



City of Tualatin

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OFFICIAL

TUALATIN PLANNING COMMISSION

MINUTES OF June 15, 2017

TPC MEMBERS PRESENT:

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

STAFF PRESENT

Aquilla Hurd-Ravich
Charles Benson
Karen Perl Fox
Lynette Sanford

TPC MEMBER ABSENT: Bill Beers

GUESTS: None

1. CALL TO ORDER AND ROLL CALL:

Kenneth Ball, Vice Chair, called the meeting to order at 6:35 pm and reviewed the agenda. Roll call was taken.

2. APPROVAL OF MINUTES:

Mr. Ball asked for review and approval of the May 18, 2017 TPC minutes. MOTION by Thompson SECONDED by Aplin 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. Progress Update on the Tualatin Development Code Improvement Project.

Ms. Hurd-Ravich presented an update on the Tualatin Development Code Improvement Project (TDCIP) which included a PowerPoint presentation. Ms. Hurd-Ravich noted that we currently have a code that was written in 1979. It's been changed to reflect the

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community's character and has been modified along the way. Our goal is make it more efficient and reflective of our present time.

Ms. Hurd-Ravich stated that the TDCIP started in February 2017 with an audit of the entire Development Code. Based on the findings from the audit, the project team identified a list of substantive changes to Chapters 31-80 in the code clean-up. Substantive changes include:

- Improved organization
- Standardized uses – explain and define uses
- Streamline planning district chapters
- Language clean-up
- Consolidating procedures
- Reformatting

Ms. Hurd-Ravich presented examples of these changes which removed duplication, focused on overall intent, and improved clarity and readability. Category use tables will also be used in the new format and procedures will be consolidated.

Ms. Hurd-Ravich noted the next steps include review and adoption:

- Planning Commission meeting – Winter 2018
- City Council Work Session – Winter 2018
- Planning Commission Meeting – Early Spring 2018
- City Council Meeting (Hearing) – Early Spring 2018

Mr. Aplin asked if there is an expectation about how lengthy the new code will be. Ms. Perl Fox responded that we expect that it will be scaled down considerably. Mr. Ball asked if there will additions to the code. Ms. Hurd-Ravich responded that this is policy neutral; eventually we'll get into policy discussions. Ms. Perl Fox added that amendments will be brought to the Commission for adoption in phases.

B. Mobile Food Unit Ordinance Update.

Mr. Benson, Associate Planner, presented an update on the Mobile Food Unit Ordinance which included a PowerPoint presentation. Mr. Benson began with a history of the Food Cart Ordinance, which originated in Fall 2015. The PuPu shack, a small business that serves shaved ice out of a food truck, commented at a City Council hearing that they were notified that they were in violation of the TDC 34.013. The early stages of this process focused on adding food truck/cart regulations to the TDC and thus requiring a Plan Text Amendment (PTA).

At the October 2016 City Council Work Session, Council's feedback included the need to hear more about the concerns from restaurants and requested that staff engage with the business community to further study potential food cart regulations. Based on this feedback, the Planning staff organized and hosted a work group to solicit public input on

this topic, and sought approval from the CCIO and Chamber of the work group findings and the draft code components. In Spring 2017 staff incorporated results from Food cart Work Group into a revised draft ordinance.

Mr. Benson noted the draft ordinance components include regulating food trucks/carts on private property that serve the public, does not apply to vendor operations under an approved City event or street closure permit, and does not apply to private catering events.

Mr. Benson stated that there was concern from the brick and mortar restaurants that the food trucks will take away their business and were opposed to them in the downtown core area. To address that, there are limitations put in place as to where they can be located, they must have a business license, operators must submit proof of all required health and safety licenses, and the food carts must have wheels.

Mr. Benson added that the food carts will be allowed in the manufacturing and industrial areas since food choices are limited in those areas. Ms. Hurd-Ravich added there will be limited availability in the general commercial areas. Mr. Ball asked if food carts are allowed in business parks, such as the one behind Fred Meyer (Mohawk Business Park). Ms. Hurd-Ravich replied that it would only be allowed for a catering event, but not for the public. Mr. Benson added that they will be allowed in a business park for its employees only.

Mr. Benson stated the upcoming TPC actions include providing recommendations to City Council on the proposed revisions to TDC 34.013 and to provide guidance/insight on future pod regulations (TDC Chapter 73). The project returns to the Planning Commission for final briefing and recommendations on August 17, 2017.

Ms. St. Clair asked if temporary food trucks will be allowed in the residential areas of Basalt Creek once construction begins. Mr. Benson responded that it has not been discussed but we will consider it and discuss at a later date. Ms. Hurd-Ravich responded that we are trying to stay away from residential planning districts and there will need to be temporary measures in place. Mr. Aplin added that it could be safety issue if there are numerous trucks and there should be provisions in place for unobstructed pedestrian traffic.

Ms. Thompson asked if there are limitations for how long a truck can be parked. Mr. Benson responded that the hours are not limited. Ms. Hurd-Ravich added that it was pointed out to us that in the Industrial area there are three shifts of workers that we need to be cognizant of.

Ms. DeMeo asked for clarification of commercial areas on the map and inquired about the Bridgeport Village area. Ms. Hurd-Ravich added that Bridgeport Village allows food carts at their farmers market and they must apply for temporary special event permit. They also need property owner permission to operate.

C. Schedule for amendments to change Conditional Use Permit review authority

Ms. Hurd-Ravich Aquilla presented the schedule for amendments to change Conditional Use Permit review authority. Ms. Hurd-Ravich stated that at the May 2017 meeting, the Planning Commission voted on and approved the concept of changing Conditional Use Permit Review authority from the City Council to the Planning Commission. The Mayor and Council agreed that it was timely and prudent to transition.

Ms. Hurd-Ravich stated that currently the City Council has two meetings, a public hearing and a meeting for the resolution. The first meeting consists of presentations from staff and the applicant and comments from the public. The Council then makes a decision and directs the staff members to return with a resolution. Ms. Hurd-Ravich acknowledged that it is unclear how this will be handled by the Planning Commission since we only meet once a month. Another option is to take a recess and come back with a decision the same evening. Ms. Hurd-Ravich will discuss this with the City Attorney to see what our options are.

Ms. Hurd-Ravich presented the schedule:

- Planning Commission Recommendation – July 20, 2017
- City Council Public Hearing – August 14, 2017
- City Council Ordinance Adoption – August 28, 2017
- Ordinance goes into effect 30 days after adoption.

6. FUTURE ACTION ITEMS

Ms. Hurd-Ravich stated that at our July 20 meeting, we will have an action item on Conditional Use Permits. In August, we anticipate an action item regarding the food cart ordinance and a variance.

7. ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION

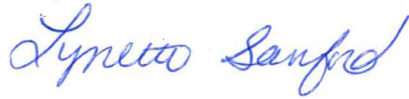
Ms. DeMeo noted that she is unable to attend the meeting on July 20th.

Mr. Ball stated that he received a mailer from Clackamas County regarding the Urban Reserve and wondered if it's a global agreement between West Linn, Lake Oswego, and Tualatin. Ms. Hurd-Ravich responded that the land has not yet been divided. Metro and Clackamas County have an intergovernmental agreement to finalize the urban reserves. The land division has not been identified or decided upon.

Mr. Aplin inquired about the Legacy Meridian addition. Ms. Hurd-Ravich responded that the addition will be four stories and approximately 160,000 square feet. They are also expanding their parking area.

8. ADJOURNMENT

MOTION by Aplin, SECONDED by Thompson to adjourn the meeting at 7:35 pm.



____ Lynette Sanford, Office Coordinator