

Memorandum

Date: June 6, 2026
To: West Linn Planning Commission
From: Steve Koper, Community Development Director
RE: Planning Docket Projects

Executive Summary:

The purpose of this item is to share the Planning Department docket (annual work plan) for the upcoming calendar year to give the Planning Commission the opportunity to provide feedback and input, which will then be shared with the West Linn City Council.

Background:

- Annual establishment of a Planning Department “docket” (work plan) is provided for in the West Linn Community Code (CDC) and has historically been presented to the Planning Commission in spring. A copy of the 2025 docket is attached for reference (Exhibit A).
 - Section 98.030(A) (Docket) of the CDC provides that “Comprehensive Plan, CDC and zoning map amendments to be prepared and processed in a given year shall be listed on a docket established consistent with this section.”
 - Section 98.030(A)(1) allows for anyone (individual or group) to request a Comprehensive Plan, CDC or zoning map amendment or a related project
 - Section 98.030(A)(2) provides for Planning Commission review of the proposed project list. The Planning commission may review the proposed projects, add projects of interest, and propose prioritization of the projects within their purview for consideration by the City Council.
 - Section 98.030(A)(3) provides City Council the opportunity to “set” the docket each year after considering the proposed project list and recommendations.
- Notwithstanding the formal “docketing process” Section 98.030(B) allows for Council to direct staff to initiate Comprehensive Plan, CDC, and zoning code amendments at any time.
- Parallel to the CDC established “docket” process, the West Linn City Council generally has an annual retreat in the first part of each calendar year to develop, refine, and expand on their own list of priorities. These priorities often include projects that are carried out by the Planning Department. A copy of the Council’s most recent priorities is attached for reference (Exhibit B).

Discussion:

- The stated purpose of the docket is to provide clarity to the West Linn community, advisory committees, and staff on the Mayor and Council’s project priorities and projected timelines to initiate and accomplish the work.
- Over the years, the docket has grown from a list of projects that are anticipated each year and the associated timelines to a document that includes a list of previously completed projects – some are over a decade old. The docket has also grown to include projects that are not anticipated to be worked on each year – or even prioritized.
- This has blurred the one-year planning function and may have the unintended consequence

of creating a misalignment between community expectations and available staff and budget capacity. A copy of the Planning Department Budget is attached (Exhibit C).

- Revisiting the docket aligns with the recent [Framing Our Future](#) conversation. The means being transparent about resource limits and tradeoffs (for example, only 13 cents of each property-tax dollar goes to the City) and choosing priorities appropriately.

2026 Docket (Exhibit D):

- Incorporates current process
 - Anyone can propose amendments/projects
 - Planning Commission annually reviews and proposes prioritization
 - Council sets docket each year
- Structure
 - One-year work plan (what can be delivered this year)
 - Looks forward through end of budget (Fiscal Year 26/27)
 - Appendix of unprioritized projects (listed with a brief summary and “action needed” to move onto the prioritized list assuming funding could be identified or appropriated)
 - Reiterates Council’s exception path for urgent items
- Prioritization rubric
 - Mandated/compliance (projects with a deadline or legal risk)
 - Funding readiness (grant funding available or appropriated budget)
 - Capacity
 - City Council direction
 - Dependencies/sequencing (projects that depend on work from another project)
- Results of prioritization
 - Tier 1 – Legally required
 - Tier 2 – Ongoing/resourced
 - Tier 3 – Not started/not resourced
 - Appendix A - unprioritized projects (potential future year projects)
- Future considerations
 - Realign docket presentation schedule to latter part of calendar year to match budget cycle so that community and Planning Commission feedback inform Council prioritization which in turn can inform budget process.
 - Review of older unprioritized projects (some are over a decade old).

Summary:

The Planning Department is presenting its annual docket to the Planning Commission for review and feedback before it goes to City Council. While the docket is intended to provide a transparent, one-year work plan aligned with Council priorities, it has gradually expanded into a long list of historical and non-resourced projects, increasing potential for confusion about expectations and available capacity.

The 2026 docket restructures the process to restore clarity by focusing on an annual work plan, gradually aligning with the budget cycle, and introducing a prioritization rubric and an Appendix for unprioritized projects. This updated approach increases transparency, supports realistic planning, and ensures the Planning Commission, community and staff share a clear understanding of City Council priorities and resource constraints.

Attachments:

Exhibit A – 2025 Planning Department Docket

Exhibit B – 2026-2027 City Council Priorities

Exhibit C – Planning Department Budget

Exhibit D – Draft 2026 Planning Department Docket and Appendix A (Unprioritized projects list)

Exhibit E – External request for CDC Code Amendment dated April 30, 2026

Exhibit A – 2025 Planning Docket



CITY OF West Linn

PLANNING DOCKET

POTENTIAL AMENDMENTS TO COMMUNITY DEVELOPMENT CODE, COMPREHENSIVE PLAN AND ZONING MAP

UPDATED 04/15/2025

West Linn Community Development Code (CDC) 98.030 requires that Comprehensive Plan, CDC and zoning map amendments to be undertaken in a given year be listed on a docket that is reviewed by the Planning Commission and approved by the City Council. Other planning and historic preservation-related plans and studies are also to be considered through the docketing process.

This list is intended to provide clarity to the West Linn community, advisory committees, and staff on the Mayor and Council's project priorities and projected timelines to initiate and accomplish the work. It also documents recently completed projects.

This list was initially developed by the City Council and Planning Commission at the beginning of 2017 through a joint work session and further Council/Commission discussion and has been amended multiple times since then. The City Council has the discretion to amend this list as appropriate to best achieve community goals.

Projects completed in 2017

- *Geotechnical and surface water code revisions.* Code amendments to ensure the CDC/Municipal Code allow appropriate review of geotechnical and surface water elements of development.
- *Robinwood Station.* Code amendments to allow Robinwood Station to operate as permitted use in residential zone.
- *White Oak Savanna.* Code amendments to allow park improvements in OBC zone.
- *De Novo appeal review.* Code amendment to remove provisions for on-the-record appeal review and restore previous provisions for "de novo" appeals, providing additional process flexibility to the City Council.

Projects completed in 2018

- *Willamette Neighborhood Mixed-Use Transitional Zone - list of permitted/conditional uses.* Amended the list of permitted and conditional uses in the mixed use zoning district.
- *Minor code cleanup including Property Line Adjustment policy update and Day Care code alignment with State of Oregon regulations.*

Projects completed in 2019

- *Willamette Neighborhood Mixed-Use Transitional Zone – zoning map changes.* Updated zoning of properties on 8th Avenue to reflect current uses and vision. Adopted by Council March 11.

- *Sanitary Sewer Master Plan.* Repeal and replacement of the 1999 Plan to address a variety of issues including facilities constructed since 1999, capital planning for aging facilities, regulatory changes, population trends, and implementation of modern best practices. Adopted by Council September 9.
- *Parks and Recreation Master Plan.* Per Council goal, develop an overall planning vision for the project area through a robust citizen involvement program and then further refine the vision into comprehensive plan/zoning map/development code amendments for implementation. Adopted by Council November 12.
- *Storm Water Master Plan.* The updated Storm Water Master Plan includes new goals, policies, and action measures. Accompanying code and Comprehensive Plan amendments will ensure consistency and compliance with regional and state plans and policies, efficient use of public dollars, and maximize protection of important natural resources. Adopted by Council November 12.

Projects completed in 2020

- *Review of zoning on developable residential lands – Phase 1 inventory.* Evaluated developable residential properties over one-acre for consistency with neighborhood plans and visions. Council discussed on March 2, 2020 and directed staff to not move onto Phase 2: Zone Changes, and concentrate on the Waterfront Project and Hwy 43 for potential rezoning.
- *Street Width Standards.* Staff worked with the Planning Commission to develop proposed CDC changes and Council adopted a 28-foot pavement width standard for public streets in new subdivisions on September 14, 2020.

Projects completed in 2021

- *Willamette Falls Drive TSP update.* Amendments to Transportation System Plan to incorporate Willamette Falls Drive Concept Plan, including the re-alignment and design, from Highway 43 to Tualatin River. Adopted by Council August 2, 2021.

Projects completed in 2022

- *FEMA Code Amendments.* Amendments to Community Development Code Chapters 2 and 27 to ensure compliance with FEMA minimum requirements for flood hazard zones. The Oregon Model Code was adopted by Council February 14, 2022.
- *HB2001 Code Amendments.* Amendments to Community Development Code Chapters 2, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 19, 21, 24, 43, 46, 55, 59, and 60 to comply with HB2001 and OAR 660 Division 46. The adopted amendments go above minimum requirements by allowing detached plexes, increasing maximum floor-area ratio (FAR) for R-10/R-7 zoning to 60% and eliminating maximum FAR and lot coverage for R-5/R-4.5/R-3/R-2.1 zoning. Adopted by City Council June 21, 2022.
- *Historic review code update.* Amendments to Chapters 25 and 58 discussed by the Historic Review Board (HRB). Includes a variety of changes to both the commercial and residential district codes. Adopted by City Council May 16, 2022.
- *Policy work on Chapter 96, Street Improvement Construction.* Amendments to Community Development Code Chapters 2 and 96 to clean-up language and clarify when single-lot development requires street improvements and when the City will accept a fee-in-lieu of construction of the improvements. Adopted by City Council December 12, 2022.

Projects completed in 2023

- *Accessory Dwelling Unit (ADU) regulations.* Amendments to Community Development Code Chapter 34 to remove barriers to constructing an ADU. The amendments also ensure the code language is clear and objective and in compliance with state statutes and administrative rules. Adopted by City Council on July 10, 2023.
- *West Linn Response to HB2003.* Adoption of the 2021 Housing Capacity Analysis as a supporting document to West Linn Comprehensive Plan Goal 10, as well as amendments to the West Linn Zoning Map and Comprehensive Plan Map to comply with HB2003 requirements. Adopted by City Council on October 9, 2023.
- *Clear and Objective Standards Audit.* Amendments to multiple chapters of the Community Development Code to ensure compliance with ORS 197.307, which requires the City to provide clear and objective standards, conditions, and procedures for housing. Adopted by City Council on September 18, 2023.

Projects completed in 2024

- *Climate Friendly and Equitable Communities (CFEC) Rules Implementation.* Amendments to Community Development Code to remove minimum parking requirements, comply with new parking design standards, and add electric vehicle (EV) charging infrastructure requirements. The amendments ensure compliance with CFEC state statutes and administrative rules. Adopted by City Council on November 12, 2024.
- *Code Process Amendment Package.* Amendments to Community Development Code Chapters 2, 37, 85, and 99 to improve processes related to Extensions of Approval, Appeals of Development Permits, Home Occupations, Expedited Land Divisions, and Middle Housing Land Divisions. The amendments ensure the language is clear and objective, and in compliance with state statutes and administrative rules. Adopted by City Council on December 9, 2024.

Projects underway

- *West Linn Waterfront.* Per Council goal, develop an overall planning vision for the project area through a robust citizen involvement program and then further refine the vision into comprehensive plan/zoning map/development code amendments for implementation.
 - *Status: Project underway. Public outreach was conducted from 2016 to 2019 to glean feedback on project guiding principles, transportation improvements, and preferred future land uses. Council budgeted funds for the next phase of work, including finalizing the vision plan, public engagement activities, and zoning/market analysis. Staff chose and finalized a contract with the consultant team. The Community Engagement Plan has been reviewed by the CCI and Council has appointed the project working group. The working group has met four times and reviewed the draft vision plan. Community engagement events took place in Winter/Spring/Summer 2024 to glean feedback on the draft vision plan. A survey on the final Draft Vision Plan was conducted in early 2025 and the adoption ready Vision Plan will be reviewed by the working group before the Planning Commission and City Council review for adoption. Staff will schedule regular updates/presentations to both Planning Commission and Council.*
 - *Staff: Darren Wyss, Aaron Gudelj, Lynn Schroder, Chris Myers, John Williams*
- *Highway 43 Land Use and Neighborhood Connectivity Plan (Vision43).* Development of a community vision along Hwy 43 and implementing regulations to facilitate the type of development West Linn would like to see along this important commercial corridor and

complement the planned road improvements. The project will also identify preferred bicycle/pedestrian connections from neighborhoods to safely access services along the corridor.

- *Status: Council has provided funding for the project. Staff chose and finalized a contract with the consultant team. The community engagement plan was reviewed by the CCI and Council appointed the project working group. Community outreach took place in 2024 and led to a preferred vision statement. Zoning and code amendments, and potential ped/bike connections/crossings are now being drafted for review. The working group has met four times to review project materials. Staff will schedule regular updates/presentations to both the Planning Commission and Council.*
- *Staff: Chris Myers, Darren Wyss, Aaron Gudelj, Lynn Schroder, John Williams*
- **West Linn Response to HB 2003.** The bill, passed by the 2019 Oregon Legislature, creates requirements the City is mandated to implement. HB2003 requires West Linn to complete a Housing Capacity Analysis (HCA), and take steps (Housing Production Strategy) to address issues identified in the analysis related to the provision of a broad cross-section of housing types. The project is listed in this section because it is not optional for West Linn.
 - *Status: City Council adopted the Housing Capacity Analysis in October 2023. The City received additional grant funding from DLCD to complete the Housing Production Strategy (HPS), which must be adopted by June 30, 2025. The CCI recommended and Council appointed a project working group, which has met four times and recommended the Council adopt 12 strategies to address housing needs within the community. Council and Planning Commission have met three times to review project materials, including the final draft HPS document. The project team will hold a work session and public hearing with both the Planning Commission and City Council in Spring 2025 with anticipated adoption by Council in May 2025.*
 - *Staff: Darren Wyss, John Williams, Lynn Schroder*
- **Climate Friendly and Equitable Communities Rules Implementation.** Governor Kate Brown issued Executive Order No. 20-04 in March 2020 directing state agencies to meaningfully and urgently address climate change. The Land Conservation and Development Commission adopted rules in July 2022 that require City compliance. Not only are the rules focused on reducing greenhouse gas emissions, but they also aim to improve equity in the community's transportation, housing, and planning efforts. The City has implemented rules involving parking mandates and electric vehicle charging infrastructure but must now adopt the two Town Center (TC) Boundaries included on the Metro 2040 Growth Concept Map by December 31, 2025.
 - *Status: Staff is finalizing a scope and schedule for the project to adopt Metro TC Boundaries with Planning Commission and Council work sessions beginning in Summer 2025 and adoption in Fall 2025.*
 - *Staff: Darren Wyss, Chris Myers, John Williams*
- **FEMA Model Code Adoption.** Changes to the National Flood Insurance Program (NFIP) are required to protect habitat for endangered fish species. This is to address the 2016 National Marine Fisheries Service Biological Opinion. The City must implement interim measures until FEMA implements the full plan in 2027. The City must adopt the model code by July 31, 2025 to comply with the interim measures.
 - *Status: Staff is finalizing a scope and schedule to adopt the model code by the deadline. Staff will confirm with Council that the Planning Commission will act as the project working group. The process will include work sessions and a public hearing with both*

Planning Commission and City Council. Anticipated adoption by Council in June/July 2025.

- *Staff: Chris Myers, Darren Wyss, John Williams*

- *Community Development Code Clean-Up Amendments.* Cities need to regularly clean-up their development codes to ensure it continues to meet the needs of the community and implement policies of the city. Planning staff have been compiling a list of needed clean-up amendments and are ready to bring them forward for review and adoption.
 - *Status: Staff is finalizing a scope and schedule for the project. Staff will confirm with Council that the Planning Commission will act as the project working group. The process will include a series of work sessions with the working group in 2025 to finalize a recommended code amendment package. The legislative adoption process is anticipated to occur in Fall 2025 with adoption by Council by end of calendar year 2025.*
 - *Staff: Aaron Gudelj, Darren Wyss, Chris Myers*

- *West Linn Housing Production Strategy Implementation.* The City anticipates adoption of the Housing Production Strategy (HPS) in May 2025. The City will then have six years (2031) to implement the adopted policies to address needed housing in the community. The policies are scheduled across the six years and state funding will be available to contract with consultants to assist the City in its efforts.
 - *Status: After adoption of the HPS, Staff will identify near-term strategies that will need consultant assistance to implement and apply for state funding. Each strategy will be scoped/scheduled as part of the state funding applications.*
 - *Staff: Aaron Gudelj, Darren Wyss, Chris Myers, John Williams, Lynn Schroder*

Prioritized projects

The following projects have been prioritized by Council.

- *Economic Opportunities Analysis Update (Statewide Planning Goal 10).* The City last adopted an EOA in 2016. The economic climate and how business is conducted has changed since then, especially in response to the COVID-19 pandemic. An updated EOA would identify potential policies/actions to implement to drive changes to the City's economic climate. State grant funds could be used to fund the project.
 - *Status: Staff will apply for state grant funding in Summer 2025 for consultant assistance. A scope and schedule will be finalized with the selected consultant team. The Economic Development Committee will act as the project working group.*
 - *Staff: Chris Myers, Lynn Schroder*

- *Committee for Citizen Involvement (CCI) review of community engagement in land use process.*
 - *Status: CCI report and recommendations were provided to City Council. The report addresses education, administrative proposals, and potential code changes. Council had an initial discussion and staff is awaiting direction on implementation process, particularly appointment of a working group to review potential code changes.*
 - *Staff: Darren Wyss*

Projects identified by Council/Planning Commission/public/staff but not yet prioritized by Council

Small projects

These projects are expected to require a modest amount of staff resources, public engagement and attention from the City Council, Planning Commission and advisory committees. They are generally improvements to or refinements of existing processes or code. These items would result in modest improvements to efficiency, customer service and outcomes in the community.

- *Wireless Ordinance update.* Changes to modernize code language and facilitate minor installations, such as small cell technology, to improve wireless service in the city.

Medium projects

These projects are expected to require a moderate amount of staff resources, public engagement and attention from the City Council, Planning Commission and advisory committees.

- *Community Development Code Chapters 25 and 58.* The Historic Review Board has recommended City Council direct staff to work with them to make continued improvements to the City's historic preservation codes and the Willamette Falls Drive Commercial Design District. Updates would ensure the codes are meeting the community's needs and implementing City policy.
- *Code consolidation.* Consolidate divergent code sections including moving procedures dispersed throughout the CDC back into Division 9 and addressing a variety of other inconsistencies; more substantive changes than a simple annual cleanup.
- *Code work to address inconsistencies and mapping questions in CDC Chapters 28 and 32.* This work would respond to inconsistencies and mapping issues noted in working with property owners and developers dealing with West Linn's requirements in Water Resource Areas, Willamette River Greenway and Habitat Conservation Areas. This project could easily veer into the "large" category considering the state and regional policy and regulatory framework.
- *Surface water code changes.* The Planning Commission has discussed creating additional code requirements for surface water treatment facilities, beyond those currently contained in the Municipal Code/Public Works Standards. This project would require involvement from property owners, neighborhoods, and developers.
- *Public property zoning and process requirements.* Consideration of a new Comprehensive Plan designation and zone along with the appropriate zoning and process requirements for city-owned property. This project would address a significant gap in West Linn's code, but would likely require extensive neighborhood and Advisory Committee involvement.
- *Additional follow-up projects related to Willamette Mixed-Use Zoning work.* The Mixed Use Zoning Working Group recommended several possible additional projects that arose during their meetings but did not fit within their Council-directed project scope. These include:
 - *Changes to the dimensional/design standards for Chap. 59: MU Zone to make them more flexible for potential redevelopment of properties in the future.* Some ideas for potential changes: allowing zero lot lines at front and side yards abutting a street, moving from maximum building size to lot coverage/maximum floor area ratio standard, eliminating maximum lot size, and removing the residential style design standards.
 - *Parking evaluation of the Willamette Main Street area, especially the on-site parking exemptions found in CDC Chapter 58: Willamette Falls Drive Commercial Design District.* This could be a challenging project, requiring significant work with business and property owners, the main street group, historic advocates, and surrounding neighborhoods.

- *Addressing zoning on island MU properties. Several small islands of MU zoning exist at some distance from the downtown core; the Working Group discussed potential changes to these areas but has not assessed what those changes should be.*
- *Historic Preservation Master Plan.* On 8/6/18 Council discussed the possibility of a Master Plan for all Historic Resources in West Linn. More policy discussion is necessary to identify the objectives and scope of this item.
- *Underutilized Right Of Way (ROW) Review.* Council has discussed reviewing all of the unused/underutilized ROW in West Linn with an aim to returning unneeded property to residents and minimizing the City's maintenance responsibilities. This project would require a fair amount of community outreach and involvement.
- *Short-term rental regulations.* As more short-term rentals become available in West Linn via companies such as AirBnB or VRBO, there has been some community discussion about concerns and potential regulatory changes. Current regulations are summarized at <https://westlinnoregon.gov/planning/faq-short-term-rentals-west-linn>. This project would likely require significant input from property owners and neighborhoods; in other jurisdictions this has been a complex issue to resolve. The project would also include a review of West Linn's Transient Lodging Tax code to ensure revenues assist in the planning and compliance work.

Large projects

These projects are expected to require a significant amount of staff and financial resources, public engagement and attention from the City Council, Planning Commission and advisory committees. Projects of this size would need to be sequenced to allow appropriate focus from all of these groups.

- *Sign code update.* Review, organize, streamline and modernize the sign code. If focused simply on cleanup and organization, this would require less work. A larger review would address community concerns and Council Goal on Economic Development. As demonstrated consistently in other jurisdictions, sign code work is always time-consuming.
- *Planned Unit Development (PUD)/Infill code work.* Review and take action on recommendations by the Planning Commission tabled by City Council in 2015. This large project could be divided into smaller parts: Planned Unit Developments; flag lots; and other infill development. A comprehensive review would ensure consistency but even small tweaks could help, such as increasing allowable lot coverage for single story homes.
- *Tree Code Evaluation and Amendments.* The City's Community Development Code only encourages, but does not mandate, tree retention. The community has consistently requested the City establish a minimum tree retention requirement during development projects. This project would require extensive public involvement from property owners, neighborhoods, and developers. Statewide Planning Goal 5 processes would need to be followed if mandates were preferred. Evaluating the tree code/programs in the Municipal Code is also recommended to ensure consistency. Significant staff time and budget for consultant services would be required.

Exhibit B – 2026-2027 City Council Priorities



2026-2028 West Linn City Council Priorities

**Updated February 2026*

These critical community topics are those that the West Linn City Council intends to focus its time on over the 36-month time span from January 2026 to December 2028. The list will also be used to define Community Advisory Group (CAG) priorities and will be considered when developing, adopting, and implementing the City's budget. Priorities may be amended or modified by Council in the future as needed. The items are not listed in a priority order.

Financial Strategic Planning

Strategies

- Transparently communicate the City's comprehensive financial picture, including needs and opportunities.
- Substantial public engagement and community conversations to build trust and shared knowledge. Convey we are all in this together as One West Linn.
- Match city service levels and project delivery to community expectations, ensure sustainable funding for long-term provision of services and projects.
- Develop priorities and solutions with the community to stabilize the City's long-term finances.

Council Role

- Community conversations about City of West Linn services, projects, and finances – listen and gather community feedback. Council Work Session listening forum to understand community perspectives.
- Review summarized community feedback themes and values to determine community priorities.
- Evaluate community priorities list, match services and projects to cost and funding mechanisms.
- Host Council Work Session forum(s) to review the community priorities list and funding options with the public, focusing on listening and clarification.
- Approve a Financial Strategic Plan that clearly explains priorities, assumptions and next steps.

Community Advisory Group Roles

- CAGs to provide recommendations on the highest priority needs and opportunities of the City as requested by Council.

(Refer to end of document for list of Community Advisory Groups + acronyms)

Transportation Safety and Funding

Strategies

- Safety: Assess, prioritize, and find funding for needed safety projects city-wide.
- Transit: Advocate for transit improvements within West Linn as well as connections to area transit providers. Consider senior, teen, worker, tolling diversion, and last mile services.
- Highway 43: Advocate for needed repairs and more significant improvements to state-owned Highway 43 and investigate the possibility of transfer along with State-funded improvements.
- Multimodal: Enhance planning efforts and financial investments in multimodal transportation and sidewalk connections, including on Highway 43.
- Transportation Revenue: Monitor legislative changes to ensure fairness and equity in our regional and local area transportation system.

Council Role

- Advocate for traffic safety and road maintenance funding stabilization and enhancement, including lobbying ODOT/State Legislature regarding Highway 43.
- Direction to CAGs and decision-making on local funding and project options, including Safe Routes to School projects.
- Maintain relationships with legislators and monitor any updates to transportation revenue plans to ensure fairness and equity in our transportation system.

Community Advisory Group Roles

- TAB to review staff recommendations on West Linn pedestrian and traffic safety needs and potential funding sources, provide recommendation to Council.

Community Gathering Spaces

Strategies

- Involve the community to understand where community gathering spaces are desired.
- Explore enhanced use of city-owned Parker Road property for recreation and community gathering purposes using a phased approach.
- Explore creating new or improving existing community gathering spaces throughout the city, considering financial opportunities to fund improvement.

Council Role

- Leadership role in community engagement and outreach, including Council worksessions to gather community input.
- Decisions on potential public space improvements, considering financial constraints.

Community Advisory Group Roles

- PRAB to provide data and recommendations on community desires and public space improvements.
- HRB and PRAB to provide recommendations on wayfinding signage inclusive of indigenous history.

Continue Improvement of Community Advisory Group and Neighborhood Association Programs

Strategies

- Continue to provide clear direction to Community Advisory Groups (CAGs) in accordance with West Linn Municipal Code.
- Assist Neighborhood Associations (NA) to improve community engagement.

Council Role

- Meet with CAGs periodically to agree on work programs, which should focus on Council Priorities and items within the adopted City budget.
- Individual Councilors serve as liaisons to individual CAGs, as provided for in the West Linn Municipal Code. Council utilizes CAG report form to assist.
- Provide direction on improvements to NA Program.

Community Advisory Group Roles

- CAGs to implement work programs developed by Council and develop proposals for Council consideration in annual work programs.
- NAs to provide feedback to the Council on ways to better coordinate, engage, and communicate within the NA program.

Fund Drinking Water System Capital Needs

Strategies

- Ensure continued maintenance and operation of the City's drinking water system at the highest possible level.
- Pursue federal and state grant funding to support potable water infrastructure when available and appropriate.
- Continue research and investigation into local water rate caps and South Fork Water Board rates.
- Establish highest priority capital needs based on the adopted Water Master Plan.

Council Role

- Continue to advocate for funding of the Abernethy Bridge water transmission main as well as any other water mains affected by I-205 construction. Lobby ODOT and State Legislature for fair funding of project.
- Communicate value of clean drinking water.
- Decision-making on rates and project funding.

Community Advisory Group Roles

- UAB to review water system needs against funding resources following adoption of the Water Master Plan and recommend any needed funding changes to Council.
- SAB and UAB to consider conservation pricing options and make recommendations to Council.

West Linn Waterfront Vision

Strategies

- Implement the recently adopted Waterfront Vision Plan to move towards creation of a world class destination for people to work, live, and play. Implementation measures include zoning, working with property owners, and planning for infrastructure improvements.
- Strengthen and sustain visioning and implementation partnerships with tribal communities.
- Explore recreational, historical, environmental, and educational tourism opportunities with community partners.
- Support the Historic City Hall Museum and Cultural Center as an anchor site to redevelopment.
- Support efforts by the Willamette Falls Locks Authority to repair and reopen the Locks.

Council Role

- Leadership in partnering with tribal entities.
- Work with property owners on future of Blue Heron Mill Pond site and entire waterfront area.
- Research potential return of Willamette Meteorite.
- Decision-making on project and clear direction to CAGs.

Community Advisory Group Roles

- PC advisory and formal recommendation on adoption to Council.
- Future consultant team and staff to involve HRB, SAB, TAB, ACC, EDC, YAC, PRAB as needed to provide recommendations on specific elements.

VISION43 Project

Strategies

- Adopt vision plan and zoning code to revitalize the Highway 43 corridor, creating a sense of place and local identity, ensuring safe crossings, promoting vibrant commerce, and enhancing pedestrian and neighborhood connections.
- Following adoption of VISION43, carry out implementation measures including a Tax Increment Financing feasibility study and an assessment of city-owned properties in the corridor including Bolton Station.
- Prioritize and work to fund infrastructure improvements such as crosswalks throughout the corridor.
- Ongoing engagement and outreach with neighborhood associations, residents, and commercial property owners.

Council Role

- Policy direction and Councilor liaison involvement with VISION43 project.
- Ensure extensive community involvement in the VISION43 process and attend neighborhood association meetings to discuss.
- Consider Tax Increment Finance District as a funding source for revitalization in Hwy 43 area.
- Decision-making on project.

Community Advisory Group Roles

- PC advisory and formal recommendation on adoption to Council.
- Consultant and staff to involve EDC, CCI, TAB, PRAB, SAB, and YAC as needed to provide recommendations on specific elements.

Environmental Protection & Sustainable City Operations

Strategies

- Make progress on list of highest impact sustainability measures created with consultant assistance, based on cost and staff capacity for implementation.
- Consider grant funding to implement more complex projects.
- Phase in LED lighting upgrades at end of life of current lighting.
- Monitor and proactively plan for Emerald Ash Borer and Mediterranean Oak Borer impacts on city trees.

Council Role

- Work with local business owners to encourage installation of EV charging stations.
- Direct staff to review policies related to alternative fuel, electric, and hybrid vehicles including a cost/benefit analysis for future purchases.
- Receive updates on Emerald Ash Borer and Mediterranean Oak Borer issues and provide guidance as needed.

Community Advisory Group Roles

- SAB and PRAB to recommend ways to reduce gas powered equipment use in West Linn (e.g. electric equipment incentives) and find funding for this work.

Diversity, Equity, Inclusion, and Belonging

Strategies

- Prioritize diversity, equity, inclusion and belonging as the heart of our work as a city. Our core values of inclusivity, collaboration, and accountability steer our actions, interactions, decisions, and policymaking to build an engaged and welcoming workplace, community, and a cohesive city.
- Increase access and opportunities for the West Linn community to feel welcome, educated, and engaged with the City.
- Intentional and meaningful engagement and collaboration with tribal communities.

Council Role

- Leadership in improving accessibility to the community to participate in community advisory groups and neighborhood associations through education, outreach, feedback loops, and creative solutions.
- Provide and participate in educational opportunities with the Council and community.

Community Advisory Group Role

- All CAGs hold a role in improving DEIB throughout the organization and community and should be considering their recommendations and actions through an equity lens.

- Participate in educational opportunities on DEIB topics both personally and as provided by the City.

Construct New City Operations Facility

Strategies

- Finalize building and site development construction documents and apply for site development and building permits to allow for construction in early summer 2026.
- Issue Full Faith and Credit Obligation for funding of Operations Complex as approved by City Council.
- Maintain communication with community regarding timelines of land use approval and subsequent phases of construction estimated to continue through FY2027.
- Assessment of next steps for current City operations property following move out.

Council Role

- Provide policy direction on utility capital construction priorities.
- Leadership on community outreach in support of the facility's construction.
- Adopting and finalizing final construction budget through future Guaranteed Maximum Price (GMP) contract amendment.
- Decision-making and clear direction to CAGs.

Community Advisory Group Role

- UAB consideration of rate and project impacts.
- PC decision-making on development review application prior to construction.

All priorities will involve extensive community engagement and involvement, including efforts to reach those not typically involved with city government. Priorities may also require evaluation of additional revenue resources by Council.

Community Advisory Groups

ACC = Arts and Culture Commission
 CCI = Committee for Community Involvement
 EDC = Economic Development Committee
 HRB = Historic Review Board
 PC = Planning Commission
 PRAB = Parks and Recreation Advisory Board
 PRR = Police Review and Recommend Committee
 SAB = Sustainability Advisory Board
 TAB = Transportation Advisory Board
 UAB = Utility Advisory Board
 YAC = Youth Advisory Council

Exhibit C – Planning Dept. Budget

Planning

Note: FY 2022 – FY 2025 information is reported here for comparative purposes only. Prior to FY 2026, these operations were reported in a separate Planning Fund outside the General Fund.

(Amounts in Thousands: \$87 = \$87,000)

			BN 2025				BN 2027		
	Actual	Actual	Actual	Estimate	Total	Budget	Adopted Biennial Budget		
	FY 2022	FY 2023	FY 2024	FY 2025		BN 2025	FY 2026	FY 2027	Total
Personnel Services									
FTE Positions	4.50	4.50	5.00	5.00	5.00	5.00	5.15	5.15	5.15
Salaries & Wages	\$ 391	\$ 404	\$ 457	\$ 467	\$ 924	\$ 1,025	\$ 609	\$ 643	\$ 1,252
Employee Benefits	191	206	246	246	492	560	341	362	703
Total Personnel Services	582	610	703	713	1,416	1,585	950	1,005	1,955
Materials & Services									
Personnel Related Expense	3	3	5	6	11	9	8	8	16
General Office Supplies	3	6	6	4	10	8	6	6	12
Advertising / Notices	3	3	4	4	8	18	6	6	12
Professional & Technical Services	26	57	142	150	292	425	240	190	430
Total Materials & Services	35	69	157	164	321	460	260	210	470
Planning Total	\$ 617	\$ 679	\$ 860	\$ 877	\$ 1,737	\$ 2,045	\$ 1,210	\$ 1,215	\$ 2,425



PLANNING PERFORMANCE MEASURES							
Strategy	Measure	FY 2022	FY 2023	FY 2024	Projected FY 2025	Projected FY 2026	Projected FY 2027
Meet state mandated deadlines for land use decisions	Perform completeness review within 30 days of submittal	100%	100%	100%	100%	100%	100%
	Produce decisions within 120 days unless an extension was granted	100%	100%	100%	100%	100%	100%
	Total Number of Development Review Applications:	345	323	397	408	400	400
	Land use decisions made by:						
	Director decisions delegated to staff	312	280	349	354	300	300
	Planning Director	21	32	39	45	35	35
	Historic Review Board	3	2	1	2	2	2
Planning Commission	5	5	4	3	3	3	
City Council	4	3	4	3	3	3	
Produce sound land use decisions	Number of appeals	2	1	3	1	1	1
	Percent of staff recommendations upheld on appeal	100%	100%	100%	100%	100%	100%
Seek compliance with Community Development Code (CDC)	Consent orders and court decisions to resolve code compliance issues	0	0	0	0	0	0
Improve the clarity and effectiveness of the CDC	Major code amendment projects undertaken	3	2	2	2	3	3
	Routine code update/refinement projects	0	0	0	1	1	1
Perform land use studies and prepare plans to maintain compliance with State and Metro regulations and address community needs and aspirations	Studies and plans undertaken	2	1	2	1	4	4
OUTCOME OF PERFORMANCE MEASURES							
Effectiveness of land use review:	In FY24 and FY25, all decisions processed through the Planning Department were either not challenged or were upheld on appeal.						
Increase in code compliance actions:	The volume of code enforcement actions remain stable.						
Efficiency of Review:	In FY24 and FY25, on average, and unless an extension was granted, it took 70 days, 50 days less than the state mandated limit of 120 days, to make a decision and exhaust all local appeals.						

BUDGET HIGHLIGHTS:

- Increased funds proposed in materials and services will allow hiring of consultant experts to assist the City on:
 - West Linn Waterfront Project
 - Vision 43 Plan
 - Economic Development Activities
- Addition of Administrative Assistand (0.25 FTE) that is shared with Planning (0.5 FTE) and Public Works (0.25 FTE).

NOTEWORTHY ITEMS:

- Planning is responsible for implementation of Council's legislative priorities listed on the Planning Docket.
- Planning supports the work of the Planning Commission, Historic Review Board, and Economic Development Committee.
- Planning coordinates with Building and Public Works staff on development review projects and building permits.



DID YOU KNOW?



PLANNING DEPARTMENT OVERVIEW

Planning reviews new development projects in the City and other various permits. Per the City Council's direction, Planning is working on projects to address the City's long range goals and policies regarding development and to clarify and consolidate sections of the City's Code. West Linn is required by state law to have a Comprehensive Plan and to periodically review and update the plan and City regulations to comply with Metro requirements and state planning laws.

WEST LINN WATERFRONT PROJECT

Community Development is coordinating the City of West Linn's creation of a vision plan for the Willamette River waterfront area, from the Arch Bridge to the Willamette Neighborhood. Ultimately, the Plan will create a vision for future land uses and activities, based on both the past 30 years of planning/analysis work and current community values and aspirations.

CURRENT PLANNING RESPONSIBILITIES

Planning staff is responsible for reviewing various development proposals and permits for conformance with the City's adopted Community Development Code regulations. This includes applications for new residential, industrial, or commercial buildings and alterations to existing buildings. Planning staff also implements the City's historic preservation program to ensure compliance with the community's preservation priorities.

LONG RANGE PLANNING RESPONSIBILITIES

Planning staff manages legislative projects to update the Comprehensive Plan and code regulations per Council direction to ensure alignment with community values and compliance with federal, state, and regional requirements. Community engagement and input are essential components for a successful project. The West Linn Waterfront Project and the Hwy 43 Land Use and Neighborhood Connectivity Plan are two priority projects that will rely on extensive engagement opportunities.

Open Budget

Operating Budget
\$91.18 Million - 100.00% of all Operating Budget

Department
Planning Department
\$1.21 Million - 1.33% of all Operating Budget

\$1.21 Million 2026

Where's it Going? How's it Funded?

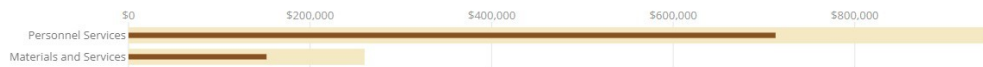
Planning Department broken down by Category

Export Share

Select a segment on the chart to explore details.

Back

Approved Year to Date



- Snapshot
- Pie Chart
- Over Time

Show As \$ %


Sort Total (Descending)

Category	Approved	%	Year to Date	%
Personnel Services	\$950,000	78.51%	\$712,754	75.03%
Materials and Services	\$260,000	21.49%	\$152,040	58.48%
Total	Approved \$1,210,000		Year to Date \$864,795	






Exhibit D – Draft 2026 Planning Docket and
Appendix A

PLANNING DEPARTMENT DOCKET FY 2025-2027

PROJECT	FY 2025-2026				FY 2026-2027			
	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
LEGALLY REQUIRED								
								
Zoning and Code Changes +*								L/A
Financial Tools for Housing +*								L/A
State Legislation Compliance +*								L/A
FEMA Model Code (TBD)								
SCHEDULED/RESOURCED								
VISION43					A			
Housing Production Strategy Implementation*								>
Waterfront Project - Phase 2 (Implementation)*								>
UNSCHEDULED/UNRESOURCED								
Annual Code Cleanup					A			
Public Use Zone Creation + Code Changes								
Transportation System Plan Update*								>

CAPACITY NEEDED:

-  Greater demand
-  Moderate demand
-  Less demand

LEGEND:

- L = Legal Deadline
- A = Adoption
- > = Project continues
- * = Grant funded
- + = Housing Production Strategy (HPS) implementation action

Q1: July – September

Q2: October – December

Q3: January – March

Q4: April – June



Appendix A – unprioritized projects:

The list of unprioritized projects includes the title of each project, a brief summary of the project, and the action or actions needed to move the listed project onto the docket. It is assumed that funding and staff capacity are also needed unless otherwise noted. Projects that are legally required generally are prioritized higher than other projects due to the City’s legal risk of noncompliance. The City Council also has the authority to move projects on or off the docket at any time outside of the annual review process.

- *Economic Opportunities Analysis Update*
 - Summary: updates to the City’s 2016 Economic Opportunities Analysis.
 - Action needed:
 - Council direction to re-prioritize
- *Review of community engagement in land use process*
 - Summary: Committee for Community Involvement recommended code changes.
 - Action needed:
 - Council direction to re-prioritize
 - Future updates to state law ([HB 2950](#), which requires the Land Conservation and Development Commission (LCDC) to update Goal 1 by June 30, 2029, to improve equity, address outdated language, and modernize public participation methods.
- *Wireless Ordinance updates*
 - Summary: changes to modernize code language and facilitate minor installations, such as small cell technology, to improve wireless service in the city.
 - Action needed:
 - FCC or state regulatory changes requiring code adjustments
 - Council direction tied to service gaps or community demand

- *Historic Preservation Master Plan creation*
 - Summary: 2018 City Council discussion of Master Plan for all Historic Resources in West Linn.
 - Action needed:
 - Council direction to initiate plan development
 - Identified need for stronger alignment with code updates (Chapters 25 and 58)
- *CDC Chapters 25 and 58 updates*
 - Summary: the Historic Review Board has recommended improvements to the City's historic preservation codes and the Willamette Falls Drive Commercial Design District.
 - Action needed:
 - Council direction based on HRB recommendations
 - Completion of Historic Preservation Master Plan (if prioritized first)
- *Code consolidation*
 - Summary: code audit to identify and consolidate code sections that are spread across multiple CDC chapters.
 - Action needed:
 - Council prioritization of code simplification initiative
 - Completion of other code updates to avoid rework
- *Surface water code changes.*
 - Summary: Planning Commission recommended CDC code to provide additional stormwater regulations.
 - Action needed:
 - Alignment with Public Works stormwater planning timeline
 - Council direction following infrastructure or compliance needs
 - Completion of Chapters 28/32 updates (interdependencies)
- *CDC Chapters 28 and 32 updates*
 - Summary: revisions to CDC chapters applicable to Water Resource Areas, Willamette River Greenway and Habitat Conservation Areas.
 - Action needed:
 - State or federal regulatory changes requiring updates
 - Completion of related surface water or climate resilience work
 - Council direction based on risk analysis

- *Willamette Mixed-Use Zoning updates*
 - Summary: changes to the dimensional/design standards for Chapter 59 to increase flexibility.
 - Action needed:
 - Development interest requiring flexibility (market timing)
 - Council direction on downtown redevelopment goals
 - Completion of parking review or related downtown work
- *Willamette Main Street area parking review*
 - Summary: review on-site parking exemptions found in Chapter 58.
 - Action needed:
 - Council direction connected to main street activation/economic vitality
- *Zoning for “island” MU properties review*
 - Summary: Review feasibility of MU zoning in areas that are outside of the downtown core.
 - Action needed:
 - Property owner or developer interest
 - Council direction on downtown boundary and zoning policy
 - Completion of mixed-use zoning updates (dependency)
- *Underutilized Right-of-Way (ROW) review*
 - Summary: review unused/underutilized ROW to consider a citywide ROW vacation project.
 - Action needed:
 - Council direction on ROW disposition policy
 - Legal review capacity
 - Public Works coordination capacity
- *Short-term rental regulations updates*
 - Summary: revise CDC to include explicit regulation of short-term rentals.
 - Action needed:
 - Council direction following community discussion or complaint trends
 - Legal review capacity
 - Completion of housing-related code updates (interdependencies)
- *Sign code updates*
 - Summary: review, organize, streamline and modernize the sign code.
 - Action needed:
 - Council direction (economic development or business-support driven)
 - Legal review availability (First Amendment compliance)

- *Planned Unit Development (PUD)/Infill code updates*
 - Summary: proposed changes suggested by the Planning Commission tabled by City Council in 2015.
 - Action needed:
 - Council direction to revisit 2015 discussion
 - Market or development demand for PUD/infill flexibility
 - Completion of housing-related code updates (interdependencies)
- *Tree Code audit and updates*
 - Summary: audit and update tree code to establish a minimum tree retention requirement during development projects.
 - Action needed:
 - Council direction based on community input or canopy data
 - Completion of related natural resource code updates (Chapters 28 and 32)
 - Parks/Public Works coordination capacity

Exhibit E – External Request for CDC Amendment
dated April 30, 2026

April 30, 2026

Mayor Rory Bialostosky
 City of West Linn
 22500 Salamo Rd
 West Linn, OR 97068

RE: 1045 Rosemont Road – Request for City Initiated Code Amendment

Honorable Mayor Bialostosky and Members of the West Linn City Council:

AKS represents Ovi and Kelly Ragalie, owners of ±0.9-acres at 1045 Rosemont Road, in requesting the City Council initiate an amendment to the West Linn Community Development Code (CDC)¹ to permit senior and nursing care facilities in the R-10 district. This amendment addresses a critical housing gap while remaining compatible with West Linn's residential character.

Owners wish to develop a 60-bed memory care living facility to support West Linn’s aging population. Such facility would comprise lodging and dining accommodation, as well as medical support services for up to 60 residents along with associated care- and medical personnel.

The requested CDC amendment is needed for the following reasons:

1. Demographic Necessity. West Linn's aging population requires specialized housing options. A 60-bed memory care facility directly serves residents who need supportive services unavailable in traditional single-family homes. This use aligns with Oregon's explicit commitment to remove housing production barriers—a commitment that must include aging residents.
2. Low Community Impact. Memory care, senior housing, and nursing facilities generate fewer impacts than permitted uses already allowed in the City’s R-10 zone:
 - Traffic and noise levels are substantially lower than community buildings (e.g., Robinwood Station)
 - Medical staffing occurs on-site; residents do not commute
 - These uses are fundamentally residential in character
3. Precedent in Comparable Communities. Several area jurisdictions already permit these uses in low-density residential zones:

Table 1 Selected Area Jurisdictions that Permit Senior/Nursing Care in Low-density Residential Zones

Jurisdiction	Zone	Use	Allowed
Oregon City	R-10	Nursing home/Assisted living	Yes (Conditional Use)
Milwaukie	R-MD	Nursing home/memory care	Yes (Conditional Use)
Sherwood	LDR	Residential care facility	Yes (Permitted Outright)

¹ Request City Council add, and prioritize, the proposed code amendment to the Planning Docket (CDC 99.030).

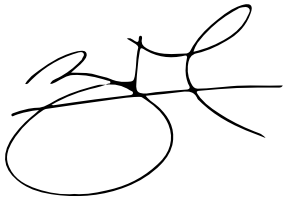
This regional pattern demonstrates compatibility and acceptance.

4. Zoning Consistency. The CDC already recognizes similar uses through definitions of "senior citizen/handicapped housing facilities" and "nursing homes." The amendment simply extends these established categories to the R-10 zone where they logically belong.

For these reasons, we request that the City amend CDC Section 11.060 to permit senior/handicapped housing facilities and nursing homes as conditional uses in the R-10 district. This measured approach allows City review while removing an unnecessary barrier to essential housing.

Sincerely,

AKS ENGINEERING & FORESTRY, LLC

A handwritten signature in black ink, appearing to read 'Zach Pelz', with a large circular flourish at the bottom left.

Zach Pelz, AICP – Principal