



Memorandum

Date: October 24, 2024
To: West Linn City Council
From: West Linn Planning Commission
Subject: CDC-24-02 Recommendation –Code Process Concepts Amendment Package

The Planning Commission held a legislative public hearing on October 16, 2024, for the purpose of making a recommendation to the City Council on adoption of a proposed Code Process Concepts Amendment Package.

In March 2024, the City Council directed the Planning Commission to analyze and discuss code language in relation to Home Occupations, Appeals of Approvals, Extensions of Approval, Expedited Land Divisions, and Middle Housing Land Divisions, and then recommend code amendments to create clearer language rules. The Planning Commission met five times from March 2024 to September 2024 to evaluate the policy questions and proposed code amendments.

After conducting the public hearing, the Commission deliberated and voted seven (7) to zero (0) to recommend City Council adopt the proposal as presented with two minor changes:

1. Capitalize “Referee” in the second sentence of the new CDC Chapter 2 Definition of Referee.
2. Include “or designee” in CDC Chapter 99.060(A) to read as follows:
 - A. Planning Director authority. The Planning Director, or designee, shall have the authority to:

The inclusion of “or designee” is to address situations when there is a Planning Manager or other titled position and not a Planning Director. No written or oral testimony was submitted for the public hearing.

Respectfully,



John Carr
Chair, West Linn Planning Commission