP-23-01 Public Hearing (Feb. 7) – Conditional Use Permit for Calaroga Pump Station

DR-23-01 Public Hearing (Feb. 21) – Class II Design Review for Commercial Building

DR-24-01 Public Hearing (May 1) – Class II Design Review for Mixed-Use Building

VAR-24-05 Public Hearing (Nov. 6) – Class II Variance for Access in a Minor Partition

2024 West Linn Water System Master Plan Update Public Hearing (May 15)

West Linn Waterfront Project Briefing (Mar. 6)

Vision 43 Project Briefing (Mar. 6, Sept. 18)

Planning Docket Discussion (Mar. 6, Mar. 18 w/CC)

Code Process Amendments Work Session (April 3, June 5, July 17, Aug. 7, Aug. 21)

CFEC Code Amendments Work Session (April 3, June 5, July 17, Aug. 21, Sept. 18)

Housing Production Strategy Work Session w/City Council (June 17, Nov. 18)

CDC-24-01 Public Hearing (Oct. 2) – CFEC Code Amendments

CDC-24-02 Public Hearing (Oct. 16) – Code Process Amendments

Annual Report Discussion (Dec. 4)

Community Advisory Group Training (Jan. 22)

### 2024 Challenges

*Please describe challenges your group faced in 2024.*

### 2025 Council Priorities

*What issues do you think the Council should focus on as they go into their annual priority-setting retreat? Do you have recommendations about how the issues could be resolved? Council will take this advice into consideration as they prepare for goalsetting. Community advisory groups are expected to suggest, support and advance Council goals and are encouraged to look for ways within the scope of the group's responsibilities to do so.*

**2025 Goals and Council Direction**

*What goals and recommendations to Council would your group like to work toward advising Council on in 2025? What specific direction on these goals and projects does your group need from Council?*

**Any additional feedback to share with the City Council?**

*Please include any additional information you would like the City Council to be aware of as they review your group's report.*



## 2023 Advisory Group & Neighborhood Association Annual Report

Advisory Group/Neighborhood Association  
Planning Commission

### Group Leadership

*John Carr – Chair*

*Joel Metlen – Vice-Chair*

### Meeting Times, Dates & Location –

*First and Third Wednesdays of the month. Work sessions begin at 6:00pm and public hearings begin at 6:30pm. Meetings were held in hybrid meeting format. The Planning Commission met 18 times.*

### 2023 Accomplishments

- *Planning Docket Discussions (Sept. 20, Nov. 15)*
- *HB2003 Briefing/Work Session (April 5, June 7, July 19)*
- *Clear and Objective Code Compliance Work Sessions (Jan. 18, Feb. 15, Mar. 1, Mar. 15, April 15)*
- *ADU Code Amendment Work Sessions (Jan. 18, Feb. 15, Mar. 15, April 5)*
- *Tax Increment Financing Public Hearing (May 3)*
- *MISC-22-14 Public Hearing (Feb. 1) – Two-year extension for 15-lot subdivision (SUB-19-03)*
- *CDC-23-01 Public Hearing (May 17) – CDC Chapter 34 Code Amendments (ADU Regulations)*
- *VAR-23-01 Public Hearing (May 17) – Class 2 Variance to exceed 4 lots served by private drive*
- *CDC-23-02 Public Hearing (June 21) – CDC Clear and Objective Code Amendments*
- *PLN-23-01 Public Hearing (Aug. 16) – HB2003 Implementation*
- *DR-23-01 Public Hearing (Oct. 4) – Class II Design Review (remanded to HRB)*
- *CUP-23-02 Public Hearing (Dec. 20) – Conditional Use Permit for micro-school in existing building*
- *Annual Report Discussions (Nov. 15, Dec. 6)*
- *Community Advisory Group Training (Feb. 27)*

### 2023 Challenges

- *Planning Commission and public engagement in virtual meetings*
- *Access to City legal services*
- *Providing guidance to community members on how to engage in issues at a public forum not specific to the role of the Planning Commission*

### 2024 Council Goalsetting

- *Adoption of the HB2003 Housing Production Strategy*
- *Waterfront Plan – agreement on vision document and progress on implementation tools (zoning, code, and design standards)*
- *Hwy 43 Plan – agreement on vision document and progress on implementation tools (zoning, code, and design standards)*
- *Climate Friendly and Equitable Communities Project – policy decisions and draft code amendments*
- *Improvements to the Community Development Code for ease of implementation*

**Any additional feedback to share with the City Council?**

- *Planning Commission recommends continued pursuit of in-house City Attorney position to provide better access for staff and advisory groups*
- *Long-term solution to funding and completing public facility improvements as opposed to piecemeal improvements as part of private development projects as there is limited buildable land left in the community*
- *Request to schedule a minimum of two joint work sessions for the PC/CC*