



PLANNING COMMISSION
Meeting Notes August 6, 2025

Commissioners present: Jason Evans, Joel Metlen, Gary Walvatne, David D. Jones, Kathryn Schulte-Hillen, and Tom Watton
Commissioners absent: Kris Kachirisky
Staff present: Principal Planner Darren Wyss, Community Development Director Steve Koper, Attorney Ashleigh Dougill, and Management Analyst Lynn Schroder

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

1. Call To Order and Roll Call

Chair Metlen called the meeting to order at 6:00pm. Principal Planner Wyss called the roll.

2. Public Comment related to Items not on the Agenda

None.

3. Approval of Meeting Notes: [07.16.2025](#)

Commissioner Watton moved to approve the meeting notes for 07.16.2025. Commissioner Jones seconded.
Ayes: Schulte-Hillen, Walvatne, Watton, and Metlen. Nays: None. Abstentions: Jones and Evans. The motion passed 6-0-0.

Principal Planner Wyss introduced Steve Koper, the new West Linn Community Development Director.

4. Public Hearing (Legislative): [CDC-25-01: Proposed Community Development Code Amendments to Update Language for Minimum/Maximum Density Calculations, Minimum Density Exemptions, and Shape of Newly Created Lots](#)

Chair Metlen introduced CDC-25-01, a proposal to amend the West Linn Community Development Code to update language to be clear and objective for minimum/maximum density calculations, minimum density exemptions, and shape of newly created lots and opened a public hearing.

Attorney Ashleigh Dougill addressed legal standards and appeal rights. She addressed Planning Commission conflicts of interest. No Planning Commissioner declared a conflict of interest. Dougill asked if any member of the audience wished to challenge the Planning Commission's impartiality of any member of the Planning Commission. There were none.

Planning Manager Wyss presented the staff report. The City proposes to amend Community Development Code (CDC) Chapters 2, 5, 24, 55, 85, and 99 to update language to be clear and objective code language for minimum/maximum density calculations, minimum density exemptions, and shape of newly created lots.

The cleanup amendments focus on three topics:

1. Minimum and Maximum Density Calculations – The current CDC lacks a single, clear location explaining how to calculate density. The amendments consolidate these provisions into Chapter 5 under a new “Measurements” section, clarify definitions by replacing “acres gross” and “acres net” with “developable gross area” and “developable net area,” and update related chapters to reference the new calculation section. This ensures calculations are clear, objective, and consistent with Metro’s requirement that West Linn maintain a 70% minimum density standard.
2. Partition Minimum Density Exemption – Ambiguities in the code have allowed inconsistent interpretations, with some applicants seeking significant reductions in density requirements for small partitions. The revisions to Chapter 85 clarify that the exemption applies only after a formal minimum density calculation is performed. If that calculation results in three parcels or fewer, the 70% minimum requirement may be proportionally reduced.
3. Shape of Newly Created Lots and Parcels – Current rules do not clearly address lot shape, leading to irregular parcels that can hinder usability and disrupt neighborhood connectivity. The amendments add a definition of “rectilinear” in Chapter 2, establish measurement standards in Chapter 5 (with diagrams for clarity), and revise Chapter 85 to require rectilinear lot lines unless impractical due to existing conditions, natural features, or street geometry.

Commissioners had previously discussed each topic in work sessions in June 2025 and July 2025 and had no requested changes. The proposed amendments are intended to improve clarity, create objective standards, and ensure consistent application of the CDC.

The Planning Commission will forward its recommendation to the City Council. A City Council work session is scheduled for September 15, 2025, followed by a public hearing and final decision on October 13, 2025.

Chair Metlen asked for public testimony. There was none. Metlen closed the public hearing and opened deliberations.

Commissioner Evans moved to recommend the City Council approve CDC-25-01 by adopting Ordinance 1763 as presented. Commissioner Watton seconded. **Ayes: Evans, Schulte-Hillen, Watton, Walvatne, Jones, and Metlen. Nays: None. Abstentions: None. The motion passed 6-0-0.**

5. Planning Commission Announcements

Commissioner Walvatne noted that the CCI was interested in receiving information about the Waterfront Project engagement.

6. Staff Announcements

Principal Planner Wyss reviewed the upcoming Planning Commission schedule.

7. Adjourn

Chair Metlen adjourned the meeting at approximately 6:30pm.



CITY OF
**West
Linn**

Planning Commission

Public Hearing
2025 CDC Clean Up Amendments

August 6, 2025

2025 CDC Clean Up Amendments




PC Packet

- Staff Report
 - Background Information
 - Federal/State/Regional Rules
 - West Linn Comp Plan/CDC
- Exhibits
 - ORD 1763
 - CDC Chapters 2, 5, 24, 55, 85, and 99
 - Min/Max Density Calculations
 - Partition Minimum Density Exemption
 - Newly Created Lots/Parcels
- Draft PC Transmittal Letter
- Affidavit and Notice Packet

PC Work Sessions

- June 18th and July 16th

 City of West Linn	
STAFF REPORT FOR THE PLANNING COMMISSION	
FILE NUMBER:	CDC-25-01
HEARING DATE:	August 6, 2025
REQUEST:	To consider adoption of text amendments to West Linn Community Development Code Chapters 2, 5, 24, 55, 85, and 99 to update language to be clear and objective for minimum/maximum density calculations, minimum density exemptions, and shape of newly created lots
APPROVAL CRITERIA:	West Linn Community Development Code (CDC) Chapters 98 and 105
STAFF REPORT PREPARED BY:	Darren Wyss, Planning Manager
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Topic 1 – Min/Max Density Calculations

🍃 CDC Lack of Clarity

- Not found in one location
- Not clear and objective
- Not clearly defined

🍃 Metro UGMFP Requirements

- Min density standard for each zone (Title 1, Section 3.07.120(b))
- Metro cities' code sections

🍃 Exemptions

- Middle housing projects
- Middle housing land divisions
- Planned Unit Development (PUD)
- Partitions (see Topic 2)

REGIONAL FUNCTIONAL PLAN REQUIREMENTS

Title 1: Housing Capacity

3.07.110 Purpose and Intent

The Regional Framework Plan calls for a compact urban form and a "fair-share" approach to meeting regional housing needs. It is the purpose of Title 1 to accomplish these policies by requiring each city and county to maintain or increase its housing capacity except as provided in section 3.07.120. [Ord. 97-715B, Sec. 1. Ord. 02-969B, Sec. 1. Ord. 10-1244B, Sec. 2.]

3.07.120 Housing Capacity

- (a) A city or county may reduce the minimum zoned capacity of the Central City or a Regional Center, Town Center, Corridor, Station Community or Main Street under subsection (d) or (e). A city or county may reduce its minimum zoned capacity in other locations under subsections (c), (d) or (e).
- (b) Each city and county shall adopt a minimum dwelling unit density for each zone in which dwelling units are authorized except for zones that authorize mixed-use as defined in section 3.07.1010(gg). If a city or county has not adopted a minimum density for such a zone prior to March 16, 2011, the city or county shall adopt a minimum density that is at least 80 percent of the maximum density.
- (c) A city or county may reduce its minimum zoned capacity by one of the following actions if it increases minimum zoned capacity by an equal or greater amount in other places where the increase is reasonably likely to be realized within the 20-year planning period of Metro's last capacity analysis under ORS 197.299:
 - (1) Reduce the minimum dwelling unit density, described in subsection (b), for one or more zones;
 - (2) Revise the development criteria or standards for one or more zones; or
 - (3) Change its zoning map such that the city's or county's minimum zoned capacity would be reduced.Action to reduce minimum zoned capacity may be taken any time within two years after action to increase capacity.
- (d) A city or county may reduce the minimum zoned capacity of a zone without increasing minimum zoned capacity in another zone for one or more of the following purposes:
 - (1) To re-zone the area to allow industrial use under Title 4 of this chapter or an educational or medical facility similar in scale to those listed in section 3.07.1340(d)(5)(B)(i) of Title 13 of this chapter; or
 - (2) To protect natural resources pursuant to Titles 3 or 13 of this chapter.



Topic 1 – Proposed Code Amendments

Chap. 2 – Definitions

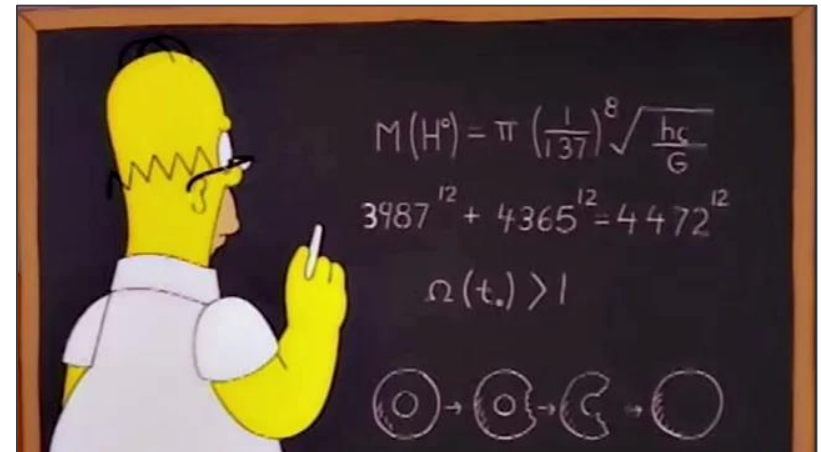
- Eliminate Acres, Gross and Acres, Net
- Add Developable Gross Area
- Add Developable Net Area

Chap. 5 – General

- Create “Measurements” section
- Process to calculate Developable Net Area
 - Type I and II Lands, Park Land, Public ROW or Private Streets
 - Optional: Heritage/Significant Trees
- Process to calculate Maximum Density
- Process to calculate Minimum Density

Chap. 24/55/85 – DR/Land Divisions

- Clean up random references
- Reference to CDC 05.025 for calculations





Topic 2 – Partition Minimum Density Exemption

- 🍃 CDC Lack of Clarity
 - Differing interpretations
 - Not clear and objective
- 🍃 Metro UGMFP Requirements
 - Reduce minimum zoned capacity of single lot/parcel with negligible effect (Title 1, Section 3.07.120(e))
- 🍃 Potential Impact
 - 5-acre property
 - Maximum density = 24 lots
 - Minimum density = 17 lots
 - Language as written and argued by applicants could result in only 3 parcels

REGIONAL FUNCTIONAL PLAN REQUIREMENTS

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 - (2) To protect natural resources pursuant to Titles 3 or 13 of this chapter.



Topic 2 – Proposed Code Amendments

🍃 Chap. 85 – Land Divisions

- Clarifies the exemption only applies after doing the minimum density calculation in Chapter 05.025
- Exempts PUDs

[CDC Chapter 85: Land Divisions – General Provisions](#)

85.200 Approval Criteria

...

J. Supplemental provisions.

...

7. Density requirement. Density shall occur at 70 percent or more of the maximum density allowed by the underlying zoning **as calculated per CDC 05.025.**

a. These provisions do not apply to Planned Unit Developments where density is calculated per CDC Chapter 24. ~~when density is transferred from Type I and II lands as~~

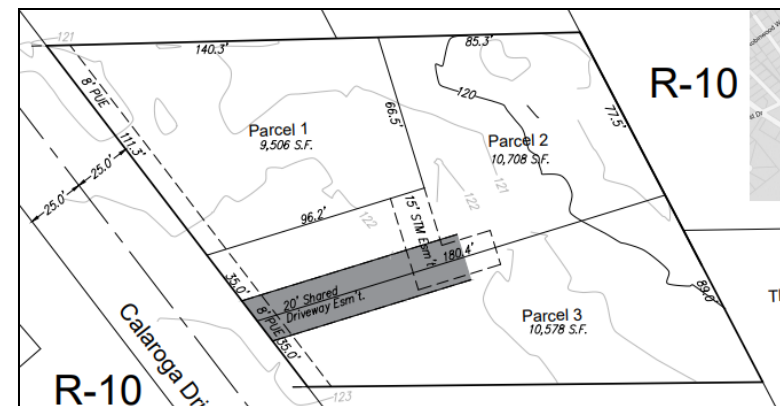
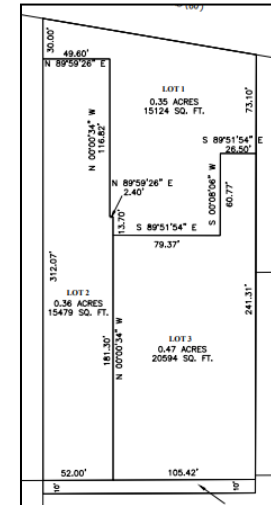
~~defined in CDC 02.030. Development of Type I or II lands are exempt from these provisions.~~

b. Minimum density calculations per CDC 05.025 that result in Land divisions of three lots parcels or less are also exempt and can divide into two parcels.



Topic 3 – Shape of Newly Created Lots/Parcels

- 🌿 CDC Lack of Clarity
 - Differing interpretations
 - Not clear and objective
- 🌿 Consistent Size/Shape
 - Square/rectangular lots and parcels
 - Eliminate unnecessary irregular lines
 - Future development patterns
 - Extension of streets
 - Build community in neighborhoods
- 🌿 Potential Impact
 - More consistent development patterns





Topic 3 – Proposed Code Amendments

- 🍃 Chap. 2 – Definitions
 - Rectilinear
- 🍃 Chap. 5 – General
 - Create “Measurements” section
 - Segmented Lot/Parcel Lines
 - Lateral changes
 - Measurement directions w/figures
- 🍃 Chap. 85 – Land Divisions
 - Clean up language
 - Requires rectilinear lines unless not practicable (existing lines/street radius/natural features)
 - Reference to CDC 05.025 for calculations



2025 CDC Clean Up Amendments



- PC Public Hearing (Aug 6th)
 - Recommendation to CC
- CC Work Session (Sept. 15th)
 - Briefing on proposal and process
- CC Public Hearing (Oct. 13th)
 - Final Decision





QUESTIONS OF STAFF?