



22500 Salamo Road
West Linn, Oregon 97068
<http://westlinnoregon.gov>

PLANNING COMMISSION AGENDA

Wednesday, July 20, 2022

6:00 pm – Regular Meeting – City Hall Council Chambers and Webex*

Staff Liaison: Darren Wyss - dwyss@westlinnoregon.gov

1. Call To Order and Roll Call (6:00pm)
2. Public Comment Related To Land Use Items Not On The Agenda (6:05pm)
3. Work Session: CDC Chapter 96 Code Amendment Package as recommended by City Council Appointed Working Group (6:15pm)
4. Briefing: Planning Docket Projects Update (7:00pm)
5. Briefing: Planning Commission Approved Projects Update (7:15pm)
6. Discussion: Potential Future Projects to Recommend Adding to the Planning Docket (7:25pm)
 - a. Commission Member Proposals
 - b. Major/Minor Utility Definitions Update
7. Planning Commission Announcements (7:45pm)
8. Staff Announcements (7:55pm)
9. Adjourn (8:00pm)

Meeting Notes:

The Planning Commission meeting will be conducted in a hybrid format with some Commissioners, staff, presenters, and members of the public attending remotely via Webex and others attending in-person at City Hall. The public can watch the meeting online at <https://westlinnoregon.gov/meetings> or on Cable Channel 30. Submit written comments to staff by 12:00 pm on the meeting day. To participate remotely during the meeting, please complete the form at: <https://westlinnoregon.gov/citycouncil/meeting-request-speak-signup> by 4:00 pm on the meeting day. Staff will email a Webex invitation before the meeting. If you do not have email access, please call 503-742-6061 for assistance 24 hours before the meeting. If you require special assistance under the Americans with Disabilities Act, please call City Hall 48 hours before the meeting date, 503-657-0331.

Memorandum

Date: July 14, 2022

To: West Linn Planning Commission

From: Darren Wyss, Planning Manager

Subject: July 20, 2022 Meeting

This memo is intended to provide background information on the July 20th meeting agenda topics. The agenda topics have been addressed individually below. Please let staff know if you have questions that can be answered in advance of the meeting.

CDC Chapter 96 Code Amendments Work Session (Agenda Item 3)

Included in the Planning Docket, this project is a policy analysis aimed at determining when street improvements should be required during single-lot development and whether a fee-in-lieu of installing the improvements should be an option. Chris Myers, Associate Planner, is managing this project and will lead the discussion/answer questions. Chris can be reached at cmyers@westlinnoregon.gov or 503-742-6062. Please contact Chris in advance with any questions about the project or meeting materials.

The following items are included in the packet:

1. Memo from Chris Myers
2. Proposed CDC Chapter 96 Code Amendment Package

Planning Docket Projects Update (Agenda Item 4)

City-initiated legislative amendments to the West Linn Comprehensive Plan, Community Development Code, or Zoning Map will be listed on a docket that is reviewed annually by the Planning Commission (PC) and approved by the City Council. Other planning and historic preservation-related plans and studies are also to be considered through the docketing process. The list is intended to provide clarity to the West Linn community, advisory committees, and staff of the Mayor and Council's project priorities and projected timelines to initiate and accomplish the work.

The docket can be found here: <https://westlinnoregon.gov/planning/plan-and-development-code-docket>.

Staff will provide brief updates on the seven prioritized projects and answer any PC member questions. Staff can also return in the future with a more detailed presentation on any of the projects.

The following items are included in the packet:

1. West Linn Planning Docket

Planning Commission Approved Projects Update (Agenda Item 5)

In the past, the PC requested staff to provide updates on development review projects that were approved by the PC through the quasi-judicial public hearing process. The update was to be focused on any conditions of approval (CofA) attached to the decision and if they were completed. Staff provided an update on projects dating back to 2017 at the [October 6, 2021 meeting](#) during the staff updates agenda item. Subsequently, at the [November 17, 2021 PC meeting](#), it was clarified by the PC (during the staff updates agenda item) that the intent of the request was for staff to only bring forward projects that were ready for final certificate of occupancy or were ready to record a plat.

Staff created a CofA tracking form that was reviewed and found acceptable by PC in July 2020. This form will be used to provide the project updates. The City's website also provides information on the progress of [required public improvements](#) that were part of an approved project. One project has been completed (Marylhurst School) and one other will be calling for final inspections in the next month (High School Stadium Improvements/Parking Lot), at which time staff will bring the project CofA tracking sheet to the PC.

The following items are included in the packet:

1. Marylhurst School Project (CUP-18-01) Conditions Tracking Sheet

Future Planning Docket Recommendations Discussion (Agenda Item 6)

Chair Walvatne requested this item be added to the agenda to provide the opportunity for PC members to discuss potential projects to add to the Planning Docket. Arrive with ideas and this discussion will continue at the next PC meeting on August 3rd if necessary.

If you have questions about the meeting or materials, please feel free to email or call me at 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.

Agenda Item #3 Materials



CITY OF West Linn

Date: July 14, 2022
To: Planning Commission
From: Chris Myers, Associate Planner
Subject: Chapter 96 Code Amendments

The Chapter 96 Code Amendment project is a policy analysis aimed at determining which types of single-lot development require street improvements and the associated code clean up.

Chapter 96 of the Community Development Code (CDC) governs when street improvements are required for development. It is the intention of the Planning and Engineering Departments to clarify which types of development require street improvements, at what point those improvements must happen, and whether we should allow a fee-in-lieu of constructing street improvements. Clarifying these requirements will remove uncertainty for property owners and create clear and objective standards by which Planning and Engineering can evaluate development applications.

Types of Development Included: The Chapter 96 Code Amendment proposal is specific in scope. The proposed changes relate only to single-lot development. The proposed changes do not include subdivisions, large commercial developments, conditional use permits, or industrial developments. These proposed changes are specific to single-lot development, primarily residential properties that do not require Planning Commission approval. The purview and approval authority of the Planning Commission will not change based upon the proposed code amendments.

The Process: As the first step in the process staff presented information and had discussions regarding street improvements and single-lot development with the 2022 CDC Amendment Working Group on May 25, 2022. At that meeting, staff presented two tables to the working group. The first table showed the current Chapter 96 requirements for **commercial** single-lot development and the proposed changes (page 15 of the Working Group meeting packet, link below). The second table showed the same for single-lot **residential** development (page 16 of the Working Group meeting packet, link below). After discussion, staff asked three questions of Working Group members:

1. Which types of development shall require half-street improvements?
2. Do we allow a fee-in-lieu of constructing half-street improvements?
3. If we allow a fee-in-lieu do we designate areas within the City where that is allowed? Or do we utilize a set of criteria, which if met, would allow fee-in-lieu?

Click the link below for the Working Group meeting packet:

[2022 CDC Working Group Meeting 5 Packet](#)

The next step in the process was a second meeting with the 2022 CDC Amendment Working Group held on June 22, 2022. At the request of the Working Group, staff wrote two versions of proposed new code language. Those two options were part of the 2022 CDC Working Group meeting 6 packet. Option 1

(page 14 of the meeting packet, link below) lists a set of proposed criteria for the street improvement waiver and fee-in-lieu option. Option 2 (page 15 of the meeting packet, link below) proposes a City adopted street improvement fee-in-lieu map.

Click the link below for the Working Group meeting packet:

[2022 CDC Amendment Working Group Meeting 6 Packet](#)

Code Language: Current and proposed new code language for Chapter 96 is included as pages 4 and 6 of this memo. The proposed code language (memo page 6) is the recommended language from the 2022 CDC Working Group.

Working Group Recommendation: At the conclusion of the 2022 CDC Working Group meeting on June 22 members recommended to the Planning Commission:

1. Utilize a specific set of criteria to determine whether a waiver of street improvements for a fee-in-lieu is allowed. Working Group members felt that a map would be too difficult, costly, and time consuming to create and maintain.
2. Accessory Dwelling Units should not require construction of street improvements or a fee-in-lieu

Questions for Planning Commission: There are two primary questions staff are asking of Planning Commission members:

1. Do you agree with the 2022 CDC Amendment Working Group recommendations?
2. If not, what changes should be made for the Planning Commission recommendation to City Council?

Chapter 96 Amendment Schedule:

Planning Commission work session 1 July 20, 2022

Planning Commission work session 2 (if needed) August 3, 2022

Planning Commission public hearing August 17, 2022

City Council work session 1 September 6, 2022

City Council work session 2 (if needed) September 19, 2022

City Council public hearing October 10, 2022

Street improvements: Also known as half-street improvements are commonly required during single-lot development. The City requires a property owner to build a curb, gutter, sidewalk, planter strip, drainage, and pavement improvements as needed. The required improvements extend to the mid-point of the right-of-way. Half-street improvement requirements are how streets and sidewalks are connected and completed when previous development was not part of a subdivision or planned unit development (PUD).

Fee-in-lieu: In the past, the City of West Linn has allowed some development to forgo building half-street improvements and instead pay the estimated cost of the half-street improvements called a fee-in-lieu. This process has been loosely defined in the CDC. There are several challenges to a fee-in-lieu program. First, the estimates for half-street improvements are typically much lower than the actual cost. Construction companies giving the estimate realize they are not going to be hired and thus submit a very low estimate. Second, construction costs fluctuate depending on labor, product costs, permitting fees, etc... Lastly, it has been difficult, without clear and objective standards, to figure out when a fee-in-lieu is allowed.

Accessory Dwelling Units (ADU): Accessory Dwelling Units are small secondary structures typically found in a backyard or as an attached but separate unit of a single-family home. Current CDC standards require the construction of half-street improvements when an ADU is built. ADUs must meet all zoning requirements including setbacks, lot coverage, and Floor to Area Ratio. The Planning and Engineering Departments feel the requirement of half-street improvements for the construction of an ADU is a barrier to entry for property owners and isn't proportional to the size and impact of such projects. Accessory Dwelling Units can be helpful to community members for numerous reasons such as aging in place, caregiver living quarters, multigenerational living space, downsizing, additional monthly income, and many more.

Walk Shed/Ped Shed: Within the proposed code amendment language is a list of criteria which if met would allow a property owner to pay a fee-in-lieu rather than build street improvements. The criteria list includes references to 1320 feet or one-quarter mile. This is a commonly used distance in transportation planning, engineering, and urban design. A Walk Shed also known as a **Ped Shed** will take the average person approximately five minutes to walk and is roughly the length that a person is willing to walk to reach a destination. Below is a link with a description and examples of what a Walk Shed is and why they are important.

Click the link below for more information and details on pedestrian walking sheds:

[Walk Shed/Ped Shed Description](#)

Current Code Language

Chapter 96 STREET IMPROVEMENT CONSTRUCTION

Sections:

96.010 — CONSTRUCTION REQUIRED

96.020 — STANDARDS

96.010 CONSTRUCTION REQUIRED

A. New construction.

1. ~~Building permits shall not be issued for the construction of any new building or structure, or for the remodeling of any existing building or structure, which results in an increase in size or includes a change in use, including building permits for single-family dwellings but excepting building permits for alteration or addition to an existing single-family dwelling, unless the applicant for said building permit agrees to construct street improvements as required by the land use decision authorizing the construction activity. The placement of new curbs and the drainage facilities required shall be determined by the City Manager or the Manager's designee.~~

2. ~~If the building permit did not require a prior land use decision, the applicant shall construct street improvements which shall include curbs, sidewalks, drainage facilities, and pavement widening to meet new curbs, along all City streets which abut the property described in the building permits.~~

3. ~~An applicant for a building permit may apply for a waiver of street improvements and the option to make a payment in lieu of construction. The option is available if the City Manager or the Manager's designee determines the transportation system plan does not include the street improvement for which the waiver is requested.~~

4. ~~When an applicant applies for and is granted a waiver of street improvements under subsection (A)(3) of this section, the applicant shall pay an in-lieu fee equal to the estimated cost, accepted by the City Engineer, of the otherwise required street improvements. As a basis for this determination, the City Engineer shall consider the cost of similar improvements in recent development projects and may require up to three estimates from the applicant. The in-lieu fee shall be used for in-kind or related improvements.~~

B. Remodeling of an existing building.

1. ~~Building permits shall not be issued for the remodeling and conversion of any existing building or structure which results in an increase in size or includes a change of use excepting building permits for the alteration or addition to an existing single-family dwelling, unless:~~

a. ~~The applicant for said building permit agrees to construct street improvements; and~~

b. ~~The City Manager or the Manager's designee determines that the remodeling of a structure or change of use is sufficient to cause construction of street improvements.~~

~~2. The determination of whether the remodeling of an existing building or structure is sufficient to cause the property owner to construct street improvements, shall be made by the City Manager or the Manager's designee. This determination shall be based upon finding that the increase in building size or change of use results in either:~~

~~a. An increase in floor area which creates the need for additional on-site parking in accordance with the Community Development Code; or~~

~~b. A change in use that results in a need for additional on-site parking; or~~

~~c. An increase in the dwelling unit density on the site; or~~

~~d. A change in the type, number, or location of accessways where off-site traffic will be affected.~~

~~3. An applicant for a remodeling of an existing building or structure change may apply for a waiver of street improvements and the option to make a payment in lieu of construction utilizing the process described in subsection (A)(3) of this section.~~

~~C. Replacement of an existing building.~~

~~1. Building permits shall not be issued for the replacement of any existing building or structure which results in an increase in size unless:~~

~~a. The applicant for said building permit agrees to construct street improvements; and~~

~~b. The City Manager or the Manager's designee determines the the replacement is sufficiently increased in size to cause construction of street improvements.~~

~~D. Notwithstanding any other provisions of this chapter, in cases where the issuance of the building permit pertains to the construction or reconstruction of a building or structure within a large development owned by the same owner or owners, the City Council may, in its sole discretion, authorize the installation of street improvements of equivalent cost on another portion of the total development area. (Ord. 1314, 1992; Ord. 1442, 1999; Ord. 1544, 2007; Ord. 1547, 2007; Ord. 1590 § 1, 2009; Ord. 1613 § 21, 2013)~~

96.020 STANDARDS

~~Street improvements shall be installed according to the City standards and shall be completed prior to the issuance of any occupancy permit for the new or remodeled structure or building. In unimproved areas of the City, the City Engineer may grant a time extension of the provisions of this section; provided, that the applicant provides sufficient security in amount and quantity satisfactory to the City Attorney to assure payment of such improvement costs.~~

Proposed Code Language
Chapter 96
STREET IMPROVEMENT CONSTRUCTION

Sections:

96.010 Construction Required

96.020 Fee-in-Lieu

96.030 Standards

96.010 CONSTRUCTION REQUIRED

- A. **Street improvements for residential construction are required when:**
 - 1. **Construction of a new single-family attached or detached structure (Replacement of an existing structure is exempt); or**
 - 2. **Construction of a new multi-family structure; or**
 - 3. **Increase in dwelling unit density on-site (Accessory Dwelling Units are exempt).**

- B. **Street improvements for commercial construction are required when:**
 - 1. **Construction of a new commercial structure; or**
 - 2. **Remodel of an existing commercial structure with an increase in floor area that requires additional parking; or**
 - 3. **Change in use that requires additional parking; or**
 - 4. **Construction that increases the dwelling unit density on-site; or**
 - 5. **Construction which requires a change in type, number, or location of accessways; or**
 - 6. **Replacement of an existing structure that requires additional parking.**

96.020 FEE-IN-LIEU

- A. **An applicant may apply for a waiver of street improvements and the option to pay a fee-in-lieu (in accordance with the city's adopted fee structure) of constructing street improvements if one of the following are met:**
 - 1. **Located on a cul-de-sac with no existing street improvements (curb, gutter, sidewalk); or**
 - 2. **Located on a street less than 1,320 linear feet and not planned as a through street; or**
 - 3. **Located more than 1,320 linear feet from nearest street improvements (curb, gutter, sidewalk)**

96.030 STANDARDS

Street improvements shall be installed according to the City standards and shall be completed prior to the issuance of any occupancy permit for the new or remodeled structure or building. In unimproved areas of the City, the City Engineer may grant a time extension of the provisions of this section; provided, that the applicant provides sufficient security in amount and quantity satisfactory to the City Attorney to assure payment of such improvement costs.

Agenda Item #4 Materials



CITY OF West Linn

PLANNING DOCKET

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

UPDATED 07/14/2022

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 of 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 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.

Projects underway

- *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*

- *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. Last round of public outreach was open houses on December 10 and 12, 2019 to glean feedback on preferred future land uses. Council has budgeted funds for the next phase of work, which will include finalizing the vision plan, public engagement activities, and zoning/design standards for the three districts. Staff is working on developing an RFP and anticipates hiring a consultant team in Summer/Autumn 2022. Council received initial presentations on tax increment financing (TIF) and directed staff to move forward. A consultant team is under contract and working on materials that will be used to develop the TIF district plan. Staff will schedule another Council presentation in the near future.*
 - *Staff: John Williams, John Floyd, Darren Wyss, Lance Calvert, Ben Gardner*

- *West Linn Response to HB 2003.* The bill, passed by the 2019 Oregon Legislature, creates requirements that the City will be mandated to implement. HB 2003 will require West Linn to complete a Housing Needs Analysis and take steps (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: HB2003 Phase 1 is complete and the result was an adoption-ready HNA delivered in June 2021. The HNA analysis showed the City was deficient in buildable multi-family zoned land and meeting the minimum residential density allocation for new construction requirements of the Metropolitan Housing Rule (OAR 660-007-0035). The City will need to amend its zoning map to rectify the deficiencies and adopt the HNA by December 2023. The City will then have an additional year to adopt the associated housing production strategy required by HB2003. Public engagement will occur in Autumn 2022, with adoption of the HNA and zone changes in Spring 2023. Staff is actively pursuing additional grant funding opportunities.*
 - *Staff: Darren Wyss, John Williams, Ben Gardner*

- *Clear and Objective Standards Audit.* The City has allocated funding to hire a consultant to audit the Community Development Code and recommend code amendments to ensure compliance with ORS 197.307, which requires the City to provide clear and objective standards, conditions, and procedures for housing. The project will also ensure appropriate implementation of HB2306, passed by the legislature in 2019, requiring the City to issue residential building permits upon substantial completion of public improvements in residential subdivisions.
 - *Status: A consultant team is under contract and has completed a full code audit. The team is working on proposed code amendments that will be brought to the Council appointed working group for three monthly meetings beginning in August 2022 for*

review and recommendation. The legislative adoption process will commence thereafter with expected adoption by City Council in early 2023.

- *Staff: John Floyd*

- *Policy work on Chapter 96, Street Improvement Construction.* Review/clarification of West Linn’s policy on what infill and redevelopment projects should trigger street improvements. On July 9 2018 the Council provided interim direction on one specific question (street improvements will not be required for projects that simply replace one single-family home with another single-family home). This decision needs to be adopted into code, and the whole section needs review to ensure consistency with Council policy goals and to provide clarity for staff and citizens alike.
 - *Status: Staff finalized a scope of work/background research. The City Attorney’s office has provided a “nexus” and “rough proportionality” analysis related to case law (Koontz/Nollan/Dolan rulings). Staff presented the background research to the TAB in late April 2022. A proposed code amendment package was reviewed by the Council appointed working group in May/June 2022 and a recommendation was made. Work sessions with the Planning Commission are scheduled for July and August 2022, with tentative public hearing dates of August 17, 2022 for Planning Commission and October 10, 2022 for City Council.*
 - *Staff: Chris Myers, Erich Lais*

- *Accessory Dwelling Unit (ADU) regulations.* Council policy direction is needed on whether the City wishes to facilitate or complicate construction of ADUs. Review will include a look at recent changes to state law and a review of fees levied by the City on ADU construction.
 - *Status: Staff is finalizing the background research for current code consistency with state law and impacts of HB2001. A proposed code amendment package will be brought to the Council appointed working group for review and recommendation as part of the Clear and Objective Standards project. The legislative adoption process will follow.*
 - *Staff: Darren Wyss, John Floyd, Ben Gardner*

Prioritized projects

The following projects have been prioritized by Council.

- *Highway 43 rezoning and Robinwood Street System.* Review of the zoning map and zoning standards for the properties adjacent to Highway 43. This work will ensure that the zoning regulations facilitate the type of development West Linn would like to see along this important commercial corridor, and complement the planned road improvements. West Linn’s Economic Development Committee voted unanimously in May 2019 to recommend Council place this project on the docket as a priority. The project will also look at street design issues in the Robinwood neighborhood and attempt to achieve neighborhood goals for design, safety and connectivity. The project will commence once funding is appropriated.
 - *Status: Council has provided funding for the project. Staff is actively pursuing additional grant funding and working on developing an RFP for consultant services.*
 - *Staff: Chris Myers, Darren Wyss, Ben Gardner*

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.
- *Parking standards change for High Schools.* On 8/6/18 Council discussed changing the parking requirements for a High School but this project has not been moved into higher prioritization by Council yet.

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.

- *Flood plain ordinance.* The State of Oregon is working with the State of Washington to address needed updates to the Flood Plain program to address Endangered Species Act requirements. For Oregon, the Department of Land Conservation and Development will be provided a model ordinance that addresses agreed upon provisions. Implementing this ordinance in West Linn would ensure compliance with federal, state and regional standards and provide clear guidance on regulations and procedure to property owners.
- *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/fag-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.

Agenda Item #5 Materials

Land Use File No./ Project Name	Site Location	Date of Approval	Current Status
CUP-18-01/AP-19-02 Marylhurst School	19915 Old River Drive	PC – 02/06/2019 CC – 04/28/2019	<ul style="list-style-type: none"> ▪ School moved to Oregon City ▪ PI Permit complete (PI-19-03) ▪ Phase Two abandoned

Conditions of Approval	Status	Notes
1. Site Plan	Phase One Improvements Complete Phase Two Abandoned as School has moved	Planning Staff visited site on 6/10/2019; 8/21/2019; and 11/19/2019
2. Engineering Standards	Complete	Half-street improvements completed 2/11/2022
a. Letter of Credit	Complete	Submitted June 2019
b. Half Street Improvements Before Phase Two	Complete	Half-street improvements completed 2/11/2022 Phase Two abandoned
3. Retaining Wall Fences	Complete	Confirmed 11/19/2019 (DSW)
4. Parking Space Size	Complete	Confirmed 6/10/2019 there are 18 spaces sized 9 ft. by 18 ft. (DSW)
5. Landscaping Installation	Complete	Confirmed 11/19/2019 (DSW)
6. Property Line Adjustment	Complete	Mylar signed by City in August 2019 (DSW)
7. 15 Foot Sanitary Sewer Line	Complete	Easement location dedicated on mylar in August 2019 (DSW)
8. 15 Foot Water Line Easement	Complete	Easement dedicated on mylar in August 2019 (DSW)
9. 23 Foot Drive Aisle	Complete	Revised site plan shows 23 foot drive aisle. Confirmed 6/10/2019 (DSW)
10. One-Way Drive Aisle	Complete	Revised site plan shows directional signage. Confirmed 6/10/2019 (DSW)
11. 2-Year Check-In on Phase Two Progress	Phase II Cancelled and Property Being Sold	Email from Debra Pearson 3/9/2021 verifying no plans to construct Phase II and property is being sold.