



**PLANNING COMMISSION**  
**Draft 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

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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 Joens 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.