



City of Tualatin

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OFFICIAL

TUALATIN PLANNING COMMISSION

MINUTES OF March 6, 2012

TPC MEMBERS PRESENT:

Mike Riley
Alan Aplin
Jeff DeHaan
Nic Herriges
Bill Beers

STAFF PRESENT:

Aquilla Hurd-Ravich
Will Harper
Cindy Hahn
Brenda Braden
Lynette Sanford

TPAC MEMBER ABSENT: Steve Klingerman

GUESTS: None

1. CALL TO ORDER AND ROLL CALL:

Mr. Riley called the meeting to order at 6:33 pm. Roll call was taken.

2. APPROVAL OF MINUTES:

February 7, 2012

Mr. Riley asked for review and approval of February 7, 2012 TPAC meeting minutes.

Mr. DeHaan stated that his comments on the second paragraph, page 2 were inaccurate. He is available to attend meetings on Thursday if needed.

MOTION by Beers SECONDED DeHaan to approve the February 7, 2012 TPAC meeting minutes. MOTION PASSED 5-0.

3. COMMUNICATION FROM THE PUBLIC (NOT ON THE AGENDA):

None

4. ACTION ITEMS

A. 2011 Annual Report of the Tualatin Planning Advisory Committee

Planning Manager Hurd-Ravich presented the 2011 Annual Report of the Tualatin Planning Advisory Committee. The annual report addresses two requirements of the Municipal Code: Evaluate TPAC's role in citizen involvement and lists activities during the preceding year. The annual report will go before Council March 12; required to be presented prior to April 1.

The highlights of the 2011 Annual Report included TPAC's role in citizen involvement program. In 2011, the members of TPAC recommended changes to the committee to

These minutes are not verbatim. The meeting was recorded, and copies of the recording are retained for a period of one year from the date of the meeting and are available upon request.

improve its effectiveness as an advisory body. These changes included reducing the number of positions on the committee from nine to seven, changing the definition of a quorum to be the majority of the members appointed by Council, and removing limits to the number of terms a committee member can be reappointed. Of the nine positions, one or two were consistently vacant for at least one year, which made reaching a quorum on important recommendations difficult. There were four instances in the year 2010 when a quorum was not present to make a recommendation to Council. A lack of quorum was partly due to vacant positions. Council adopted the changes with the intention to make TPAC a more efficient body in providing public feedback to the City Council.

Ms. Hurd-Ravich reported the Tualatin Planning Advisory Committee changed to Tualatin Planning Commission. The purpose of this change was to streamline land use decisions and empower citizen volunteers on the Commission. The Planning Commission now has approval authority over a limited number of quasi-judicial decisions. Including:

- Industrial Master Plans
- Reinstatement of Use
- Sign Variance
- Variance
- Transitional Use Permit

The Planning Commission will retain the duties of the Advisory Committee, which makes recommendations on Comprehensive Plan Amendments including map and text changes. They also participate in broad City planning efforts and provide feedback to staff and City Council. In 2011, TPAC reviewed 10 Comprehensive Plan Text Amendments. These reviews not only allow the citizen advisory committee the opportunity to comment but any interested members of the public can provide input.

Ms. Hurd-Ravich reported that in the upcoming year, TPAC will coordinate with the Citizen Involvement Organizations (CIOs). The CIOs are an excellent communication tool to reach out to a greater number of Tualatin citizens about land use decisions. The staff will support this effort when distributing agendas and notices.

In terms of activities, TPAC met 11 times and reviewed 10 Plan Text Amendments. The committee made recommendations of projects including the Southwest Concept Plan, which was completed last April. The electronic reader board at Tualatin High School was approved by council. Changes to approval and extension periods for Architectural Reviews and Conditional Use Permits increased from one to two years. One year single extensions are allowed for Architectural Reviews, Partition, and Subdivision. Ms. Hurd-Ravich stated that tomorrow, March 7, the Architectural Review Board will meet to discuss the Marquis project and are requesting an extension.

Another highlight included new sign regulations for downtown and major commercial centers. This will allow additional sign options in the Central Design district, major

commercial centers and multi-story buildings in the Central Commercial and General commercial Planning Districts. Mr. Riley will present this report to Council March 12.

MOTION by DeHaan SECONDED by Aplin to recommend approval of the 2011 TPAC Annual Report. MOTION PASSED 5-0.

B. Review and Provide a Recommendation to City Council on the Goals and Objectives and Existing Conditions Reports for the Tualatin Transportation System Plan and Linking Tualatin Projects.

Ms. Hahn gave a TSP (Transportation System Plan) and Linking Tualatin update, which included a PowerPoint presentation that discussed the Goals and Objectives and Existing Conditions Reports. The Transportation Task Force held a meeting on December 15 where they discussed their value statements. These value statements were drafted into Goals and Objectives on January 19. The revised TSP Goals and Objectives were accepted on February 2 and Linking Tualatin accepted the revised goals and objectives on February 23.

A kick off Meeting/Open house was held on February 16 and the public was invited to comment on the goals and objectives. Mr. Aplin inquired if there were many comments from the public. Ms. Hahn responded that there were very few comments and no suggested changes.

Ms. Hahn continued discussing the Existing Conditions with the Transportation Task Force. December 15 included an overview of TSP existing conditions and February 23 included an overview of Linking Tualatin Existing conditions. Public review comment was closed with TSP. March 8th will be the close of the Linking Tualatin comment period.

Ms. Hahn continued the presentation which included maps of the following conditions: automobile traffic, existing accident information, existing bicycle and pedestrian conditions, and existing transit conditions. The focus areas related to:

- Land use
- Demographics
- Housing & Employment
- Market Conditions
- Transportation Facilities
- Neighborhood Amenities
- Plans & Policies

The Key Transit connections map identified how the city is served by transit and how to connect the areas together.

The next steps in the Linking Tualatin Task Force and Working Group are to develop opportunities and constraints analysis and focus area evaluation criteria. On April 3, they will present to Planning Commission; on April 23, present to council.

The TSP Task Force and Working Groups have a long list of projects and options. On May 1 they will present to the Planning Commission and on May 14, to council. Upcoming events include the second round of working groups and meetings.

Mr. Beers mentioned that the travel times in the study are pretty accurate since he's tested a few of the intersections. Mr. DeHaan mentioned added that he attended the Task Force meeting in place of Mr. Aplin and thought it was very well-done and the facilitators did a great job.

MOTION by DeHaan SECONDED by Herriges to Review and Provide a Recommendation to City Council on the Goals and Objectives and Existing Conditions Reports for the Tualatin Transportation System Plan and Linking Tualatin Projects.
MOTION PASSED 5-0.

5. **COMMUNICATION FROM CITY STAFF:**

A. Future Tualatin Planning Commission Meeting Dates

Ms. Hurd-Ravich discussed rescheduling the TPC meetings. The first and fourth Tuesdays are available; Thursdays are unavailable due to the transportation meetings and working groups. After discussion, the members agreed that we'll continue holding our meetings on the first Tuesday of each month and consider changing to Thursdays next year. This discussion will continue in December.

Ms. Hurd-Ravich continued discussion about rescheduling the July and August meeting dates. July 3 is the day before a holiday and August 7 is the same evening as Tualatin's "National Night Out". After discussing the potential available dates, the majority of the members agreed to reschedule July 3 to July 5. If the agenda is light, it may be canceled. The August 7 date will be rescheduled to August 9.

B. Briefing on Proposed Amendments that would Remove Core Area Parking district "Impact Fee" Provisions in the Tualatin Development Code and the Tualatin Municipal Code.

Mr. Harper provided a briefing for an upcoming Plan Text Amendment PTA-11-12 which would remove existing Tualatin Development code (TDC) provisions that allow payment of a parking "Impact Fee within downtown Tualatin's Core Area parking District". The TDC amendment will be paired with an amendment to the Tualatin Municipal Code Chapter 11-3 Core Area Parking district Board that will remove "Impact Fee" provisions.

Mr. Harper stated that CAPD has ownership of five public parking areas with 394 public parking spaces distributed throughout the CAPD. These are located in the downtown area north of Seneca Street between Boones Ferry Road (west), Hedges Creek (north) and Martinazzi Avenue (east). This is a source of free parking for customers and employees that conduct business in the Tualatin central area. The capital improvements were funded by Central Urban Renewal District, and the maintenance is funded by a core area parking district tax paid by businesses and employers in the district.

As new projects develop and redevelop in the CAPD and the downtown, the demand for public parking in the district will increase. If more developers take advantage of the "impact fee" option in lieu of building more parking, pressure to build more public parking will also increase. The current amount of "impact fee" funds collected per parking stall rate will not cover the costs to acquire land and construct new parking spaces. Without urban renewal or CAPD funds to supplement it, the program is not sustainable.

This proposal and recommendation will only remove impact fee for CAPD as an option to reduce further on-site parking. Next fiscal year, administration of core area parking district will move from Community Development Department to Operations. Mr. Harper also stated the CAPD is running in an annual deficit. The impact fee, which is currently at \$45,000, goes into an account which will be made available for construction of additional parking.

Mr. Beers inquired about the status of the \$45,000 and asked if it was just sitting in an account until the need arises for additional parking. Mr. Harper responded that the money there for construction of additional parking, even though a small parking lot would cost three times that amount. The decision lies with the Council and the Core Area Parking District.

Next steps:

- **March 6, 2012** - Update of CAPD amendment to Tualatin Planning Commission
- **April 3, 2012** - A proposed Plan Text Amendment (PTA-11-12) scheduled for review by the Tualatin Planning Commission (TPC) would remove CAPD Impact Fee parking reduction provisions in the TDC 73.370(2)(b). Core Area Parking District Board Meeting (tentative date/time and location TBD)
- **April 23, 2012** – Council public hearing for PTA-11-12
- **May 14, 2012** - Council consideration of ordinances amending TMC Chapter 11-3-100 and TDC Chapter 73, removing the provisions for a CAPD "Impact Fee"

6 FUTURE ACTION ITEMS:

Ms. Hurd-Ravich stated that our next meeting will be April 3. There will be an update on Linking Tualatin, input in land use types and focus area criteria. A Plan Text Amendment will come back to the members for a recommendation. Ms. Hurd-Ravich also stated that the April 3 meeting will be her last for a couple of months. Mr. Harper will be conducting the meetings in her absence.

7 ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION:

Mr. Riley inquired about the status of filling the TPC member vacancy. Ms. Hurd-Ravich responded that we will be in contact with the CIO members. We will also advertise in the city newsletter and "News and Notes" section of our web site. The members were asked to spread the word about the vacancy. The main criterion is that the person must live in the planning area boundary.

Mr. DeHaan inquired about the value of this agenda item and what should be discussed

at this time. Ms. Hurd-Ravich responded that this agenda item is used as a forum for the committee members to communicate with the group. For example, the Council uses this time to report on different meetings they attend. This is also an appropriate time to discuss and follow up on different projects.

Mr. DeHaan and Mr. Aplin inquired about the different projects in construction. Mr. Harper responded that the Alexan property is underway. This property will be five stories tall and consist of residential and commercial development. They are close to having their financing in place and will begin construction soon.

The committee members inquired about the Statement of Economic Interest Filings which they haven't received. City Attorney Brenda Braden responded that they will be in the mail soon.

Mr. Harper added that the property on 65th & Nyberg, which is currently a RV Park, has been sold to a multi-family developer. Over 100 residents were informed that they will be asked to leave within 60 days beginning April 1st. This will increase development interest.

8. ADJOURNMENT

MOTION by DeHaan, SECONDED by Riley to adjourn the meeting at 8:00 pm.
MOTION PASSED 5-0.

_____ Lynette Sanford, Office Coordinator