



MEETING NOTICE AND AGENDA

JOINT MEETING WITH TUALATIN CITY COUNCIL AND TUALATIN PLANNING ADVISORY COMMITTEE

Tualatin Heritage Center
8700 SW Sweek Drive
Tualatin, Oregon 97062

Wednesday, July 27, 2011
6:00 p.m.

A. **CALL TO ORDER**

B. **AGENDA**

1. Welcome and Introductions
2. 2011/12: Planning Projects on the Horizon
3. City Council and Planning Advisory Committee Discussion

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)

D. **COMMUNICATIONS**

E. **ADJOURNMENT**



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Aquilla Hurd-Ravich, Planning Manager
Alice Rouyer, Community Development Director

DATE: 07/27/2011

SUBJECT: 2011/ 2012: Planning Projects on the Horizon

ISSUE BEFORE THE COUNCIL:

Attached is a summary list of projects for Fiscal Year 2011/2012 where Planning staff will need Council policy direction and Tualatin Planning Advisory Committee advice. (Attachment A)

Staff will present this list to the group at the July 27, 2011 meeting. This document is a helpful road map for the year and will provide a centerpiece for the discussion concerning how the Council can establish goals for the work of Tualatin Planning Advisory Committee in the coming year.

Attachments: A - 2011/2012 Planning Projects



City of Tualatin

**2011/2012:
Planning Projects on the Horizon**

July 20, 2011



Planning Staff

Heidi Blaine, Office Coordinator

Colin Cortes, Assistant Planner

Cindy Hahn, Associate Planner

Will Harper, Senior Planner

Aquilla Hurd-Ravich, Planning Manager

Economic Development Staff

Ben Bryant, Economic Development Analyst

Carol Rutherford, Office Coordinator

Eric Underwood, Development Manager

Alice Rouyer, Community Development Director

SUMMARY

Planning Division Work Plan

The City of Tualatin's Planning Division has identified a work program for Fiscal Year 2011-2012. Projects generally fall into the following categories:

- **City Council Priorities**
- **Regional Projects**
- **Development Code Improvements**

This summary describes the projects in each category.

City Council Priorities	
Downtown Development and Redevelopment	<ul style="list-style-type: none">• Interview key property owners and developers about the future vision for downtown Tualatin• Scope and begin a new downtown plan project, subject to direction from Council
Redevelopment Plan for Area West of 65th/East of I-5	<ul style="list-style-type: none">• Establish project goals and scope• Develop a plan, subject to direction from Council
Transportation System Plan Update	<ul style="list-style-type: none">• Participate on project team• Coordinate communication with Tualatin Planning Advisory Committee• Prepare Plan Text Amendments
Citizen Involvement Program	<ul style="list-style-type: none">• Provide support to the City Manager's office in the development and execution of a new Citizen Involvement Program• Enhance public involvement for planning projects• Update/reformat Community Development web pages• Refine and improve notification of neighborhood developer meeting notices. Use other available tools such as social media.

Regional Projects	
Basalt Creek Concept Plan and SW 124th Avenue Planning	<ul style="list-style-type: none"> • In partnership with Washington County, complete transportation analysis for Basalt Creek and SW Concept Plan areas • Begin Concept Plan for land use, transportation and infrastructure and governance
Tonquin Industrial Overlay	<ul style="list-style-type: none"> • Prepare Code language and Plan Text Amendment to address existing businesses that are part of the Tonquin Industrial Group within the Southwest Concept Plan Area
Southwest Corridor Study	<ul style="list-style-type: none"> • Participate on the Metro Steering Committee, Project Team Leaders, and Public Involvement groups to support the project • Continue to participate on the Tigard High Capacity Transit Technical Advisory Committee
Tualatin High Capacity Transit Land Use Plan	<ul style="list-style-type: none"> ▪ Develop a land use plan to support High Capacity Transit
Tonquin Trail	<ul style="list-style-type: none"> ▪ Prepare Plan Text Amendment to the Tualatin Development Code after a Master Plan alignment has been adopted by the region
Regional Project Tracking	<ul style="list-style-type: none"> ▪ Attend regional groups such as MTAC, TMAC, TPAC, JPACT, MPAC¹ and others to ensure that Tualatin's interests and City Council goals are served in regional issues and decisions

¹ Metro Technical Advisory Committee (MTAC); Transportation Management Advisory Committee (TMAC), Transportation Policy Advisory Committee (TPAC), Joint Policy Advisory Committee (JPACT), Metro Policy Advisory Committee (MPAC)

Development Code Improvements – initial ideas

Improve Tualatin Development Code Chapter 73 Community Design Standards	<ul style="list-style-type: none">• Review existing Chapter 73 to determine if refinements should be made• Suggest refinements working with the ARB, TPAC, Council, developers and neighborhood leaders to receive feedback
Re-format Development Code	<ul style="list-style-type: none">• Re-format Development Code to make more consistent and user-friendly
Establish Goals and Objectives of the Development Code	<ul style="list-style-type: none">• Review existing goals and objectives to determine if any updates are needed



MEMORANDUM

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THROUGH: Sherilyn Lombos, City Manager

FROM: Aquilla Hurd-Ravich, Planning Manager
Alice Rouyer, Community Development Director

DATE: 07/27/2011

SUBJECT: City Council and Tualatin Planning Advisory Committee Joint Discussion

ISSUE BEFORE THE COUNCIL:

The purpose of this joint meeting is to provide an opportunity for Council and the Tualatin Planning Advisory Committee (TPAC) to talk about changes to TPAC. During the March 28, 2011 Council meeting the 2010 TPAC Annual Report was presented to Council. Following this discussion TPAC Chair Paul Sivley introduced potential changes to TPAC including reducing the membership size from nine to seven, changing the quorum rules and removing the limit that a member may serve no more than two consecutive terms.

The need to make these changes came about as a result of trying to fill all nine positions, which has proven to be difficult. The committee currently has seven members as one member just recently stepped down. Additionally, there were four meetings in 2010 when a quorum was not present resulting in the inability to make recommendations on high profile projects.

This joint meeting presents an opportunity to continue discussing changes to the Tualatin Planning Advisory Committee. The members of TPAC are interested in having an open dialogue about the viability of evolving into a Planning Commission.

Attached to this report are the minutes from the March 28, 2011 meeting (Attachment A), the proposed code language changes to the Tualatin Municipal Code (Attachment B) and the current code regulating TPAC (Attachment C). Additionally, staff has prepared a table listing current land use application types and the associated reviewing bodies (Attachment D).

Attachments: A - City Council Minutes Excerpt March 28, 2011
B - Draft Municipal Code TPAC Amendments
C - Current Municipal Code TPAC
D - Land Use Application Types

2. 2010 Annual Report of the Tualatin Planning Advisory Committee

Acting Planning Manager Aquilla Hurd-Ravich was present and gave an overview of the 2010 Tualatin Planning Advisory Committee's (TPAC) annual report.

Paul Sivley, chair of TPAC, was also present and spoke on his goals for TPAC when he became chair, which were to fill positions and encourage involvement. Mr. Sivley noted there were four meetings in 2010 that failed to have a quorum due primarily to unfilled membership. Requesting that membership be reduced from nine to seven, as with the other advisory committees. The issue of not having terms limits was also brought up. Mr. Sivley said another problem is lack of diversity on the committee, but said that is another issue altogether. Mr. Sivley also wanted to thank staff, in particular Associate Planner Will Harper and Acting Planning Manager Aquilla Hurd-Ravich for stepping up during this difficult past year.

Discussion followed. Council directed staff to prepare an ordinance to change TPAC from nine to seven members, with a quorum of those actually present, and eliminate term limits. It was also directed to eliminate term limits for all advisory committees/boards.

H. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Mayor may impose a time limit on speakers addressing these issues.

I. COMMUNICATIONS FROM COUNCILORS

Councilor Bubenik noted the *Vine2Wine Event* at the Library on April 23, 2011, that the Tualatin Library Foundation is putting on.

J. EXECUTIVE SESSION

None.

K. ADJOURNMENT

MOTION by Councilor Ed Truax, SECONDED by Councilor Joelle Davis to adjourn the meeting at 10:35 p.m.

Vote: 7 - 0 CARRIED

Sherilyn Lombos, City Manager



Maureen Smith / Recording Secretary

PTA-11-06 ATTACHMENT B:

DRAFT TUALATIN MUNICIPAL CODE AMENDING TEXT

Section 1. TMC 11-1-020 is amended to read as follows:

(1) The Committee shall consist of ~~nine~~seven members appointed by the Council and, except as provided in subsection (6) of this section, shall serve three-year staggered terms, ~~or until their respective successors are appointed. Except for a member who is appointed under subsection (6) of this section, no member shall serve more than two three-year terms in succession. Committee members shall receive no compensation.~~ A member may be reappointed to additional terms at the discretion of the Council.

(2) In considering new members, the Committee and Council shall strive for geographic balance. No fewer than six members shall reside inside the corporate boundaries of the City, and no more than ~~three~~two shall reside outside the City. Any nonresident member shall reside within the Urban Growth Boundary of the City of Tualatin.

(3) Each committee member serves at the pleasure of the City Council and may be removed by the Council at any time. ~~before the committee member's term expires.~~

(4) Any vacancy on the Committee shall be filled by the City Council for the unexpired term of the member creating the vacancy.

(5) No more than two members shall be engaged principally in the buying, selling or developing of real estate for profit as individuals, or be members of a partnership, or officers or employees of a corporation, that is engaged principally in the buying, selling or developing of real estate for profit. No more than three members shall be engaged in the same kind of business, trade or profession.

(6) One member may be less than 18 years of age. A member who is appointed under this subsection shall serve a one-year term that may be renewed for one additional year. In addition to other criteria deemed relevant by the Council for appointment, the Council may consider the applicant's academic performance and the effect membership on the Committee may have on such performance.

(7) A committee member may not have unexcused absences from two or more meetings, including regular and special work sessions during a calendar year, or absences from more than five such meetings held during the calendar year. An excused absence may be obtained by contacting the chairperson or secretary of the committee at least 24 hours prior to a scheduled committee meeting.

Section 2. TMC 11-1-040 is amended to read as follows:

A majority of-members of the Committee appointed by the Council shall constitute a quorum. A quorum of the Committee may transact any business or conduct any proceedings before the Committee. The Committee may adopt and amend rules and regulations establishing the procedure for the conduct of proceedings before it. Any such rules and regulations shall be consistent with any ordinances, resolutions or laws of the City regulating the Committee. The Committee shall convene when necessary to discharge its duties; however, it shall meet not less than six times within every calendar year.

Tualatin Municipal Code

11-1-010

Chapter 11-1

Planning Advisory Committee

Sections:

11-1-010 Establishment of Committee.**11-1-020 Membership of Committee.****11-1-030 Organization of Committee.****11-1-040 Meeting, Rules and Regulations of the Committee.****11-1-050 Expenditure of Funds.****11-1-060 Powers and Duties of Committee.****11-1-070 Coordination of Planning Review.****11-1-080 Annual Report of Committee.****11-1-090 Emergency Clause.****11-1-010 Establishment of Committee.**

The Tualatin Planning Advisory Committee is established and created. [Ord. 342-76, Sec 1, July 26, 1976.]

11-1-020 Membership of Committee.

(1) The Committee shall consist of nine members appointed by the Council and, except as provided in subsection (6) of this section, shall serve three-year staggered terms, or until their respective successors are appointed. Except for a member who is appointed under subsection (6) of this section, no member shall serve more than two three-year terms in succession. Committee members shall receive no compensation.

(2) In considering new members, the Committee and Council shall strive for geographic balance. No fewer than six members shall reside inside the corporate boundaries of the City, and no more than three shall reside outside the City. Any nonresident member shall reside within the Urban Growth Boundary of the City of Tualatin.

(3) Each committee member serves at the pleasure of the City Council and may be removed by the Council at any time before the committee member's term expires.

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(6) One member may be less than 18 years of age. A member who is appointed under this subsection shall serve a one-year term that may be renewed for one additional year. In addition to other criteria deemed relevant by the Council for appointment, the Council may consider the applicant's academic performance and the effect membership on the Committee may have on such performance.

(7) A committee member may not have unexcused absences from two or more meetings, including regular and special work sessions during a calendar year, or absences from more than five such meetings held during the calendar year. An excused absence may be obtained by contacting the chairperson or secretary of the committee at least 24 hours prior to a scheduled committee meeting. [Ord. 342-76 §2, July 26, 1976; Ord. 583-82

§ __, Aug. 23, 1982; Ord. 888-93 §1, 2, Mar. 22, 1993; Ord. 1017-99 §1&2, Apr. 26, 1999.] (1147-03, Renumbered, 08/25/2003.)

11-1-030 Organization of Committee.

(1) At the regular meeting of the Committee each January, the Committee shall elect a chairperson and vice chairperson, who shall be voting members, of the Committee.

(2) The Community Development Director shall provide a secretary who shall keep an accurate record of all Committee proceedings. The Committee shall file a report of all its proceedings with the City Recorder within 30 days of such proceedings. [Ord. 342-76 §3, July 26, 1976.]

(1147-03, Renumbered, 08/25/2003.)

11-1-040 Meeting, Rules and Regulations of the Committee.

A majority of members of the Committee shall constitute a quorum. A quorum of the Committee may transact any business or con-

(Revised 12/03)

Tualatin Municipal Code

duct any proceedings before the Committee. The Committee may adopt and amend rules and regulations establishing the procedure for the conduct of proceedings before it. Any such rules and regulations shall be consistent with any ordinances, resolutions or laws of the City regulating the Committee. The Committee shall convene when necessary to discharge its duties; however, it shall meet not less than six times within every calendar year. [Ord. 342-76 §4, July 26, 1976;

Ord. 446-78, June 12, 1978; Ord. 583-82, Aug. 23, 1982.]

(1147-03, Renumbered, 08/25/2003.)

11-1-050 Expenditure of Funds.

The Committee shall have no authority to make any expenditure of funds on behalf of the City or to obligate the City for the payment of any funds without first obtaining the approval of the City Council by minute order or resolution stating the purpose of such expenditure. [Ord. 342-76

§5, July 26, 1976.] (1147-03, Renumbered, 08/25/2003.)

11-1-060 Powers and Duties of Committee.

The Committee shall have the following powers and duties:

(1) Recommend and make suggestions to the Council regarding preparation and revision of plans for the growth, development, and beautification of areas both inside the corporate limits of Tualatin and also within the City's urban growth boundary, such plans to incorporate elements and subelements including but not limited to the following:

- (a) Land use
- (b) Economic development:
 - (i) Housing;
 - (ii) Commercial and industrial;
- (c) Public facilities:
 - (i) Transportation;
 - (ii) Water supply;
 - (iii) Sewerage;
 - (iv) Drainage;
 - (v) Parks and open space; and
 - (vi) Institutions; and
- (d) Historic Resources.

(2) Recommend and make suggestions to the Council regarding preparation and revision of
(Revised 12/03)

community development ordinances, including but not limited to the following:

- (a) Tualatin Development Code;
- (b) Tualatin Sign Ordinances; and
- (c) Tree planting regulations.

(3) Study and propose in general such measures as may be advisable for promotion of the public interest, health, morals, safety, comfort, convenience and welfare of the City and of the area within the City's Urban Growth Boundary.

(4) Serve as the City of Tualatin Committee for Citizen Involvement in accordance with the State of Oregon Land Conservation and Development Goal No. 1, with the following responsibilities.

(a) Evaluate the effectiveness of the citizen involvement program during March and October of each calendar year.

(b) Recommend and make suggestions to the City Council regarding revisions in the citizen involvement program, as the Committee deems appropriate. [Ord. 342-76 §6, July 26, 1976; Ord. 454-78

§__, Aug. 28, 1978; Ord. 926-94 §__, June 13, 1994.]

(1147-03, Renumbered, 08/25/2003.)

11-1-070 Coordination of Planning Review.

In discharging its powers and duties at the request of the Council under TMC 11-1-060, the Committee shall consider the provisions of a comprehensive plan, project plan or agency plan of the City of Tualatin Development Commission, the Urban Renewal Agency of the City of Tualatin and other government agencies having plans or projects affecting the City of Tualatin.

[Ord. 342-76 §7, July 26, 1976.]

(1147-03, Renumbered, 08/25/2003.)

11-1-080 Annual Report of Committee.

Not later than April 1 of each year the Committee shall file its annual report of the activities of the Committee with the City Council. The annual report shall include a survey and report of the Committee's activities during the preceding year, in addition to specific recommendations to the City Council not otherwise requested by the City Council, relating to the planning process, plan implementation measures within the City, or the future activities of the

Tualatin Municipal Code

11-1-090

Committee. The report may include any other matters deemed appropriate by the Committee for recommendation and advice to the Council.

[Ord. 342-76 §8, July 26, 1976.]
(1147-03, Renumbered, 08/25/2003.)

11-1-090 Emergency Clause.

[Ord. 342-76, Sec 10, July 26, 1976.]

Land Use Application Types & Local Reviewing Bodies

App Acronym	App Title	TDC Sections or Other Source	Administrative / Staff	Local Reviewing Bodies					City Council	Applicable Appeals Body
				Architectural Review Board	Core Area Parking District Board	Tualatin Planning Advisory Committee	Urban Renewal Advisory Committee			
				ARB	CAPD	TPAC	URAC	CC		
ANN	Annexation	4.050; 31.067; ORS 222.125; MC 3.09						✓	Oregon Circuit Court	
AR	Architectural Review	31.071 - 079; 34.210; 73	✓	✓					ARB*/CC*	
ARSF	Architectural Review, Single-Family	73	✓						CC	
MAR	Minor Architectural Review	n/a	✓						n/a	
CUP	Conditional Use Permit	32						✓	LUBA	
ENFL	Code Enforcement: Land Use	31	✓						CC	
ENFS	Code Enforcement: Signs	31.110 & 111; 38	✓						CC	
HIST	Historic Landmark: Alternation / New Construction	68.090	✓						CC	
	Demolition	68.050	✓						CC	
	Designation or Removal of Designation	68.020						✓	LUBA	
	Relocation	68.050	✓						CC	
IMP	Industrial Master Plan	37						✓	LUBA	
INT	Interpretation	1.010; 31.070	✓						CC	
PMA	Plan Map Amendment	1.030 - 032				✓		✓	LUBA	
PTA	Plan Text Amendment	1.030 - 032				✓		✓	LUBA	
RNU (?)	Reinstatement of Nonconforming Use	35						✓	LUBA	
S	Sign Permit	34.210; 38.080 - 080	✓						CC	
SUB	Subdivision**	34.210; 36.1	✓						CC	
PAR	Partition**	34.210; 36.2	✓						CC	
PLA	Property Line Adjustment**	36.310 - 380	✓						CC	
TCP	Tree Cutting (or Removal) Permit	34.210, 73.250	✓						CC	
TRP	Transitional Use Permit	34.180 - 186						✓	LUBA	
TUP	Temporary Use Permit	34.010 - 020	✓						CC	
VAR	Variance	33.025						✓	LUBA	
MVAR	Minor Variance	33.024	✓						CC	
SVAR	Sign Variance	33.022						✓	LUBA	
n/a	Core Area Parking District Tax Appeal	TMC 11-3			✓				CC	

LUBA [Oregon Land Use Board of Appeals](#)MC [Metro Code](#)OAR [Oregon Administrative Rules](#)ORS [Oregon Revised Statutes](#)TDC [Tualatin Development Code](#)

Note: The Tualatin Community Plan (TCP) is Chapters 1 through 30 of the TDC.

TMC [Tualatin Municipal Code](#)

Interim review body



Deciding body

* The ARB reviews AR requests that meet or exceed these thresholds:
 residential: 100 multi-family (MF) dwelling units, any MF request adjacent to an RL district;
 commercial: 50,000 sq ft; or
 manufacturing: 150,000 sq ft.
 Source: TDC 73.030(2).

** Engineering Division is the primary reviewer.

[Note: TDC 31.076 addresses "requests for review" \(appeals\).](#)



STAFF REPORT

CITY OF TUALATIN

APPROVED BY TUALATIN CITY COUNCIL

Date 7-27-11

Recording Secretary W. Smith

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager

FROM: Linda Odermott, Paralegal
Brenda Braden, City Attorney

DATE: 07/27/2011

SUBJECT: Resolution 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)

ISSUE BEFORE THE COUNCIL:

Council will consider a Resolution granting a Conditional Use Permit (11-02) for light metal fabrication (of semi-finished or finished metals) by Integrated Metal Components within the Light Manufacturing Planning District at 18355 SW Teton Avenue (Tax Map 2S1 23BB, Tax Lot 501).

RECOMMENDATION:

Staff recommends that the City Council adopt the Resolution granting the Conditional Use Permit 11-02.

EXECUTIVE SUMMARY:

On July 25, 2011 the Council held a quasi-judicial public hearing on CUP 11-02 to decide whether to grant a conditional use permit to the Integrated Metal Components, Inc. (IMC) in the Light Manufacturing Planning District. At the conclusion of the public hearing, the Council voted 7-0 to approve the conditional use permit and adopting the findings in the Staff Report. Council directed staff to bring back a Resolution without any additional conditions.

OUTCOMES OF DECISION:

ALTERNATIVES TO RECOMMENDATION:

FINANCIAL IMPLICATIONS:

Attachments: A - Resolution CUP-11-02
B - Analysis and Findings

RESOLUTION NO. 5058-11

RESOLUTION 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)

WHEREAS a quasi-judicial public hearing was held before the City Council of the City of Tualatin on July 25, 2011, upon the application of Integrated Metal Components, Inc. (IMC); and

WHEREAS notice of public hearing was given as required by the Tualatin Development Code by mailing a copy of the notice to affected property owners located within 1,000 feet of the property, which is evidenced by the Affidavit of Mailing marked "Exhibit A," attached and incorporated by this reference, and by posting a copy of the notice in two public and conspicuous places within the City, which is evidenced by the Affidavit of Posting marked "Exhibit B," attached and incorporated by this reference; and

WHEREAS the Council heard and considered the testimony and evidence presented on behalf of the applicant, the City staff, and those appearing at the public hearing; and

WHEREAS after the conclusion of the public hearing the Council vote resulted in approval of the application [Vote 7-0]; and

WHEREAS based upon the evidence and testimony heard and considered by the Council, the Council makes, enters, and adopts as its findings of fact the findings and analysis in the City staff report, dated July 25, 2011, marked "Exhibit C," attached and incorporated by reference; and

WHEREAS based upon the foregoing Findings of Fact, the Council finds that the applicant has provided sufficient evidence to demonstrate that all of the requirements of the Tualatin Development Code relative to a conditional use have been satisfied and that granting the conditional use permit is in the best interests of the residents and inhabitants of the City, the applicant, and the public generally.


BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. Council grants the Conditional Use Permit to Integrated Metal Components, Inc. (IMC) with no conditions.

INTRODUCED AND ADOPTED this 27th day of July, 2011.

CITY OF TUALATIN, Oregon

By



Mayor

ATTEST:

By



City Recorder

APPROVED AS TO LEGAL FORM



CITY ATTORNEY

ITEMS REFERRED TO AS EXHIBITS IN THE FOREGOING RESOLUTION ARE ATTACHED TO THE ORIGINAL. THEY HAVE BEEN OMITTED FROM THE PACKET AS A CONSERVATION MEASURE. IF THESE EXHIBITS NEED TO BE EXAMINED, PLEASE CONTACT THE CITY RECORDER.