APPROVED BY TUALATIN CITY COUNCIL
Date 8-22-11
Recording Secretary MSmith

OFFICIAL MINUTES OF THE SPECIAL WORK SESSION OF THE JOINT TUALATIN CITY COUNCIL AND TUALATIN PLANNING ADVISORY COMMITTEE FOR JULY 27, 2011

Present: Mayor Lou Ogden; Councilor Joelle Davis; Councilor Frank Bubenik; Councilor Nancy Grimes

Absent: Council President Monique Beikman; Councilor Wade Brooksby; Councilor Ed Truax

Staff Present: City Manager Sherilyn Lombos, City Attorney Brenda Braden, Community Development Director Alice Rouyer, Planning Manager Aquilla Hurd-Ravich, Associate Planner Cindy Hahn, Executive Assistant Maureen Smith

Attendees: Chair Paul Sivley, Vice-Chair Mike Riley; Committee Members Alan Aplin, Bill Beers; Jeff DeHaan, Steve Klingerman

A. CALL TO ORDER

B. AGENDA

1. Welcome and Introductions

Introductions were done of the Council members, Planning Advisory Committee members, and staff in attendance.

2. 2011/2012: Planning Projects on the Horizon

Community Development Director Alice Rouyer reviewed the summary list of projects for Fiscal Year 2011/2012 with Council and the Planning Advisory Committee members.

3. City Council and Tualatin Planning Advisory Committee Joint Discussion

Mayor Ogden began by welcoming the members of the Tualatin Planning Advisory Committee (TPAC) and opened the discussion and went on to explain the purpose of the session is to provide an opportunity for the Council and TPAC to discuss potential changes to the committee. Chair Sivley proposed changes at the March 28, 2011 Council meeting after the annual report presentation, that include reducing the membership size from nine to seven, changing the quorum rules and removing term limits. There have been several high-profile meetings held over the past year where a quorum was not met. Also, the Committee was interested in holding a dialogue with Council about the potential of transitioning to a Planning "Commission."

Committee Chair Paul Sivley said he was happy for the opportunity to meet with Council at this joint session. Since becoming chair his goal was to keep the committee filled and motivated and looking to take the step of creating a “Planning Commission”, and more of a motivational effort to the members in recognizing their value and contribution. Also providing services to the public could be more efficient as there is a duplication of effort by an applicant having to garner approval at a committee meeting and also with the Council. Chair Sivley noted he previously served on a Planning Commission and City Council in

another state and it had worked well. Vice-Chair Mike Riley spoke that most other cities that have a "Planning Commission." Tualatin has been transitioning from a small town to a city over the last number of years and the advantage of a Planning Commission is it helps to take some of the issues off the plate of Council, and can be a more efficient way to do things. Committee Member Alan Aplin spoke on Chair Sivley's comment of duplication of effort when dealing with issues and believes it is important to streamline the process without an applicant having to go before the Committee first and then Council. There are some decisions that could be made by having a Planning Commission. Committee Member Steve Klingerman agreed and said it is giving responsibility to committee members without any authority and is an unmotivating factor. He believes there needs to be more dialogue between Council and the Committee and should be team effort working toward the same goal. Chair Sivley said the narrowing of definition of authority can and should be decided by Council. It was asked and explained by Chair Sivley what types of issues were heard from the former Planning Commission he was a member of. Committee Member Jeff DeHaan commented that TPAC is more citizen-involvement driven, versus a Planning Commission being more involved with land use and not at the citizen level.

Councilor Frank Bubenik commented that he knows Tualatin is one of the only cities that does not have a Planning Commission and he is in favor of looking into the matter. Councilor Joelle Davis commented that it can't be "all or nothing" but rather somewhere in the middle. She also wants to be sure that the level of public involvement is intact and would like to see some legal analysis and research done on this issue.

Mayor Ogden said he recognized the point made that Planning Commissions are common and that they have value, etc. His question is more of what outcomes are we trying to get to. Committee Member Aplin commented that if they are given the responsibility to make a recommendation, they want to have the authority to back it up, and it is ultimately a Council decision. Mayor Ogden said from his perspective TPAC is an advising body that makes relevant, thorough and important recommendations to Council, but Council may not be utilizing TPAC to its full extent. And the scenario of having the development community go through “two hoops” is a problem. He also mentioned that Council has recommended TPAC be the lead on the update to the Transportation System Plan project, which is a huge issue for the City. On the issue of who decides what can be heard by a Planning Commission does not concern him much as there are issues that would still be required to be heard by Council, such as land use, etc.

Discussion continued on TPAC’s role in how issues are dealt with currently, and the relevance of having a Planning Commission. Discussion turned to the types of advising and issues that could be heard. It was asked about the appeal process and how it would work if there was a Planning Commission in place.

Possible ideas of what could be appropriate issues to be handled by a Planning Commission was discussed and it was suggested some of those issues could be a sign variance, transitional use permit, or a conditional use permit, but would defer to staff to determine which ones would be appropriate. Staff noted they will research what other cities are doing with regards to issues their Planning Commissions address.

Councilor Nancy Grimes expressed her concern about how the process could work and agreed with Councilor Davis that it can’t be “all or nothing." She also recognized the good work that is done by TPAC.

It was asked if staff can provide information about how an appeal process would work, and City Attorney Brenda Braden said much of that is dictated by Oregon State law.

The discussion was summarized by Mayor Ogden by noting that staff will research what other communities are doing with their Planning Commissions, what models are used, what Commissions do, and standards for appeal and how many appeals have occurred. Also research on the length of terms, term limits, and standards of termination.

Staff will look at workload and determine when information can be brought back to the Council and TPAC by holding another joint work session, likely in September to review the results.

Mayor Ogden adjourned the joint work session with the Tualatin Planning Advisory Committee at 8:09 p.m. and opened the Council Special Work Session at 8:09 p.m.

C. GENERAL BUSINESS

1. Resolution No. **5058-11** Granting a Conditional Use Permit for Integrated Metal Components, Light Metal Fabrication (of Semi-Finished or Finished Metals) in the Light Manufacturing Planning District at 18355 SW Teton Avenue (Tax Map 2S1 23BB, Tax Lot 501) (CUP-11-02)

City Attorney Brenda Braden explained the resolution is on the agenda for Council approved, and has to do with timing since the August 8, 2011 City Council meeting was cancelled.

MOTION by Councilor Nancy Grimes, SECONDED by Councilor Joelle Davis to adopt the Resolution granting Conditional Use Permit 11-02.

D. COMMUNICATIONS - *None.*

E. ADJOURNMENT

MOTION by Councilor Joelle Davis, SECONDED by Councilor Frank Bubenik to adjourn the special work session at 8:10 p.m.

Sherilyn Lombos, City Manager

Maureen Smith

Maureen Smith / Recording Secretary