

Memorandum

Date: February 27, 2025

To: West Linn Planning Commission

From: Darren Wyss, Planning Manager

Subject: Planning Docket Projects

The West Linn Community Development Code (CDC) requires that Comprehensive Plan, CDC, and Zoning Map amendments undertaken in a given year be listed on a docket. The docket is reviewed by the Planning Commission and prioritized and approved by the City Council. Other planning or historic preservation-related plans and studies must also be considered through the docketing process. The 2024 docket listed six prioritized projects, with five of them actively being worked on. Staff completed two of the projects in 2024 (CFEC Parking Reform, Code Process Amendment Package). The 2024 docket can be found here: <https://westlinnoregon.gov/planning/plan-and-development-code-docket>.

The goal of the March 5th meeting is to discuss the draft 2025 docket and gather feedback from the Commission before the document is presented to Council for approval.

Attached you will find a draft 2025 docket. The three active projects and one other prioritized project continue to be included. Staff has recommended the addition of four additional prioritized projects (in blue), three mandated by federal or state laws and the fourth to clean-up the Community Development Code:

1. CFEC Rules Implementation – adopt Metro 2040 Growth Concept Map Town Center Boundaries as required by Oregon Administrative Rules.
2. FEMA Model Code Adoption – adopt an updated flood hazard area code to ensure compliance with the Endangered Species Act regarding fish habitat.
3. West Linn Housing Production Strategy (HPS) Implementation – the City is about to adopt its required HPS and will have six-years to implement the adopted strategies. State funding is available for consultant services and staff would begin applying for the grants.
4. Community Development Code Clean-Up Amendments – regular maintenance of the development code to ensure consistency with City policy, the needs of the community, and new federal, state, or regional rules.

Two other projects to consider placing on the docket for future prioritization include:

1. Economic Opportunities Analysis (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 policies to implement to drive changes to the City's economic climate.
2. 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.

Staff also recommends removing one project from the "Small Projects" list and one project from the "Medium Projects" list. Parking standards for high schools (Small Project) was addressed through the removal of all minimum parking standards and setting of maximum parking standards as part of the CFEC parking reform amendments adopted in Fall 2024. Flood plain ordinance (Medium Project) has simply been renamed FEMA Model Code Adoption and is recommended to be moved to the active projects list. Both are found as ~~red strikethrough text~~.

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.



CITY OF West Linn

PLANNING DOCKET

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

UPDATED 02/27/2025

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.

- *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.
- ~~*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.
- *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.