



City of Tualatin

PLAN MAP AMENDMENT (PMA) APPLICATION PROCESS SUMMARY

Welcome to the Community Development Department's Citizen Summary of the Plan Map Amendment (PMA) process.

GENERAL INFORMATION

What is a Plan Map Amendment Application?

A PMA is a proposal by the City or a property owner to change the Planning District for a property. For example, a change from the Commercial Office District to the Central Commercial District. The Tualatin Community Plan's Map (Figure 9-1) designates each property in the City Limits and out to the Urban Growth Boundary with a residential, commercial or manufacturing planning district.

Where can I read the City's Code requirements for Plan Map Amendments?

The PMA requirements are in Chapter 1 of the Tualatin Development Code (TDC) which is in the Library and online at www.ci.tualatin.or.us. At the homepage scroll down to Quick Links on the left, click City Codes, click Development Code, click Chapter 1 and then Sections 1.030, 1.031 and 1.032.

Who makes the decision on Plan Map Amendments?

The City Council. Before a PMA is allowed, the City Council must hold a public hearing, apply the criteria in TDC 1.032 and then approve it or deny it.

What is the focus of a Plan Map Amendment? The focus is the appropriateness of the requested planning district's permitted uses at that location. Issues such as site layout and landscaping are not addressed because they are addressed when a specific development is proposed in an Architectural Review Application.

THE APPLICATION PROCESS

Is the applicant required to conduct a pre-application meeting with City staff?

Yes, per TDC, 1.030(2). At the pre-application meeting the applicant shows the City staff the plans of the proposed amendment. They discuss the applicable City requirements and how the proposal meets the requirements. Typically, a lot of contact occurs before the meeting and there are a lot of follow-up discussions after the meeting to resolve issues identified at the meeting.

Is the applicant required to conduct a pre-application neighborhood meeting with the surrounding property owners?

Yes, if the proposed change affects a specific property per TDC, 1.030(2). The applicant mails invitations to owners of properties and City approved Neighborhood Associations within 1,000 feet of the subject property. If the 1,000-foot area includes lots within a platted residential subdivision the area shall extend to include the entire subdivision of which the lots are part and the applicant shall identify these subdivisions for staff. If the residential subdivision is one of two or more individually platted phases sharing a single subdivision name the notice area need not include the additional phases.

At the meeting the applicant should explain the proposal and listen to the neighborhood's concerns. Although the concerns are not required to be mentioned, addressed or incorporated into the application, the approval process may be easier if they are.

How is a Plan Map Amendment Application submitted?

After the Neighborhood Meeting the applicant submits the application and fee to the Community Development Department. The application must explain how the proposed Planning District meets the approval criteria in the TDC, Section 1.032. They are:

- 1) Granting the amendment is in the public interest.
- 2) The public interest is best protected by granting the amendment at this time.
- 3) The proposed amendment is in conformity with the applicable objectives of the Tualatin Community Plan.
- 4) Consider the ten factors listed in this subsection (4).
- 5) The criteria in the Tigard-Tualatin School District Facility Plan for school facility capacity have been considered.
- 6) Granting the amendment is consistent with the applicable State of Oregon Planning Goals and applicable Oregon Administrative Rules.
- 7) Granting the amendment is consistent with the Metropolitan Service District's Urban Growth Management Functional Plan.
- 8) Granting the amendment is consistent with the TDC's transportation Level of Service standards.

What happens once the application is submitted?

A planner in the Community Development Department is assigned the application. When all the materials are included, the planner determines the application is complete and circulates copies to other City departments and to applicable regional and State agencies for their review and comment. The planner schedules a Tualatin Planning Advisory Committee (TPAC) meeting about 5 weeks later. TPAC meets at 7:00 p.m. on the 1st Tuesday of each month at the Council Chambers (18880 SW Martinazzi Ave.). The planner also schedules a City Council public hearing about 4 weeks after the TPAC meeting. The City Council meets at 7:30 p.m. on the 2nd and 4th Mondays of each month at the Council Chambers.

What happens at the Tualatin Planning Advisory Committee meeting?

TPAC conducts a public meeting, not a hearing, which anyone can attend. They make a recommendation to the City Council. There is no notice to surrounding property owners of the TPAC meeting.