



MEETING AGENDA
TUALATIN PLANNING COMMISSION

January 19, 2017; 6:30 p.m.
JUANITA POHL CENTER
8513 SW TUALATIN RD
TUALATIN, OR 97062

1. **CALL TO ORDER & ROLL CALL**
Members: Alan Aplin (Chair), Bill Beers, Janelle Thompson, Mona St. Clair, Kenneth Ball, Travis Stout, and Angela Demeo
Staff: Aquilla Hurd-Ravich, Planning Manager; Karen Perl Fox, Senior Planner; Kelsey Lewis, Management Analyst II.
2. **APPROVAL OF MINUTES**
 - A. Approval of October 20, 2016 TPC Minutes
3. **COMMUNICATION FROM THE PUBLIC (NOT ON THE AGENDA)**
Limited to 3 minutes
4. **ACTION ITEMS**
 - A. Elect a Chair and Vice Chair to Represent the Tualatin Planning Commission.
5. **COMMUNICATION FROM CITY STAFF**
 - A. Capital Improvement Plan 2018-2027
 - B. Update on Basalt Creek Land Use Concept Map
 - C. Framing for Priority Project: Update the Tualatin Development Code
6. **FUTURE ACTION ITEMS**
7. **ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION**
8. **ADJOURNMENT**



STAFF REPORT

CITY OF TUALATIN

TO: Tualatin Planning Commissioners

FROM: Lynette Sanford, Office Coordinator

DATE: 01/19/2017

SUBJECT: Approval of October 20, 2016 TPC Minutes

ISSUE BEFORE TPC:

Attachments: [TPC Minutes 10.20.16](#)



City of Tualatin

www.tualatinoregon.gov

UNOFFICIAL

TUALATIN PLANNING COMMISSION -

MINUTES OF October 20, 2016

TPC MEMBERS PRESENT:

Alan Aplin
Kenneth Ball
Angela Demeo
Travis Stout
Mona St. Clair
Janelle Thompson

STAFF PRESENT

Aquilla Hurd-Ravich
Karen Perl Fox
Charles Benson
Lynette Sanford

TPC MEMBER ABSENT: Bill Beers

GUESTS: Herb Koss, Linda Moholt, Levi Levasa, Grace Lucini, Mehdi A. Sanaei

1. CALL TO ORDER AND ROLL CALL:

Alan Aplin, Chair, called the meeting to order at 6:30 pm and reviewed the agenda. Roll call was taken.

2. APPROVAL OF MINUTES:

Mr. Aplin asked for review and approval of the September 15, 2016 TPC minutes. MOTION by Demeo SECONDED by Thompson to approve the minutes as written. MOTION PASSED 6-0.

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

None.

4. ACTION ITEMS:

None.

5. COMMUNICATION FROM CITY STAFF:

A. Basalt Creek Land Use Concept Map and Project Update.

Aquilla Hurd-Ravich, Planning Manager and Karen Perl-Fox, Sr. Planner updated the Commission members on the Basalt Creek Concept Plan. Ms. Hurd-Ravich

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.

mentioned that the presentation is the same one that was brought to Council on October 10th. The presentation will include review and affirmation of conceptual land uses, review progress on Ten Considerations for Success, and the next steps to conclude the Concept Plan.

Ms. Hurd-Ravich stated that the Draft Basalt Creek Land Use Concept Map was presented at the April 2016 open house. After Council review and input at the June 2016 Work Session and ongoing community involvement, feedback included refining employment land uses, refining residential land uses, and to consider both private ownership and environmental constraints in Basalt Creek Canyon.

Ms. Hurd-Ravich presented a map that detailed the changes from the April 2016 draft to the October 2016 draft. The updated map slightly refined where low and medium residential density is, and a balance between employment and residential areas.

Ms. Perl Fox went through the slide that detailed the Summary of Acres and Trips between June 2016 and October 2016 for Tualatin and Wilsonville.

Ms. Hurd-Ravich stated that there are Ten Considerations for Success. These include:

- Sewer
- Storm Water
- Industrial Lands
- Transportation Funding
- Future Regional Transportation Projects-Basalt creek
- Trips
- Basalt Creek Parkway and I-5 Crossings
- North-South Collector (Kinsman Rd)
- Basalt Creek Canyon
- Public Transportation

Ms. Perl Fox noted that other recent activities included:

- Basalt IGA Reinstatement approved
- Concept Plan draft underway
- Ongoing community involvement
- Public feedback on the process
- Public feedback on the Land Use Concept Map

Ms. Demeo asked if the existing land owners in Basalt Creek are spread throughout the entire area or clustered around the canyon. Ms. Perl Fox answered that they are spread throughout the area and some are near the industrial park zone. Ms. Demeo asked how this will affect the current residents. Ms. Hurd-Ravich replied that they will not become non-conforming until they're annexed in.

Ms. Hurd-Ravich noted that the City has heard from homeowners in the Victoria Gardens subdivision who were concerned about the area to the south and wanted continuity regarding the zoning. It is proposed to be zoned Medium-Low Density which is the current zoning of Victoria Gardens.

Mr. Ball asked if there are any plans for the existing homeowners to claim eminent domain. Ms. Hurd-Ravich said that there were not.

Ms. Hurd-Ravich went through the slides that detailed the proposal from Otak. This proposes a mix of low and high density residential to serve as transition to employment and the canyon. Council has asked us to research whether this proposal with work and to look at the land and how it can support jobs.

Mr. Aplin noted that a lot of the topography is not suitable for employment; it would be helpful to have elevation maps. Mr. Ball asked about the impact of traffic to the rural areas and if an impact study was conducted. Ms. Hurd-Ravich answered affirmatively. There are plans to improve Tonquin Rd and the County is in the process of studying Grahams Ferry, Boones Ferry, and Day Rd.

Ms. Hurd-Ravich noted that the next steps include meetings with the Agency Review Team, individual Council meetings, and a joint City Council meeting.

Mr. Aplin asked if Wilsonville is also refining their maps. Ms. Hurd-Ravich answered that they have had their own work sessions and staff will be working with them. Ms. Thompson asked how Otak got involved. Ms. Hurd-Ravich responded that a property owner contact them. Ms. Demeo asked if there is consideration for additional schools in the area. Ms. Hurd-Ravich answered that the entire area is in the Sherwood School District and they will continue to be part of the discussion along with the Tigard-Tualatin School District. Ms. Demeo asked where the schools can be located. Ms. Hurd-Ravich responded that they can be built in any residential zone.

Mr. Ball asked if Council considered the possibility of declining home values of the existing properties, especially if they are adjacent to commercial areas. Ms. Hurd-Ravich responded that there has been discussion regarding buffer and transition zones between residential and employment zones and how to maintain home values.

Herb Koss, Sherwood Grahams Ferry Inv. LL, Koss Real Estate

Herb Koss stated that he has been in the development business for 40 years. He brought Otak into this because he managed the LLC of the 10 acres south of Basalt Creek. He's been in contact with Washington County and was told that there will be an 18-20 foot cut in his property where the road will go through. From an access standpoint, an industrial zone would not work. After meeting with Don Hansen from

Otak, they decided that residential zoning seemed the most appropriate. Traffic has to balance out and multi-family housing will need to be reduced. He also noted that he didn't think there was a market for retail space in that area. There is also a concern about the power lines in the area, which would be better suited for an RV storage type facility. Mr. Koss added that they will be meeting with Otak and Fregonese to continue discussion and consider traffic counts.

Grace Lucini, 23677 SW Boones Ferry Rd, Tualatin, OR

Ms. Lucini is a resident of the unincorporated area of Washington County within the Basalt Creek Concept Planning Area. She has questions and concerns that she brought to the Planning Commission, which have been added to the minutes as an attachment.

Mr. Aplin asked Ms. Lucini where the proposed road would be located on her property. Ms. Lucini responded that it is unclear at this time where the road will go but there is a five to six lane bridge proposed south of her property. Ms. Lucini wants individual property owners to decide what to do with their property.

Mehdi A-Sanaei, 23845 SW Boones Ferry Rd

Mr. A-Sanaei asked Ms. Hurd-Ravich to define medium-low density zoning. Ms. Hurd-Ravich responded that it's defined as dwelling units' per acre. For low-density it's 1 to 6.4 dwelling units per acre and lot sizes average 6500 square feet; medium-low density is up to 10 dwelling units per acre. Mr. A-Sanaei asked for a copy of the zoning code. Ms. Hurd-Ravich responded that she will email him a copy.

Mr. A-Sanaei inquired about the maps on the PowerPoint presentation and wanted clarification on the Basalt Creek Canyon area and residential areas. He also wanted clarification about the access on the west side of his property and who proposed it. Ms. Hurd-Ravich responded that this particular concept was proposed by other property owners in the area but has not yet been accepted by the Council.

Mr. Koss wanted to clarify that the plan submitted by Otak is a concept and additional planning is forthcoming.

Levi Levasa, Autumn Sunrise LLC, 485 S State St, Lake Oswego, OR

Mr. Levasa wanted to give credit to City staff members for their work over the past three years he's been involved and for accepting input from property owners and developers. He's excited about the future and hopes the concept plan will get approved quickly.

Ms. Demeo asked what the next steps are for the Commission members. Ms. Hurd-Ravich replied that they've been tasked to refine and bring back to Council. It will be brought to the Commission members in December. Ms. Demeo asked if there is

additional outreach planned. Ms. Hurd-Ravich responded that there will be additional outreach, but not until the first of the year.

B. Mobile Food Unit (Food Cart) Ordinance: Public Outreach and Code Component Update

Ms. Hurd-Ravich stated that a year ago last fall, the Council directed staff to research food cart ordinances in the metro area. In August, project framing was presented to the Council. Staff also presented a timeline with milestones for consideration, which included an outline of suggested public engagement/involvement with stakeholders and continued research and monitoring of food cart operations in Tualatin. Ms. Hurd-Ravich added that this ordinance will not affect the special events in the Commons or parks.

Charles Benson, Associate Planner, presented the update which included a PowerPoint presentation. Mr. Benson stated that previously data was unavailable regarding the public's opinions regarding food carts. We came up with a seven question survey, which was open from September 1-30, 2016. This survey link was emailed to the Tualatin Chamber of Commerce, industrial and restaurant business license holders, and to the Citizen Involvement Organizations. Mr. Benson noted that we had a total of 415 responses in all.

Mr. Benson went through the slides which detailed the survey results. Overall, the results from this survey show public support for the idea of allowing an increased presence of food carts in Tualatin. When business and property owners were asked whether they would support a food cart on their parking lot or on their property respectively, support dropped noticeably.

Ms. Hurd-Ravich stated that the City's Community Development Department was invited to a Special CCIO Membership Feedback Meeting on September 7, 2016 to provide an update on the proposed food cart regulations and to solicit feedback from CCIO membership. The CCIO members in attendance were generally opposed to the idea of allowing food trucks in Tualatin. Seventy percent of the respondents of the seven-question CCIO survey were from the restaurant industry, with a large majority (90 percent) of those stating that they viewed food carts as bad for their individual businesses. The only somewhat positive view of food trucks involved operations in the City's industrial/manufacturing areas. Ms. Hurd-Ravich added that the same presentation was presented to the Tualatin Chamber of Commerce on September 26, 2016. The Chamber stated that they would continue internal discussions on the proposed food cart ordinance.

Mr. Benson acknowledged that we revised our suggestions based on the feedback received. These suggestions include:

- Add food cart/pod regulations to the Tualatin Municipal Code
- Food Cart/pod site review at staff-level

- To obtain a Tualatin business license
- Require a food cart/truck permit any time a mobile unit is parked on a site longer than four consecutive hours.
- Require food carts/pods to be responsible for their own trash/recycling collection and removal
- Require food cart/pod operators to follow all applicable Washington County and Clean Water Services sanitary/health provisions
- Require connection to City's water and sewer infrastructure
- Prohibit operations on vacant/unimproved sites
- Restrict signage to vehicle itself

Ms. Hurd-Ravich noted that the next steps include coming back to the Commission for a recommendation and a City Council hearing in December.

Mr. Aplin asked if the food carts would have to leave every day. Ms. Hurd-Ravich replied that overnight stays are not allowed. Mr. Ball noted that the last survey omitted the question of permanent or non-permanent status. He suggested to bring the survey back and ask the question prior to City Council. Ms. Hurd-Ravich replied that they could consider it if there is a need for broader input.

Ms. Demeo asked if the existing mobile cart businesses operating in the industrial areas will have to change their operation. Ms. Hurd-Ravich responded that they will be required to obtain a business license.

Linda Moholt, Tualatin Chamber of Commerce

Ms. Moholt stated that there is acceptance from the public for food carts as an alternative dining experience and these carts can lead to a regular brick and mortar business. Ms. Moholt acknowledged that at the CCIO meeting, 100 percent of the chamber members were opposed to food carts except for special event occasions. It's hard for businesses to compete with the food carts due to cost of producing, pricing, staffing with the minimum wage laws, electricity, and taxation. There is also concern that food carts do not follow health codes.

Ms. Moholt noted that in the City of Tualatin, 50 percent of our tax base is from businesses. Furthermore, food carts do not give anything back to our community, sports teams, local non-profits, and they do not create jobs. Ms. Muholt added that if they are allowed, they should only be located in the industrial/manufacturing areas and at special events.

6. FUTURE ACTION ITEMS

Ms. Hurd-Ravich stated that there will be a Capital Improvement Plan update in November or December. In November, there will be an update on food carts. In December, the Basalt Creek land use item will be brought back, where we will discuss the frame work and a code update.

7. ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION

Ms. Thompson inquired about the RV Park of Portland site. Ms. Hurd-Ravich responded that it is currently an incomplete application and the project has been on hold. It will come before the Commission members as a Plan Map Amendment at some point.

8. ADJOURNMENT

MOTION by Aplin to adjourn the meeting at 8:28 pm.

_____ Lynette Sanford, Office Coordinator

TUALATIN PLANNING COMMISSION MEETING

10-20-2016

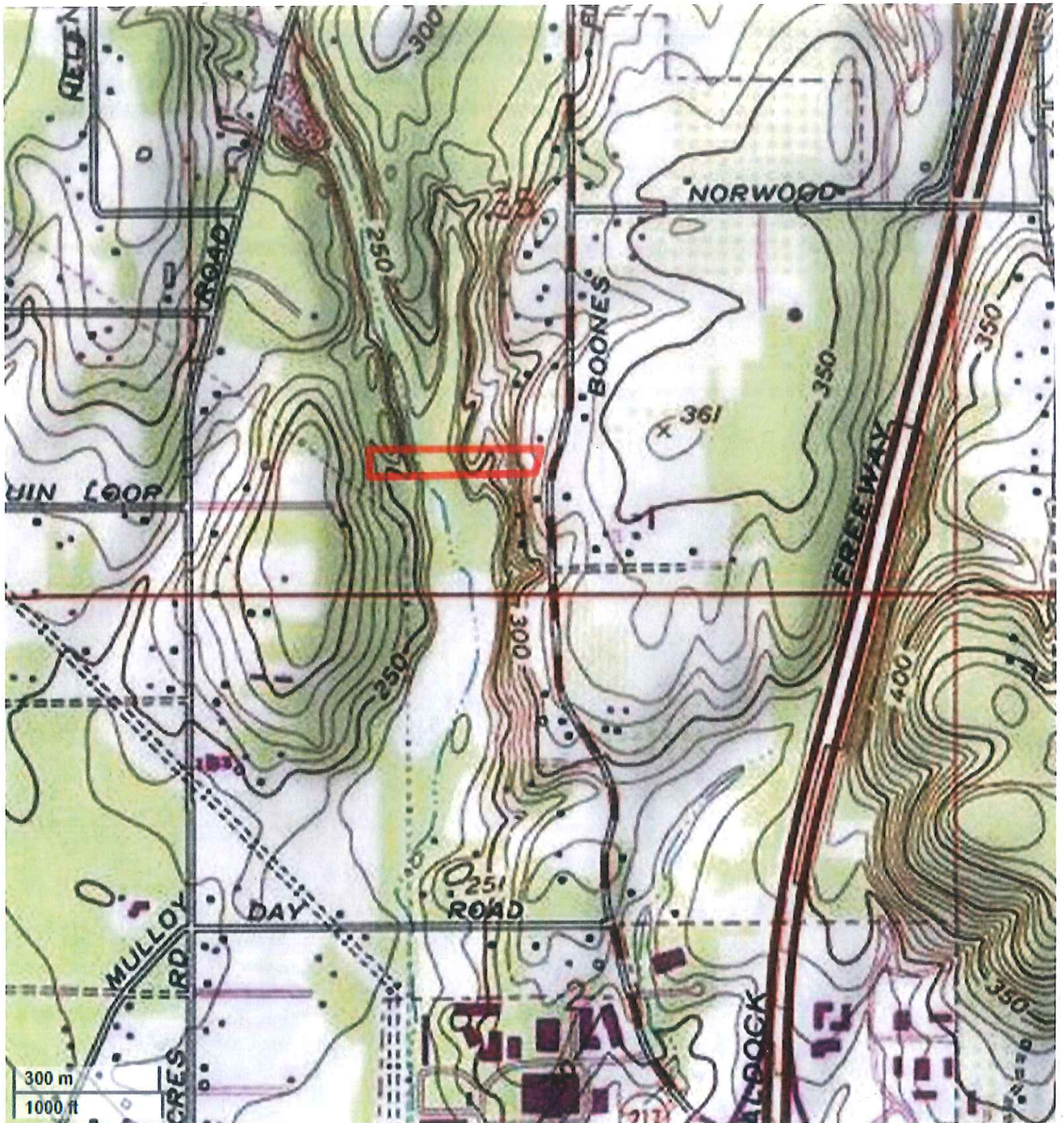
Basalt Creek Update- Koss/Otak Proposal "C"

Citizen Comments- Grace Lucini

1. Give consideration to gradient residential housing from the NE to the SW to buffer existing neighborhoods.
2. Include future concept planning for--- local road access and infrastructure for all buildable land west of wetlands- please see maps attached.
3. Recognize that major constraints within the area for development
 - a. Topography
 - b. Wetlands and Storm/Road Drainage
 - c. BPA power lines
 - d. Volume, Speed, Type (freight vs residential), and potential destination of traffic adjacent to residential area
 - e. Size and Scope of Area with multiple property owners
4. Develop recommendation as to how to incorporate health and safety concerns into Concept Plan for residential areas for Items 2a through 2d
5. Do not limit ideas for future development plans to one plan (Proposal "C") at this time
 - a. Allow ONLY Concept planning at the appropriate level at this time
 - b. Provide a level playing field for all property owners and/or developers once Concept Planning is established.
 - i. Allow individual property owners to decide when they and how they want to develop their property.
 - ii. Allow property owners to present their vision for their property for development either individually/ in groups/ or through a developer- through existing due process.
 - iii. Many developers are beginning to contact existing property owners-
 1. Why should only one property owner/developer be able to forward his business proposal at this time?
 2. Several viable development ideas may arise once the Concept Plan is established.
6. Due to the fact the area under consideration is not currently within the jurisdiction of the City of Tualatin, but is within the Concept Planning stage, a greater responsibility is placed on the City to be cognizant of the various claimant groups within the area, which requires a continuing need to provide transparency of the process.

It is requested the all members of the Basalt Creek Concept Planning staff, their consultants and the City of Tualatin (now and in the future) encourage collaborative communication between affected property owners and potential developers prior to presenting development proposals to the city. This may help avoid existing property owners from being blindsided by a development proposal which directly impacts their property-being prematurely presented for consideration to the City Council.

Attachments- Maps (5)



LOCATION OF LUCINI PROPERTY WITHIN BASALT CREEK AREA
Topographical View (Same Perspective As Road Identification & BPA Lines Map)



STAFF REPORT

CITY OF TUALATIN

TO: Tualatin Planning Commissioners

FROM: Lynette Sanford, Office Coordinator

DATE: 01/19/2017

SUBJECT: Elect a Chair and Vice Chair to Represent the Tualatin Planning Commission.

ISSUE BEFORE TPC:

The Tualatin Planning Commission must elect a Chair and a Vice Chair from its membership at their first regular meeting of the calendar year.

EXECUTIVE SUMMARY:

In compliance with the Tualatin Municipal Code section **11-1-030 Organization of the Commission**, a Chair and Vice Chair must be elected by the members of TPC. Both positions are voting members of the Commission.

The current Chair Alan Aplin has served in this position since 2014 and previously served as the Vice Chair in 2012 and 2013. Bill Beers served as Vice Chair since 2014.

The Municipal Code does not place any limits on how many terms a committee member can serve as Chair or Vice Chair. These positions are not defined in the Municipal Code; however, as a matter of practice the Chair's role is generally to convene and facilitate TPC meetings, attend Council meetings to present TPC recommendations and meet with the Planning Manager or Community Development Director prior to the meeting to review the agenda. The Vice Chair assumes these duties in the absence of the Chair.

OUTCOMES OF DECISION:

- Elect a new Chair and Vice Chair to serve for 2017
- Continue to comply with Tualatin Municipal Code section 11-1-030 Organization of the Commission.

Attachments: TMC Chapter 11 Tualatin Planning Commission

Published on *The City of Tualatin Oregon Official Website* (<https://www.tualatinoregon.gov>)

Chapter 11-01: Tualatin Planning Commission

Municipal Code:

Title 11: City Committees and Boards

Tags:

Establishment of Committee Membership Organization Meeting Rules of Regulations of the Committee Expenditure of Funds Powers and Duties of Committee Coordination of Planning Review Annual Report of Committee Emergency Clause

Details

Sections:

11-1-010 Establishment of Planning Commission.

11-1-020 Membership of Commission.

11-1-030 Organization of Commission.

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

11-1-050 Expenditure of Funds.

11-1-060 Powers and Duties of Planning Commission.

11-1-070 Coordination of Planning Review.

11-1-080 Annual Report of Commission.

11-1-010 Establishment of Commission.

The Tualatin Planning Commission is established and created. [Ord. 342-76, §1, 7/26/76; Ord. 1340-12 §1, 1/23/12]

11-1-020 Membership of Commission.

(1) The Commission shall consist of seven members appointed by the Council and, except as provided in subsection (6) of this section, shall serve three-year staggered terms. A member may be re-appointed to the Commission to additional terms at the discretion of the Council. Commission members shall receive no compensation.

(2) In considering new members, the Commission and Council shall strive for geographic balance. No fewer than five members shall reside inside the corporate boundaries of the City, and no more than two shall reside outside the City. Any non-resident member shall reside within the Urban Growth Boundary of the City of Tualatin.

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

(4) Any vacancy on the Commission 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 Commission may have on such performance.

(7) A Commission 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 Commission at least 24 hours prior to a scheduled Commission meeting. [Ord. 342-76 §2, 7/26/76; Ord. 583-82, 8/23/82; Ord. 888-93 §1, 2, 3/22/93; Ord. 1017-99 §1&2, 4/26/99; Ord. 1147-03, Renumbered, 08/25/03; Ord. 1330-11 §1, 8/22/11; Ord. 1340-12 §2, 1/23/12]

11-1-030 Organization of Commission.

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

(2) The Community Development Director shall provide a secretary who shall keep an accurate record of all Commission proceedings. The Commission shall file a report of all its proceedings with the City Recorder within 30 days of such proceedings. [Ord. 342-76 §3, 7/26/76; Ord. 1147-03, Renumbered, 08/25/2003; Ord. 1340-12 §3, 1/23/12]

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

A majority of members of the Commission appointed by City Council shall constitute a quorum. A quorum of the Commission may transact any business or conduct any proceedings before the Commission. The Commission 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 Commission. The Commission 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, 7/26/76; Ord. 446-78, 6/12/78; Ord. 583-82, 8/23/82; Ord. 1147-03, Renumbered, 08/25/03; Ord. 1330-11 §2, 8/22/11; Ord. 1340-12 §4, 1/23/12]

11-1-050 Expenditure of Funds.

The Commission 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, 7/26/76; Ord. 1147-03, Renumbered, 08/25/2003; Ord. 1340-12 §5, 1/23/12]

11-1-060 Powers and Duties of Planning Commission.

The Commission 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 sub-elements including but not limited to the following:

(a) Land use, including Plan Text and Plan Map Amendments (PTA and PMA);

(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 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 Commission 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 Commission deems appropriate.

(5) The Planning Commission shall hear and decide the following land use applications using the quasi-judicial evidentiary hearing procedures set forth in TDC 31.077 (1):

(a) Industrial Master Plan (IMP);

(b) Reinstatement of Use;

(c) Sign Variance (SVAR);

(d) Transitional Use Permit (TRP); and

(e) Variance (VAR).

(6) Requests for Review of Planning Commission decisions shall be to the City Council and follow the Requests for Review process set forth in TDC 31.078 ^[1]. [Ord. 342-76 §6, 7/26/76; Ord. 454-78 §, 8/28/78; Ord. 926-94, 6/13/94; Ord. 1147-03, Renumbered, 08/25/2003; Ord. 1340-12 §6, 1/23/12]

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 Commission 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, 7/26/76; Ord. 1147-03, Renumbered, 08/25/2003; Ord. 1340-12 §7, 1/23/12]

11-1-080 Annual Report of Commission.

Not later than April 1 of each year the Commission shall file its annual report of the activities of the Commission with the City Council. The annual report shall include a survey and report of the Commission'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 Commission. The report may include any other matters deemed appropriate by the Commission for recommendation and advice to the Council. [Ord. 342-76 §8, 7/26/76; Ord. 1147-03, Renumbered, 08/25/03; Ord. 1340-12 §8, 1/23/12]

[<<Previous Chapter](#) ^[2] [<<Table of Contents](#) ^[3] [<<Search](#) ^[4] [Next Section>>](#) ^[5] [Next Chapter>>](#) ^[6]

[Return to Top](#)

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Links:

[1] <http://www.tualatinoregon.gov/developmentcode/tdc-chapter-31-general-provisions>

[2] <http://www.tualatinoregon.gov/municipalcode/chapter-10-01-telecommunications>

[3] <http://www.tualatinoregon.gov/municipalcode/municipal-code-table-contents>

[4] <http://www.tualatinoregon.gov/municipalcode>

[5] <http://www.tualatinoregon.gov/municipalcode/chapter-11-02-parks-advisory-committee>

[6] <http://www.tualatinoregon.gov/municipalcode/chapter-12-01-measure-37-real-property-compensation-claims>



STAFF REPORT

CITY OF TUALATIN

TO: Tualatin Planning Commissioners

FROM: Lynette Sanford, Office Coordinator

DATE: 01/19/2017

SUBJECT: Capital Improvement Plan 2018-2027

ISSUE BEFORE TPC:

Kelsey Lewis, Management Analyst II, from the Community Development Department will present the Capital Improvement Plan 2018-2027.

Attachments: Capital Improvement Plan 2018-2027

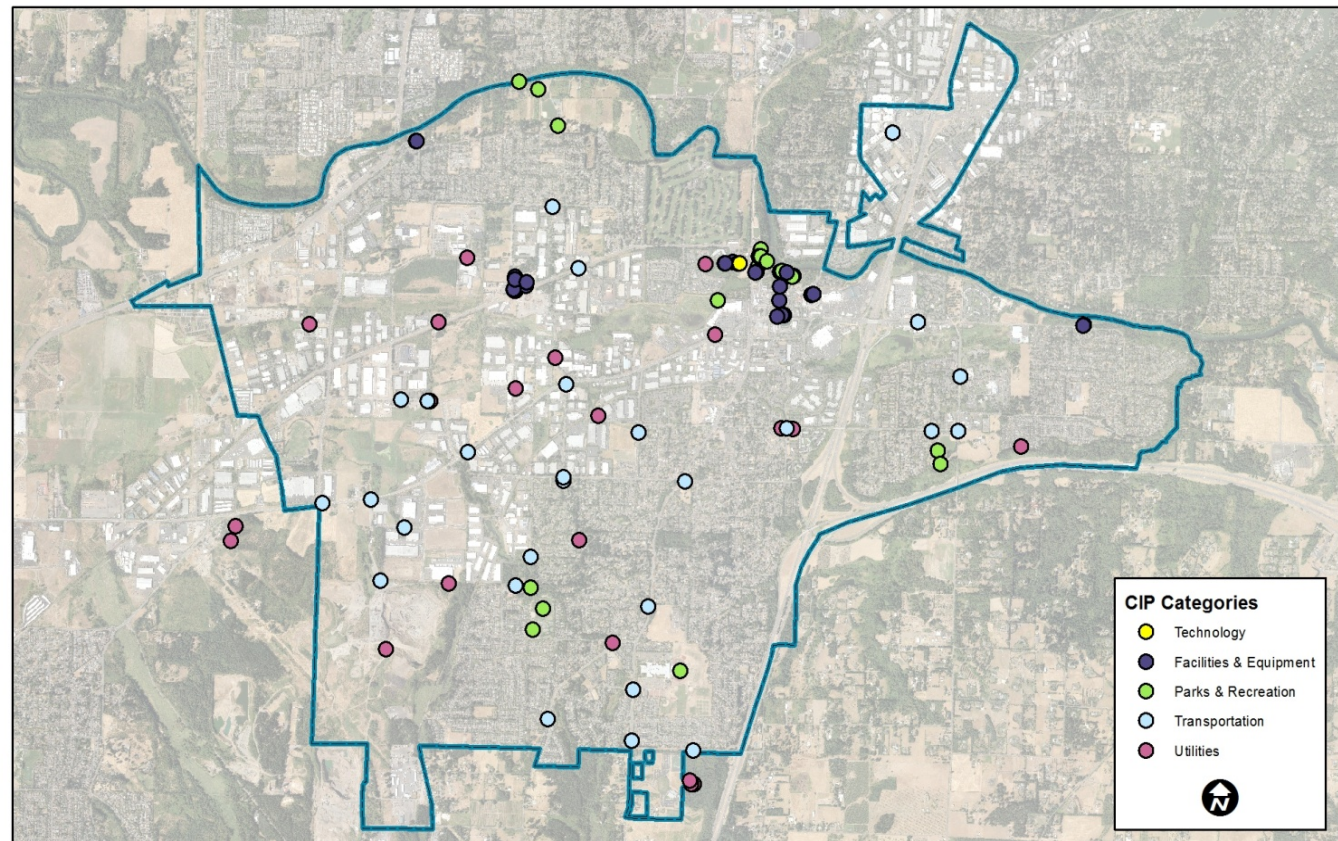


Capital Improvement Plan 2018-2027



City of Tualatin

January 19, 2017



Project Categories



**FACILITIES &
EQUIPMENT**

**PARKS &
RECREATION**

TECHNOLOGY

TRANSPORTATION

UTILITIES

Priorities

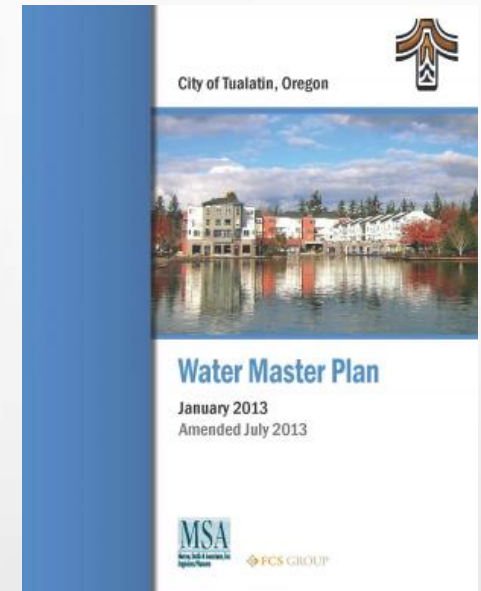
Council goals

Health and safety

Regulatory requirements

Master Plans

Service delivery needs



Funding Sources



System Development Charges

Water, Sewer & Storm Rates

Gas Taxes

General Fund

Grants & Donations



2017/18 CIP Summary

Facilities & Equip. \$382,000

Parks & Rec. \$334,000

Technology \$288,000

Transportation \$2,631,000

Utilities \$2,394,000

Total \$6,029,000



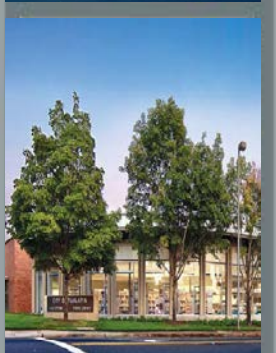
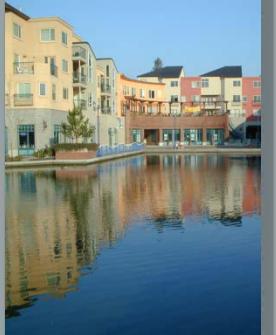


2017/18 Facilities Projects

Core Area Parking: ADA Project- Red Lot	8,000
Core Area Parking: ADA Project- White Lot 2 ADA spaces	16,000
Core Area Parking: ADA Project- White Lot 4 spaces	8,000
Library Furnishing Replacement	10,000
Vehicles	340,000
FY 17/18 Total	382,000



2017/18 Parks & Rec Projects



Greenways: Tualatin River Greenway Land Acquisition	25,000
Juanita Pohl Center: Furniture Replacement	15,000
Juanita Pohl Center: Kitchen Design & Renovation	223,000
Tualatin Commons Wave Rail Painting	35,000
Van Raden Comm Center: Roof Replacement	36,000
FY 17/18 Total	334,000



2017/18 Technology Projects

Electronic Document Management System	100,000
Police Data Authentication for CJIS Certification	43,000
Police MDT Replacement Plan	145,000
FY 17/18 Total	288,000



2017/18 Transportation Projects

65th Ave and Hospital: Concept Study	10,000
65th Ave and Sagert St: New Traffic Signal	726,000
Blake Street Concept Study: 115th to 124th	100,000
Boones Ferry Rd & Alabama St: Concept Study	10,000
Grahams Ferry and Dogwood: Concept Study	20,000
Myslony Bridge: west of 112th Ave	1,565,000
Transportation System Plan: Mid-term Update	200,000
FY 17/18 Total	2,631,000



2017/18 Utilities Projects



Blake: West of 108th to 115th- 12" Pipe	427,000
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Myslony St/112th Ave Intersection: Loop System	490,000
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Water Reservoirs: A1 Painting & Cleaning	720,000
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Water Reservoirs: B2 Exterior Painting & Cleaning	133,000
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Water Reservoirs: C1 Roof Replacement	624,000
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FY 17/18 Total	2,394,000
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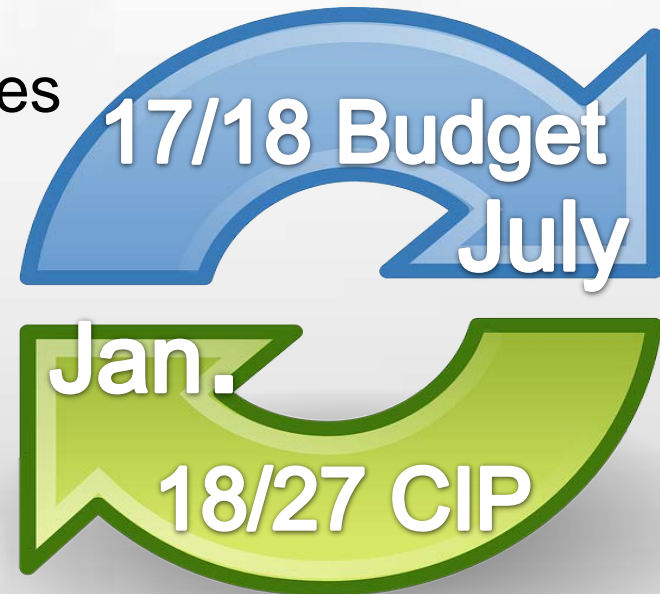




CIP Schedule



Aug 2016	CIP kick-off
Sept 2016	Utility Coordination
Oct 2016	General Fund prioritization
Nov/Dec 16	Internal draft CIP
Jan 2017	CIP to Committees
Feb 2017	CIP to Council





CIP Update



Questions?



MEMORANDUM

CITY OF TUALATIN

TO: Tualatin Planning Commissioners

FROM: Karen Perl Fox, Senior Planner

DATE: 01/19/2017

SUBJECT: Update on Basalt Creek Land Use Concept Map

ISSUE BEFORE TPC:

Staff will provide the Planning Commission with a presentation on the Land Use Progression and Concept Map including an overview of the work staff carried out on the exploration of the central subarea as directed by City Council at their October 10, 2016 work session. Staff will also provide an update of the November 28, 2016 Council work session on this matter.

EXECUTIVE SUMMARY:

At the Tualatin City Council work session on October 10, 2016, Council directed staff to undertake an exploration of the land use proposal in the central subarea, identified as OTAK Proposal C on behalf of a property owner in the area. The proposal sought to change the central subarea, east of Grahams Ferry Road, west of the canyon, south of existing residential and north of the Basalt Creek Parkway, of Basalt Creek on the Tualatin side from largely employment to residential. This area can be seen in the attached presentation.

The central subarea is comprised of 42 buildable acres of land or 23% of the Basalt Creek buildable land on the Tualatin side. The portion that is currently shown on the map as employment land represents 33 buildable acres, or an estimated 18% of all the Tualatin buildable land. One lot in the central subarea just south of Victoria Gardens, an subdivision within City limits, is shown designated as Medium-Low residential (RML), as a buffer to that existing subdivision. This designation allows a maximum of 10 dwelling units per acre.

Based on the most recent direction from Council, staff presented a Concept Map that represented a balanced approach of employment to residential land with a slight majority of it's buildable land designated for employment. The total buildable acres on the Tualatin side is 184 acres. The October 2016 Concept Map includes 96 buildable acres of employment land and 88 buildable acres of residential land, which equates to 52% employment land and 48% residential land.

Tualatin staff conducted the exploration of the central subarea and reported back to the Council at its work session on November 28, 2016. OTAK Proposal C would change the current balance from 52% of employment land down to 34% and increase residential land from 48% up to 66% of the buildable acres on the Tualatin side. This would be a significant change and shift

the balance of buildable land to two thirds residential and one third employment from the current balance.

Staff has attached a letter from Andy Ducyk, Chair of the Washington County Board of Commissioners, representing one of its three partners to the Intergovernmental Agreement for the Basalt Creek Planning Area. The October 27, 2016 letter raised serious concerns about substituting more residential for employment land and emphasized that this area is "prime future industrial land needed to support the regional economy". Staff relayed to Council that it believes both Metro and Wilsonville also have significant concerns about OTAK Proposal C for this central subarea.

After considerable discussion, there was a majority confirmation from Council that directed staff to proceed with the Land Use Concept Map as presented originally on October 10, 2016, maintaining the employment land in the central subarea.

DISCUSSION:

As part of the exploration of OTAK Proposal C, staff met with OTAK and the property owner, the proponent of the change to the central subarea to residential, to discuss the land use opportunities and constraints as well as sanitary sewer needed to serve the area. Staff's exploration also considered opportunities for employment, topography, other similar style developments in Tualatin and infrastructure needed for the different uses.

To develop its position, staff considered the following major factors:

- The Basalt Creek Planning Area was brought into the UGB as employment land
- The proposed Land Use Concept Map:
 - Represents a balanced approach to employment and residential land with majority of buildable land designated for employment
 - Has support from Tualatin's Intergovernmental partners (who had serious concerns about substituting more employment land for residential land)
 - Provides for a long term supply of employment land

After consideration of OTAK's proposal and all of the above factors together, staff presented to Council a position that the central subarea can be developed for employment over the long-term. While there are some hilly areas, the Manufacturing Park designation can be made flexible enough to include some smaller scale employment uses. In addition, bringing residential further south in this subarea than shown on the October 2016 Land Use Concept Map will create buffering issues with industrial land in Wilsonville as they work to market property south of the future Basalt Parkway.

Therefore, staff's position remains to accept the Land Use Concept Map as presented on October 10, 2016.

Attachment B Letter from Washington Co.Duyck.signed.10.28.16

Basalt Creek
concept Plan



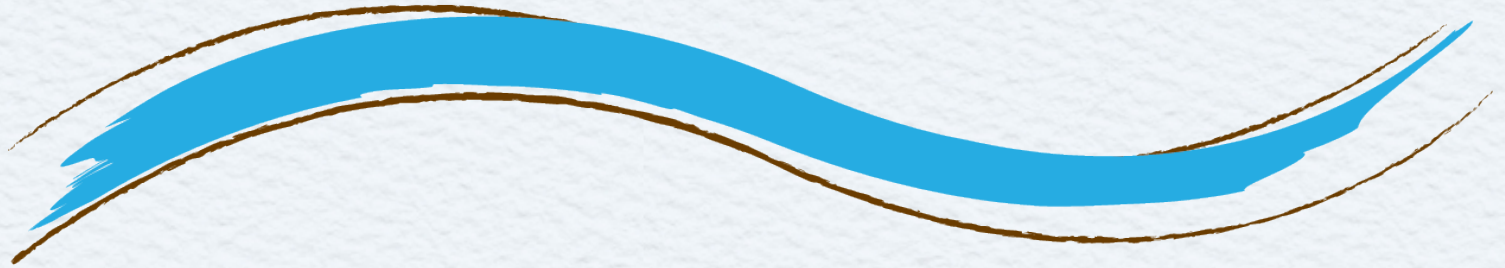
**Tualatin
Planning Commission**

January 19, 2017

Overview

- Tonight, staff will provide an update on the Basalt Creek land use progression and draft Land Use Concept Map including:
 - Direction staff has received over time regarding and employment land and residential land
 - Current draft Land Use Concept Map – October 2016
 - Exploration of OTAK Proposal C for central subarea, Tualatin side
 - Council's confirmation on Concept Map at November 28, 2016 Council work session

Basalt Creek
concept Plan



**Tualatin City Council
Work Session**

November 28, 2016

Council Action

- Confirm Land Use Concept Map
- Accept staff recommendation

Review

- **2004: Metro brought Basalt Creek Planning Area into the UGB as employment land**
 - Metro awarded CET Grant to fund Concept Planning
- **2011 -2013: Tualatin worked with partners Washington County, Metro and Wilsonville with ODOT participating to define transportation spine**
 - Resulted in Transportation Refinement Plan
 - Resulted in two Intergovernmental Agreements (IGAs) at beginning and toward end of project
- **2013: Concept Planning kicked off joint meeting with Wilsonville**

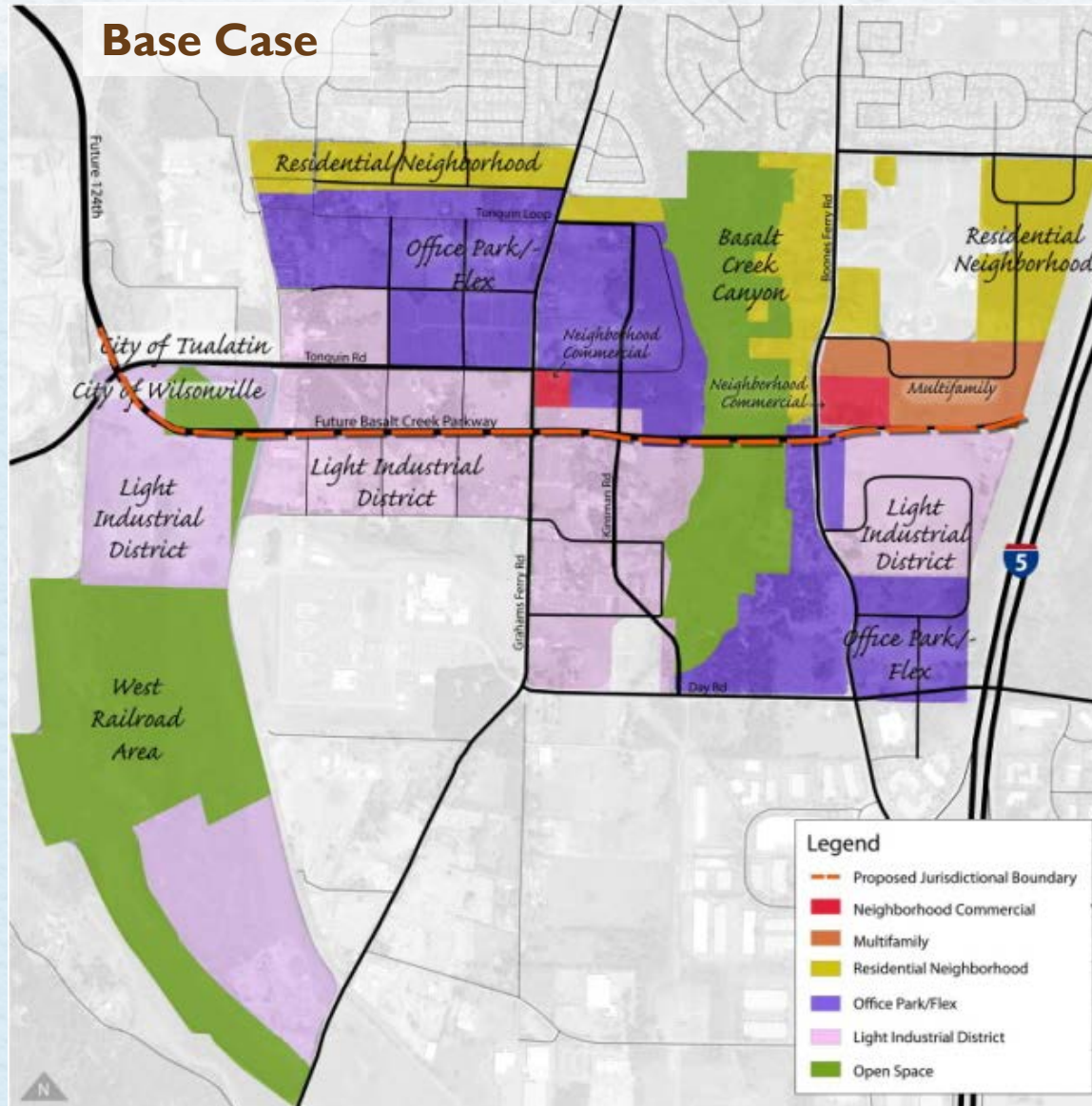
Review

- **2014: Worked through guiding principles list**
 - Maintain and complement the Cities unique identities
 - Meet regional responsibility for jobs and housing
 - Design cohesive and efficient transportation and utility systems
 - Maximize assessed property value
 - Capitalize on the area's unique assets and natural location
 - Explore creative approaches to integrate jobs and housing
 - Create a uniquely attractive business community unmatched in the metropolitan region
 - Ensure appropriate transitions between land uses
 - Incorporated natural resource areas and provide recreational opportunities as community amenities and assets

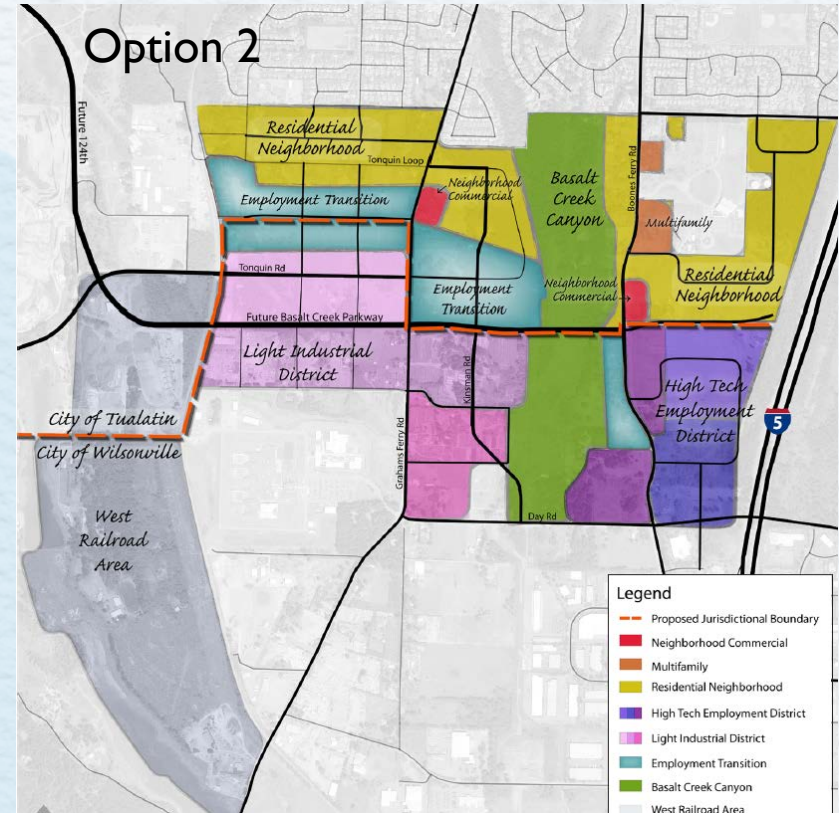
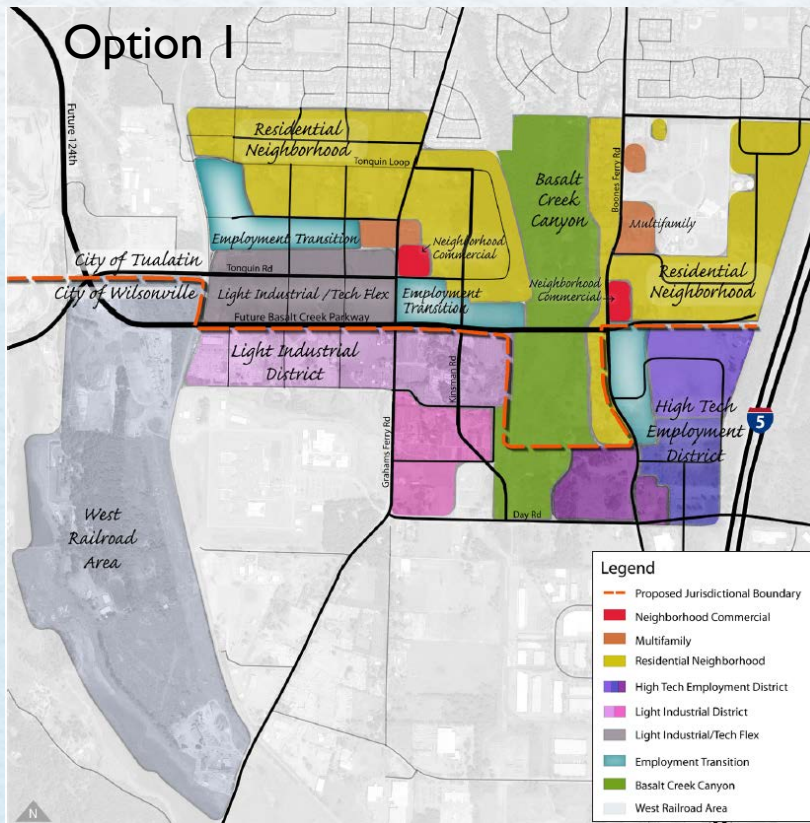
Tualatin Land Use Progression 2014-2016

Scenario Progression

- Dec 2014 Joint Council meeting
- Basalt Creek Parkway jurisdictional boundary
- Tualatin Council feedback: Need more housing

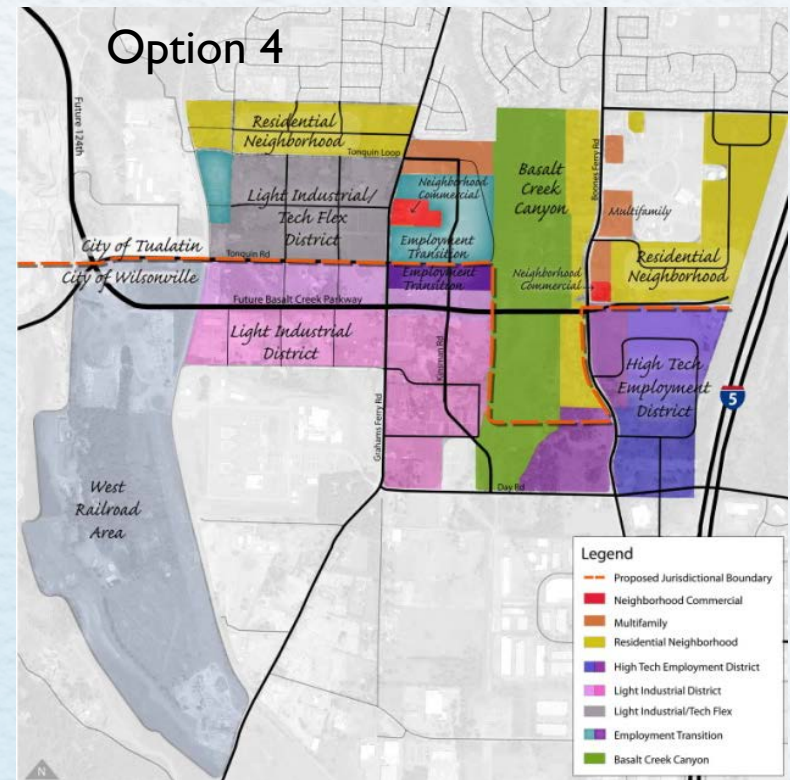
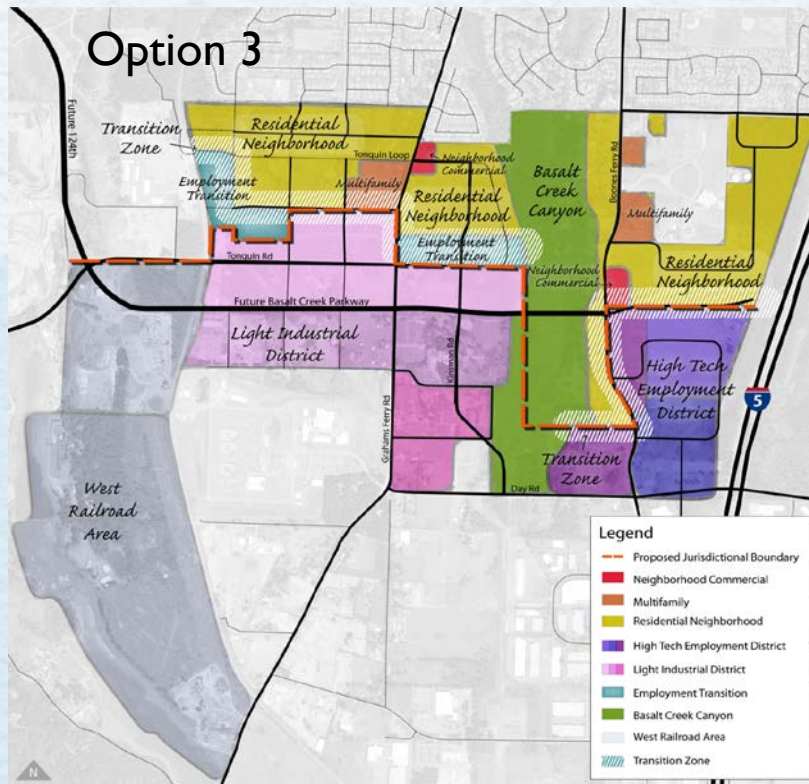


Options 1 and 2 – June 2015



- Options 1 & 2 presented to a Joint Council work session on June 17, 2015
- Added residential in response to feedback in December 2014
- Analyzed boundary options based on infrastructure provision
- Council direction:**
 - Use boundary Option 1 east of Basalt Creek Canyon
 - Continue work on options west of Basalt Creek Canyon

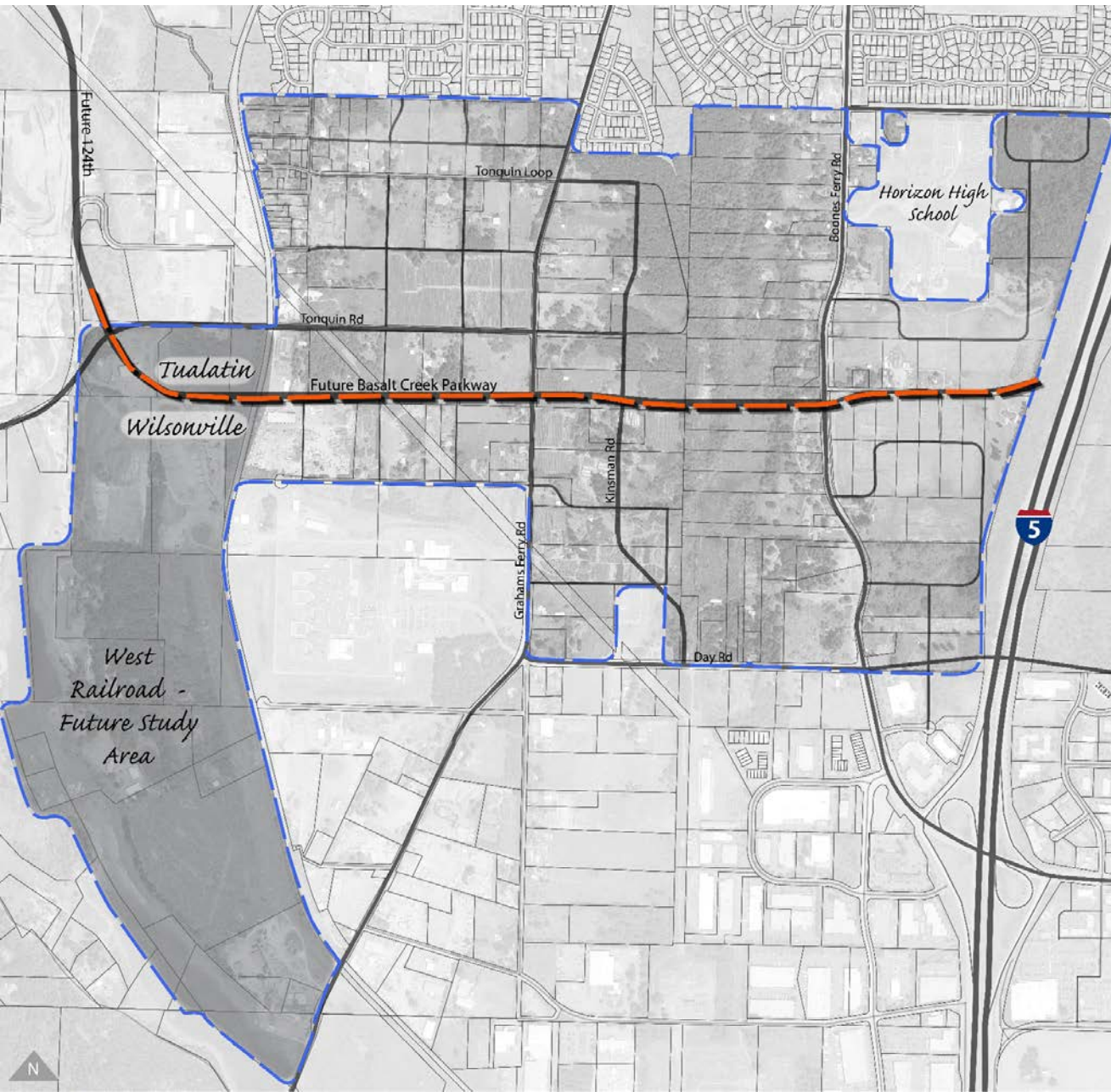
Options 3 & 4 – August & September 2015



- **Option 3** - Council work session August 24, 2015
 - **Revised boundary** in response to direction from Joint Council June 2015
 - **Council Direction:**
 - Too much residential -should be balanced
 - Residential sheltered with transitions - not more residential
 - Boundary too far north - west of Canyon

- **Option 4** worked with PMT in fall/winter 2015/2016 to address Council direction from August 2015
 - **Revisions** included:
 - Added back employment
 - Moved jurisdictional boundary to south

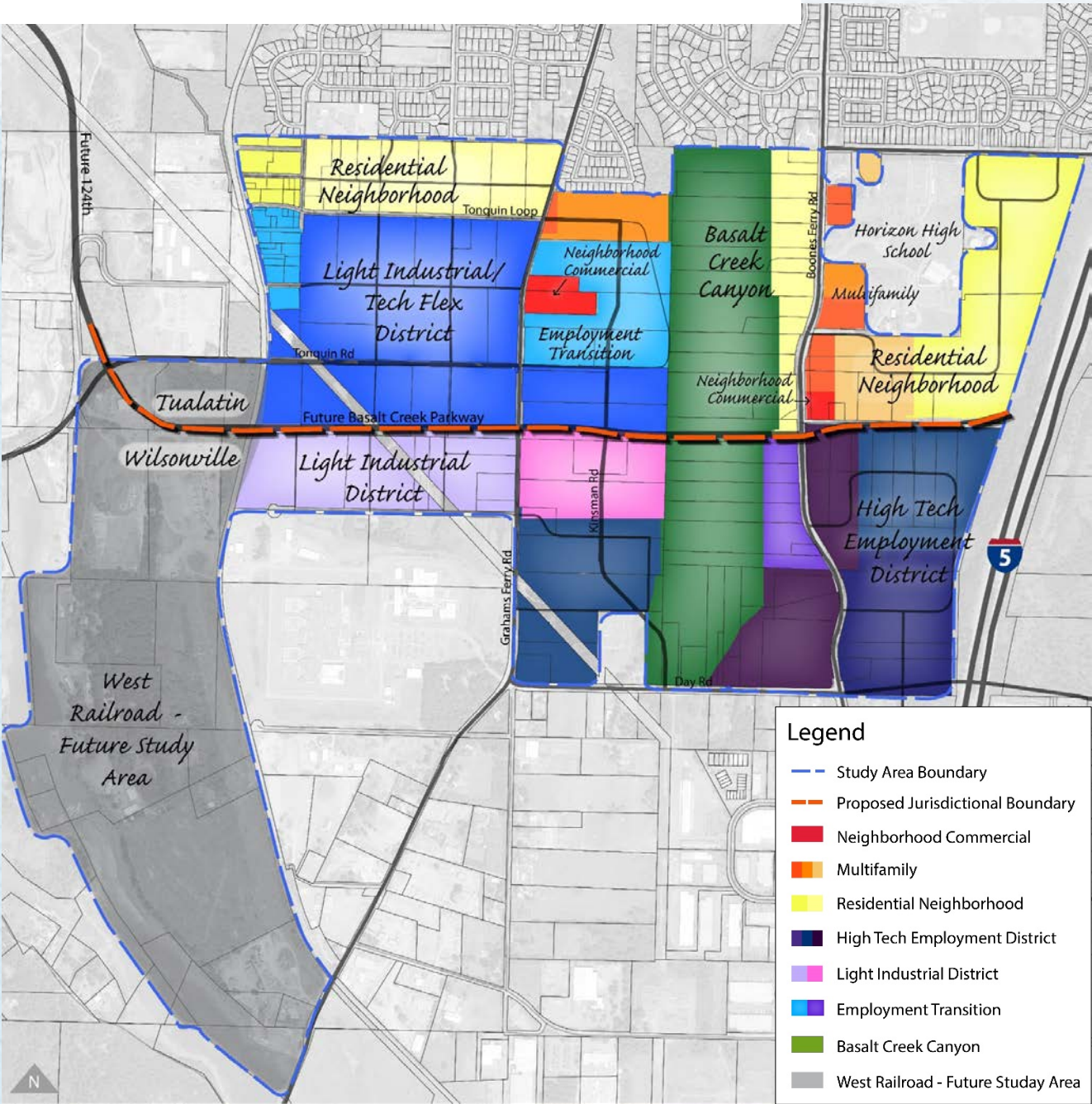
Proposed Jurisdictional Boundary follows Basalt Creek Parkway – December 2015



- **Jurisdictional boundary discussion-** Joint Council work session December 2015
- Two councils agreed on proposed jurisdictional boundary following Basalt Creek Parkway
- Discussed 10 Considerations
- No land use discussed at this meeting

Basalt Creek Land Use Concept Map – April 2016 Option 5

- **Concept map** reflected direction received August 2015 on land use and from Joint Council December 2015 on proposed boundary
- **Presented update** to Council on June 13, 2016
- **Council feedback:**
 - Could this concept support campus industrial?
 - How can trips be managed?

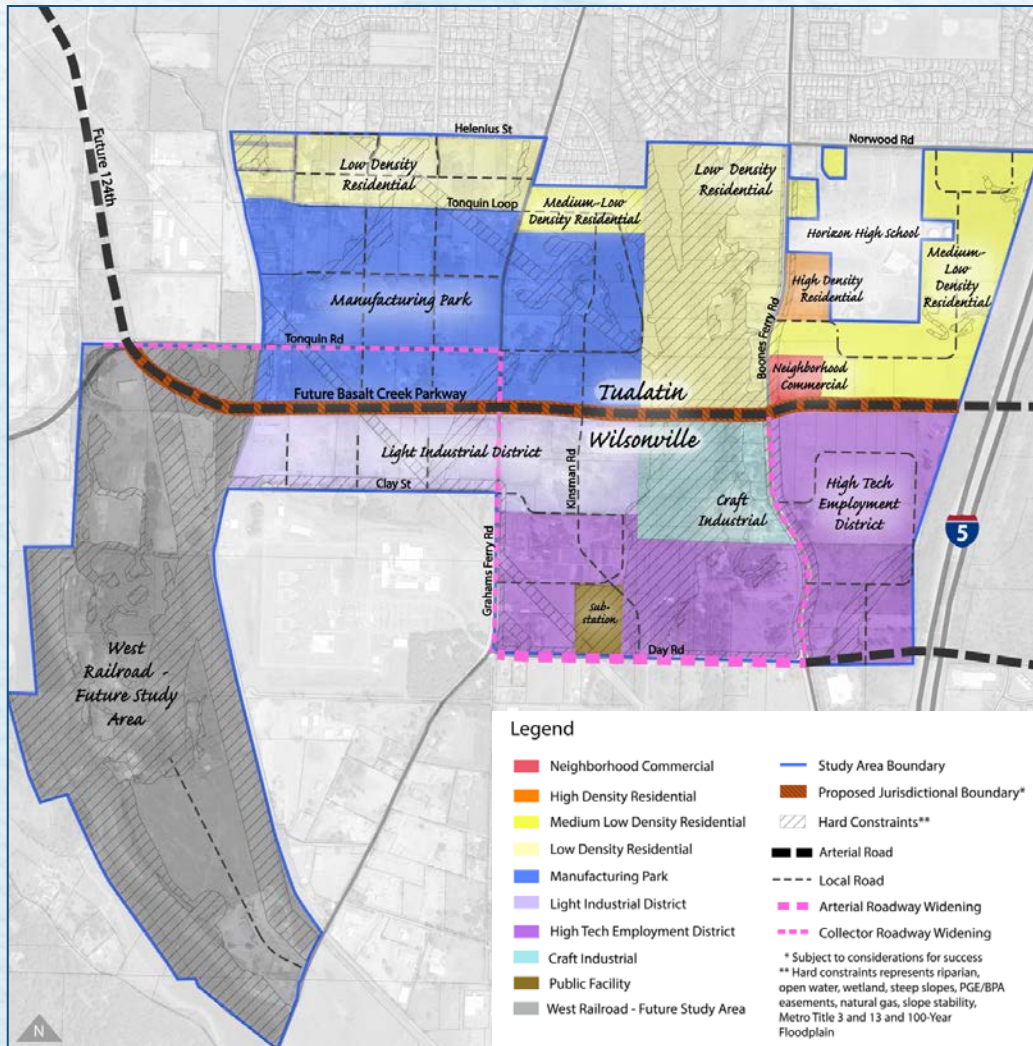


Concept Map Refinement

Summer – Fall 2016

- Feedback from public, Council and Intergovernmental partners leads to (minor) refinements
- Staff sought to achieve a balanced land use solution responsive to feedback and supported by IGA partners
- **Well balanced** between employment and residential land
 - 93 acres of Manufacturing Park
 - 3 acres of Neighborhood Commercial, and
 - 88 acres of Residential

Option 6 – October 2016



Aligned with Planning Districts and reflective of direction from August 2015 through June 2016:

Manuf. Park (Light Ind./Tech Flex)

- Manufacturing
- Warehousing
- Allows limited office and retail

Residential

- Low-medium residential density just south of Victoria Gardens
- Slightly decreased multifamily

Neighborhood Commercial

- Concentrated in one easily accessible location

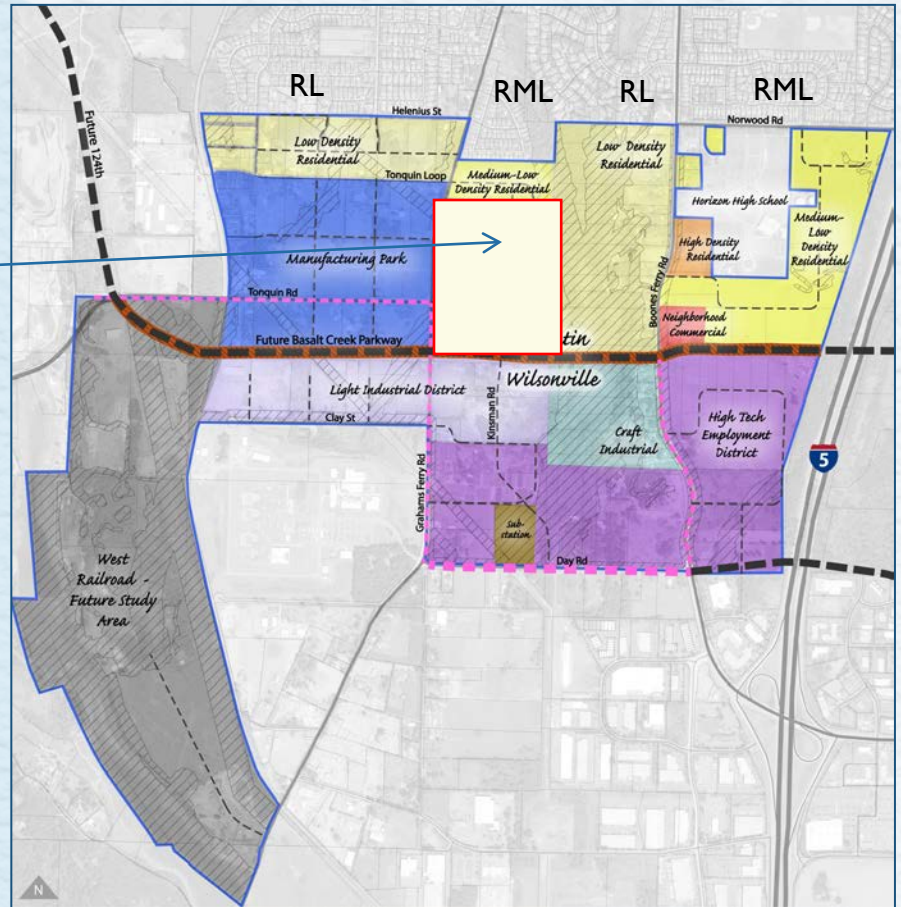
Council direction:

- Explore Tualatin central subarea further including OTAK Proposal C

Basalt Creek Land Use Concept Map presented at Council work session October 10, 2016

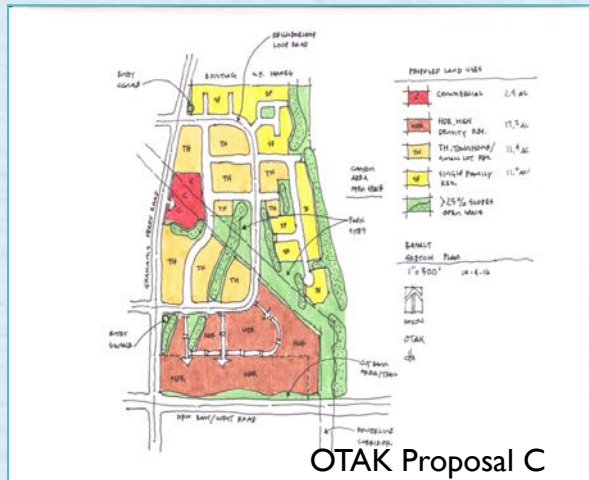
Public input prompted questions on the Basalt Creek central subarea

Should central subarea remain employment land or be changed to residential (or mix of residential and employment) due to constraints?

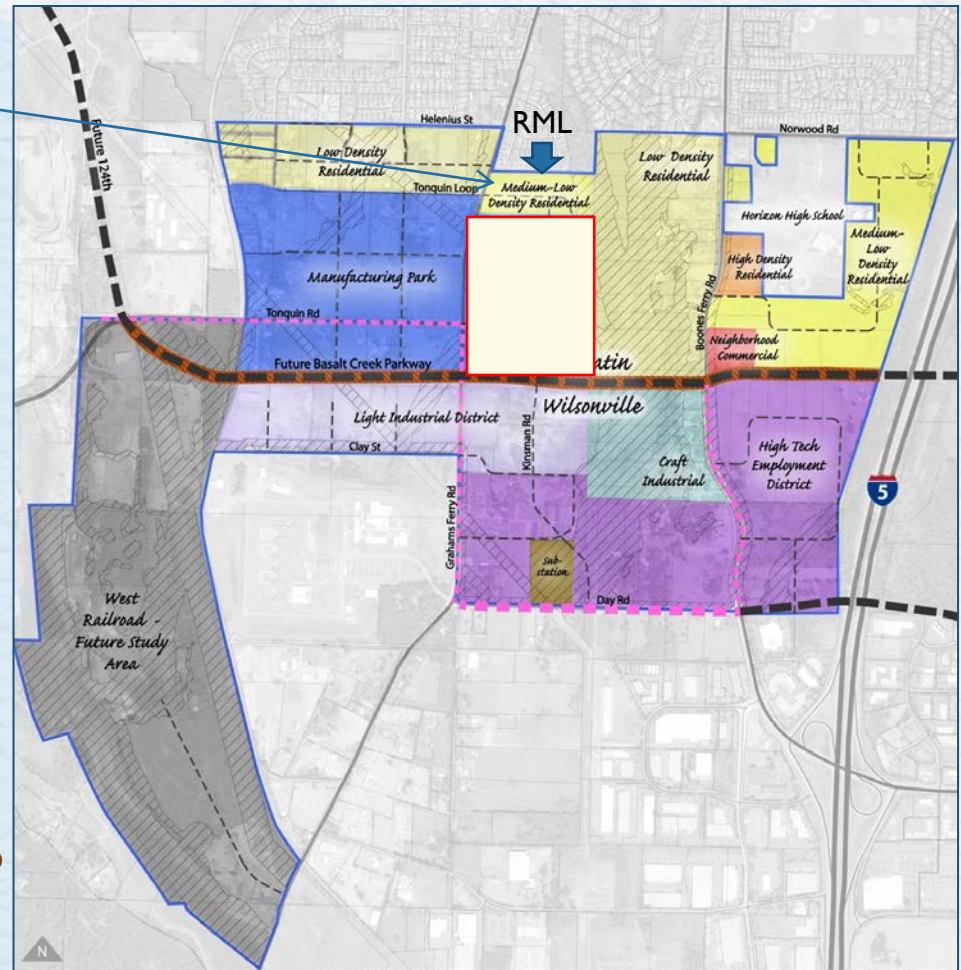


Direction from Council

- A. For area immediately south of Victoria Gardens, **match with same Planning District as Victoria Gardens** - RML/
Medium Low Density
- B. For central subarea on Tualatin side, explore OTAK Proposal C (image below), **determine if land suitable for employment uses**



Central subarea (south of Victoria Gardens to jurisdictional boundary) represents approx. 42 buildable acres or 23% of total buildable acres on Tualatin side of Basalt Creek



Exploration on Central Subarea

- Met with OTAK to explore property owner's proposal for Basalt's central subarea south of Victoria Gardens to jurisdictional boundary
- Considered opportunities for employment and constraints in area
- Considered infrastructure needed for different proposed uses



View just north of anticipated jurisdictional boundary looking north to Victoria Gardens

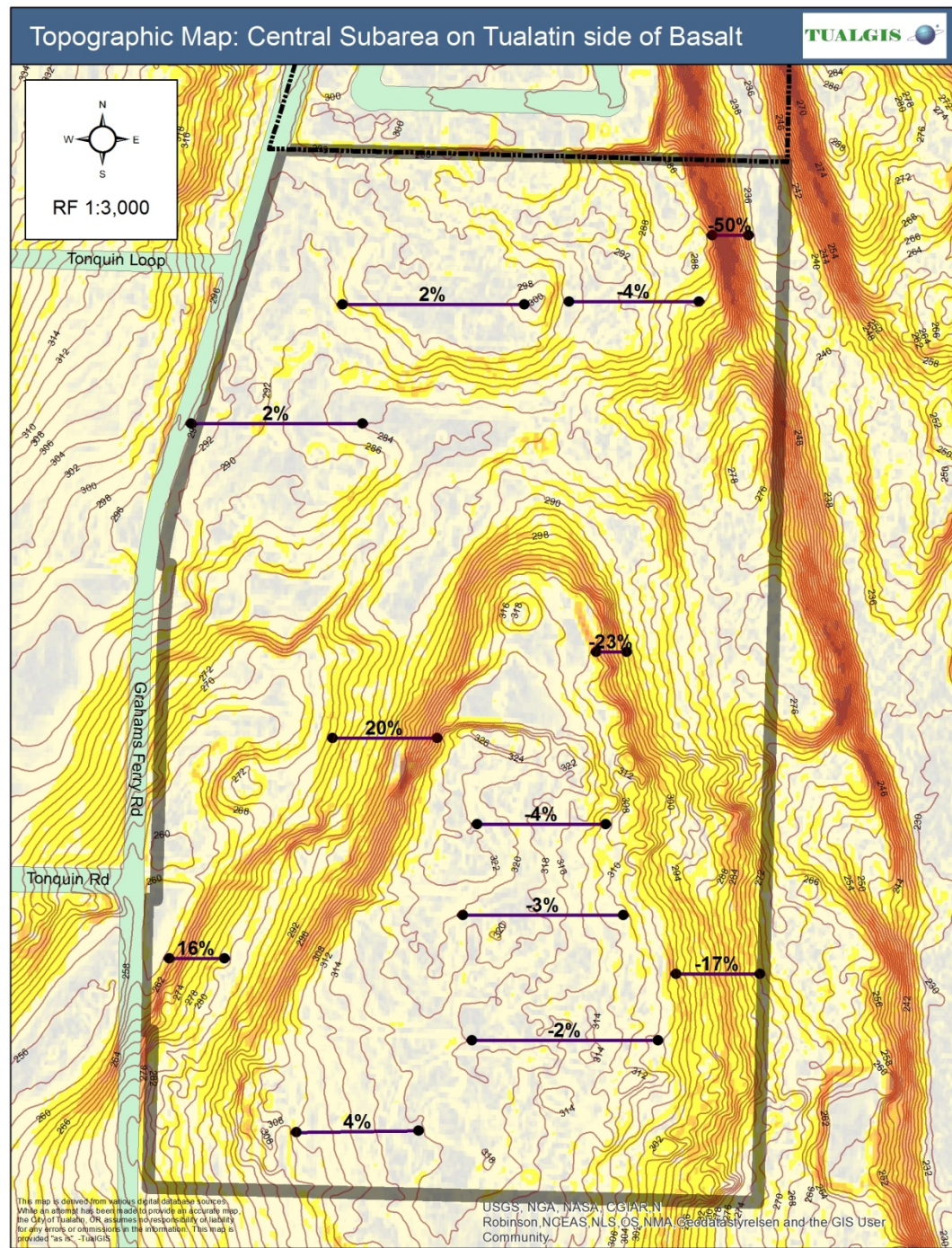
South Center Complex in Tualatin



- Office use in small scale industrial style buildings built on hilly terrain
- Complex approximately 5% slope north to south

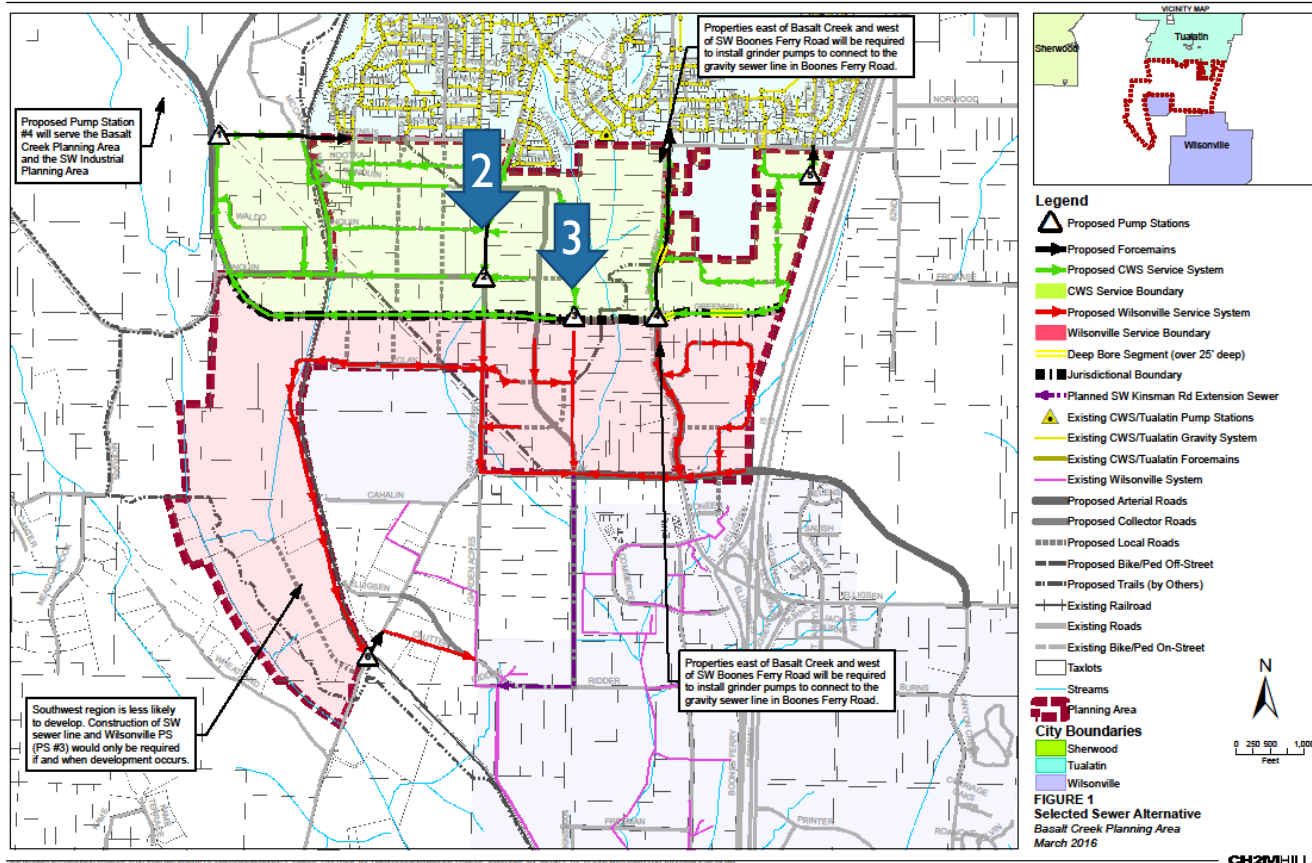
Exploration: Topography

- Opportunities for employment land
- Constraints



Source: ESRI 2016

Exploration: Sanitary Sewer



Sewer map shows pump station #2 and #3 to serve the Tualatin central subarea.

Oct. 2016 Summary of Acres and Trips for Land Use Concept

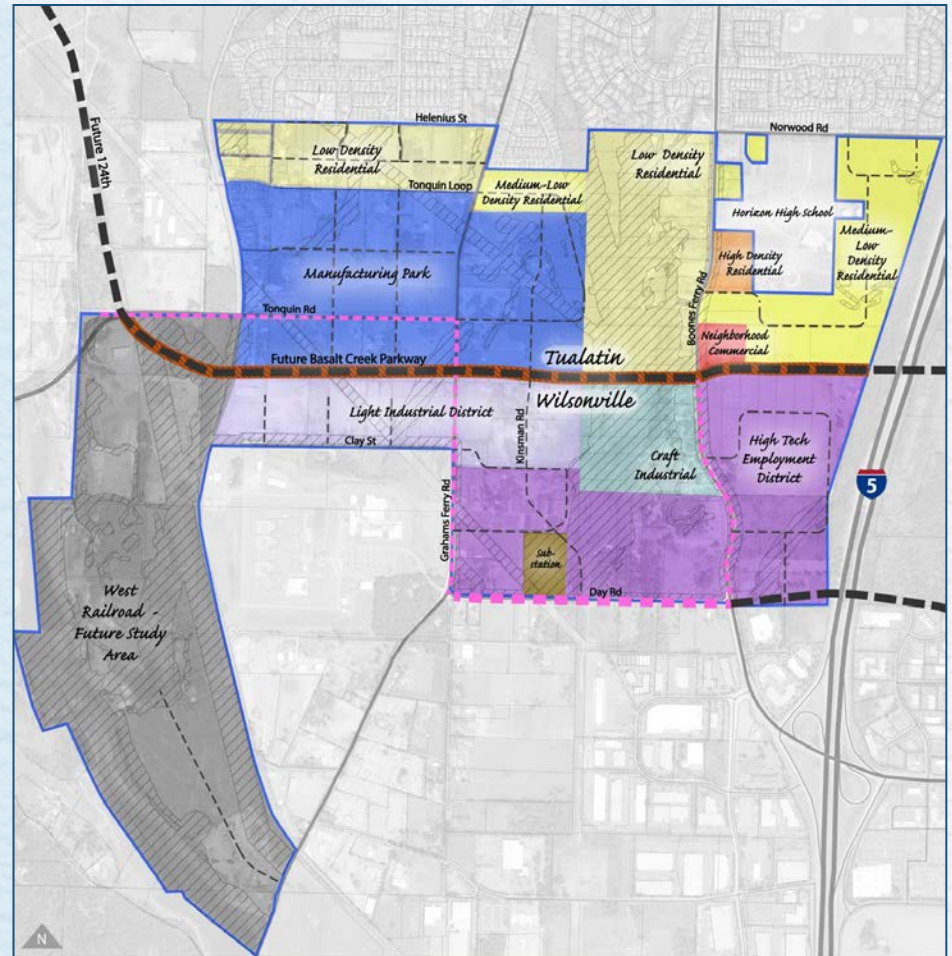
INDICATORS	Tualatin	Wilsonville	Total	Total - Capacity
Developable Acres	194 ac	137 ac	331 ac	
BCC Acres*	10 ac	6 ac	16 ac	
Unconstrained Dev. Acres	184 ac	131 ac	315 ac	
Households	575	6	581	
Jobs	1,929	2,524	4,453	
Trips (Trip Capacity = 1,989)	1,111	951	2,062	+73**
Change since 6/2016	-163	+170	+7	

*BCC (Basalt Creek Canyon)

**Trips believed to be within a margin of error of capacity

In Summary, Most Recent Land Use Concept Map

- Has support from Tualatin's Intergovernmental Agreement partners
- This land originally brought into UGB for employment land
- Represents a balanced approach to employment and residential land
- Majority of land designated for employment
- Central subarea land designated for employment
- Provides long-term supply of land



Basalt Creek Land Use Concept Map
October 2016 draft

Staff position on Basalt Central Subarea on Tualatin side

- IGA partners in support of land use as employment
- The land was brought into UGB by Metro for employment land
- Council reiterated the need for employment land about one year ago
- Central subarea land can be developed for employment use; Manufacturing Park designation can be made flexible enough to include some smaller scale employment uses
- Staff recommends Council accept land use map as presented

Questions, Discussion, Direction

End of presentation
to Council November 28, 2016

Questions from Planning Commission, Discussion



October 27, 2016

Mayor Ogden
Tualatin City Council
18880 SW Martinazzi Ave,
Tualatin, OR 97062

Dear Mayor Ogden and Members of the Tualatin City Council:

I am writing to express concerns to the Board of County Commissioners regarding potential increases in the amount of residential units proposed in the Tualatin side of the Basalt Creek Concept Plan.

We believe this area to be prime future industrial land needed to support the regional economy. In 2013, Washington County, City of Tualatin, City of Wilsonville, and Metro acknowledged the Basalt Creek Transportation Refinement Plan. This plan identified transportation infrastructure needed to support this future industrial area. We have moved forward in support of this agreement with construction of the new 124th arterial to leverage future economic development. We believe that eliminating industrial land beyond what the latest concepts show would be a big mistake for the economic health of South County and counter to our agreement.

Our IGA calls for the Cities to coordinate with the County in developing a concept plan for the Basalt Creek area. After the concept plan is complete, we can amend our Urban Planning Area Agreement to include this area, which is necessary for annexations to occur. This area is currently not included in our Urban Planning Area Agreement with Tualatin.

The City needs to be reminded the Basalt Creek Planning area is not currently within our Urban Planning Area Agreements. We believe Washington County is a partner in the planning of this area and would like to weigh in before any decision is made or report accepted that would substitute more residential units for employment areas.

Sincerely,

Andy Duyck, Chairman
Washington County Board of Commissioners

c: Andrew Singelakis, Director, Land Use & Transportation



MEMORANDUM

CITY OF TUALATIN

TO: Tualatin Planning Commissioners

FROM: Karen Perl Fox, Senior Planner

DATE: 01/19/2017

SUBJECT: Framing for Priority Project: Update the Tualatin Development Code

ISSUE BEFORE TPC:

At the 2014 Council Advance, the Council identified the Tualatin Development Code (TDC) update as a priority project. Staff developed a project framework for Council consideration presented to Council work session on November 14, 2016. Council confirmed its acceptance of the framework at that work session.

EXECUTIVE SUMMARY:

Staff sought and received concurrence on a framework and phased approach to this update, which includes the following:

Phase 1: Code Clean Up (Audit and Amendments)

Improve the overall efficiency, internal consistency and readability of the code.

Phase 2: Policy Review and Outreach

Listen to stakeholders and identify concerns from the community regarding land use policies and regulations.

Phase 3: Work Program

Prioritize and organize suggestions in a multi-year path forward.

DISCUSSION:

The Tualatin Development Code is comprised of two major components. One is the Tualatin Community Plan (Comprehensive Plan): Chapters 1-30 of the TDC. The second component is the Development Code (Land Use Regulations): Chapters 31-80 of the TDC.

The Development Code (Land Use Regulations) has been amended piecemeal over the years. For example, in the last five years staff has made incremental changes to the sign code, added a chapter regulating marijuana, added backyard chickens as an allowed use in some Planning Districts, and amended the type of uses allowed in Blocks 28 and 29 of the Central Urban Renewal District. Staff processed around 19 Plan Text Amendments (code changes) between 2011 and today. These incremental changes have led to a cumbersome code that can be

difficult for the public to understand and for staff to administer. Phase 1 will identify areas of code that are inconsistent as a result of piecemeal changes. It will identify amendments to improve usability of the code without changing the policy implication.

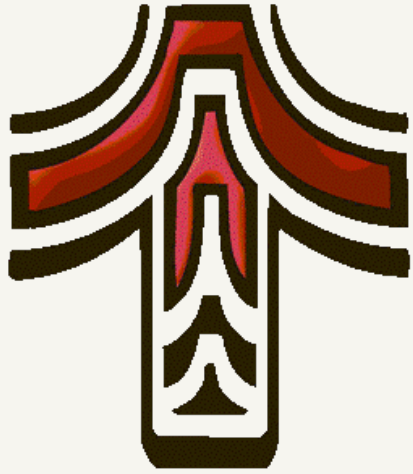
The Comprehensive Plan was adopted in 1979 and provides land use goals and policies for the City. Some sections have been updated over time such as the Transportation System Plan in 2014. Other chapters are long out of date, for example the population forecast ends in the year 2000. These first 30 chapters are the policies that guide implementing regulations. Prior to making any policy changes in the implementing regulations, it is necessary to review these chapters and determine what areas are no longer applicable and also determine what might be missing from these policies. Phase 2 is intended to review the policies in place and identify areas that need to be updated. Public input will also contribute to the identification of areas that need to be updated.

For these reasons, staff proposed a phased approach to this project.

RECOMMENDATION:

Staff proposed and Council accepted the framework and the phased approach to this project as outlined.

Attachments: Attachment A Framing for Priority Project to Audit and Update Tualatin Development Code



Tualatin Development Code Update Project Framing

Prepared by
Catherine Corliss, AICP, Principal

Staff Presentation to Tualatin Planning Commission, Jan. 19, 2017
Karen Perl Fox, Senior Planner





TDC Update

- ❖ Updating Tualatin Development Code (TDC) identified as a City Council priority project
- ❖ Focused on TDC not Municipal Code or other City requirements

Tonight:

Seeking City Council concurrence on a phased approach to update the TDC



Project Framing

Provide **background** about the TDC

Confirm project **goals** and suggested **approach**

Identify key **considerations** and potential issues

Review project **schedule**



Background

Tualatin Community Plan (Comprehensive Plan)

- ❖ Chapters 1 – 30 of the TDC
- ❖ Provides land use goals and policies for the City
- ❖ Adopted in 1979
- ❖ Some sections have been updated (e.g., for 2012 TSP update)
- ❖ Some background data is out-of-date (e.g., population forecasts through 2000)

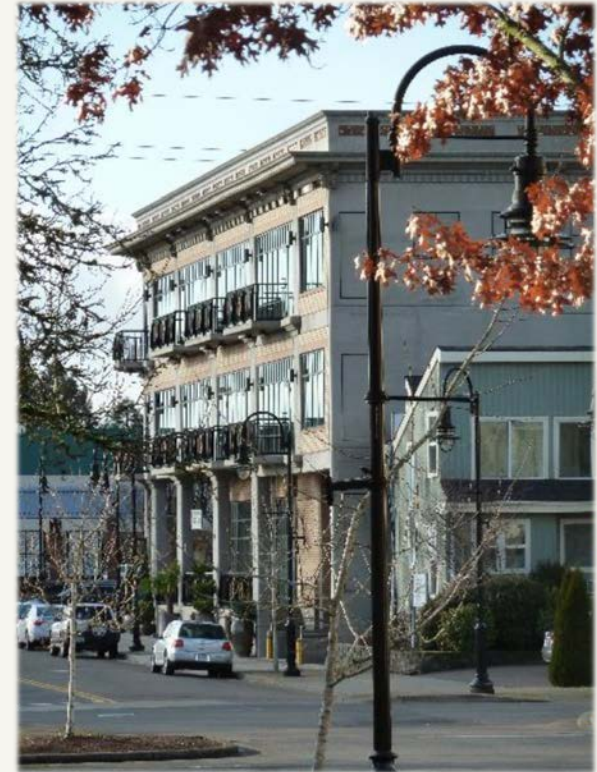




Background

Development Code (Land Use Regulations)

- ❖ Chapters 31 – 80 of the TDC
 - Planning districts (zoning)
 - Natural resource and floodplain requirements
 - Community design standards
 - Procedures and application requirements (e.g., conditional use permits)
 - Subdivisions and partitions
 - Sign regulations
- ❖ Amended piecemeal over the years





Project Goals and Approach

Phase 1: Code Clean Up (Audit and Amendments)

Improve the overall efficiency, internal consistency and readability of the code

Phase 2: Outreach and Policy Review

Listen and **identify** concerns from the community regarding land use policies and regulations

Phase 3: Work Program

Prioritize and **organize** suggestions in a multi-year path forward



Amendments

RELATIVELY QUICK AND EASY

- ❖ Policy neutral
- ❖ Narrowly defined
- ❖ Formatting and clarifying
- ❖ Limited public outreach needed

MORE COMPLEX AND INVOLVED

- ❖ Policy issues
- ❖ Affect many properties and/or have significant impact
- ❖ Extensive public outreach needed (advisory committees, etc.)
- ❖ Additional technical research required

Simple (Phase 1)

Complex (Phase 2 & 3)



Phase 1 Considerations

Code Clean Up (Audit and Amendments)

- ❖ Policy neutral = generally the same built outcome before and after amendments
- ❖ Goal = get to a result more efficiently / clearly
- ❖ Challenge is to keep the scope of Phase 1 truly “policy neutral”
 - Putting bigger issues “in the garage” for the next phase
 - Re-adopting code sections that have been reformatted but need further work
- ❖ Provide (relatively) rapid solutions to some pressing problems



Phase 2 Considerations

Outreach and Policy Review

- ❖ Recognize that the community may have concerns that go beyond the issues addressed in Phase 1
- ❖ Listen for community priorities
 - Does the Community Plan speak to the priorities?
 - Do the regulations implement the priorities?
- ❖ Scope the outreach to allow a broad range of stakeholder participation
- ❖ Engage community interest in the TDC
- ❖ Keep the focus on the TDC





Phase 3 Considerations

Work Program

- ❖ Recognize that Phase 2 suggestions may require several years to implement in total
- ❖ Organize a wide range of suggestions in a meaningful way to ensure ideas are acknowledged
- ❖ Identify City Council priorities
- ❖ Recognize annual budget and staffing constraints
- ❖ Provide a structured approach to go forward



Schedule

Phase	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 5	Qtr 6	Qtr 7	Qtr 8
1. Code Clean Up	Audit	Draft Code		Hearings				
2. Outreach and Review					Outreach		Policy Review	
3. Work Program								Work program



Thank You!

Questions / Discussion

**Does the City
Council generally
concur with the
proposed
approach?**

