



MEETING AGENDA
TUALATIN PLANNING COMMISSION

January 16, 2014; 6:30 p.m.
POLICE TRAINING ROOM
8650 SW TUALATIN ROAD
TUALATIN, OR 97062

1. **CALL TO ORDER & ROLL CALL**
Members: Mike Riley, Chair, Alan Aplin, Bill Beers, Jeff DeHaan, Cameron Grile, Nic Herriges, and Steve Klingerman

Staff: Aquilla Hurd-Ravich, Planning Manager
2. **APPROVAL OF 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**
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: 01/16/2014

SUBJECT: **APPROVAL OF MINUTES**

ISSUE BEFORE TPC:

Attachments: [TPC Minutes 11.21.13](#)



City of Tualatin

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UNOFFICIAL

TUALATIN PLANNING COMMISSION -

MINUTES OF November 21, 2013

TPC MEMBERS PRESENT:

Mike Riley
Alan Aplin
Bill Beers
Nic Herriges
Jeff DeHaan
Cameron Grile
Steve Klingerman

STAFF PRESENT:

Aquilla Hurd-Ravich
Kaaren Hofmann
Cindy Hahn
Lynette Sanford

GUESTS: Matt Hastie; Scott Miller

1. CALL TO ORDER AND ROLL CALL:

Mr. Riley, Chairman, called the meeting to order at 6:28 pm. and reviewed the agenda. Roll call was taken.

2. APPROVAL OF MINUTES:

Mr. Riley asked for review and approval of the October 17, 2013 TPC minutes. Hearing no objections, the minutes were approved.

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

None

4. COMMUNICATION FROM CITY STAFF:

A. Capital Improvement Plan Discussion

Kaaren Hofmann, Engineering Manager, presented the City of Tualatin 2015-2019 Capital Improvement Plan. The CIP is a five year plan that establishes, prioritizes, and ensures funding for projects to improve existing and develop new infrastructure and facilities. The use of a CIP promotes better use of the City's limited financial resources, reduces costs and assists in the coordination of public and private development. All the departments work to prioritize the projects, based on need and available funding.

Ms. Hofmann stated that we are currently in the third year of the document. The document has been presented to all the Advisory Board members and Citizen Involvement Organization officers. The plan is also listed on our web site, was included

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.

in outgoing utility bills, and was in the Tualatin Times. There are currently more projects than funding available, with the list of unfunded projects totaling almost a billion dollars. The projects currently listed in the plan total around 20 million, and the CIP document will change as additional projects become a priority.

Ms. Hoffman explained that the details of the projects are listed on pages 7-9 of the document and page 10 lists the funding source. Mr. Klingerman asked if the City solicits bids for the projects. Ms. Hoffman said we do solicit bids. After the advertisement goes out, the project cost determines how many bids we accept. Mr. Klingerman asked if we encourage local businesses to bid. Ms. Hofmann answered affirmatively. Mr. DeHaan questioned the cost for the fire sprinklers for the Juanita Pohl Center. Ms. Hofmann responded that the project is required and a code issue, but a grant will be paying for the majority of it. Mr. Beers pointed out a duplicate item regarding Tualatin Rd/Teton in the funded and unfunded items list, which Ms. Hofmann said she would correct. Mr. Riley stated that in the unfunded transportation projects list, two projects are related to 124th Street expansion. Ms. Hofmann responded that that these projects are in our plan, but are normally built by developers.

Ms. Hofmann stated that she will take their comments to the Council and if they have additional edits or comments, to contact her. On December 9th, this will go to a work session.

B. Preliminary Review of Draft Amendments to the Industrial Business Park Overlay (TDC Chapter 69) to Implement the Linking Tualatin Final Plan.

Cindy Hahn, Associate Planner, presented the preliminary review of the draft amendments to the Industrial Business Park Overlay (TDC Chapter 69) to implement the Linking Tualatin Final Plan, which included a PowerPoint presentation. Ms. Hahn stated that the purpose of tonight's presentation is to review the possible code amendments, but is not looking for a recommendation to City Council at this time. The code amendments will be brought to the City Council work session on December 9th, and will be back to the Planning Commission in January with the Plan Text Amendment.

Ms. Hahn stated that the Linking Tualatin plan was approved by City Council in June. The implementation actions included: submitting accepted final plan to Metro, preparing code changes to allow greater flexibility and to support transit use, recommend local street connections, review paths and trails, and provide continued input to Southwest Corridor Plan and TriMet Southwest Service Enhancement Study. The easiest way to accomplish this is to make changes to the Industrial Business Park overlay.

The purpose of the Industrial Business Park Overlay (IBPO) is to recognize and accommodate the changing Industrial Commercial marketplace by allowing small-scale, mixed uses within the manufacturing districts approved through Architectural Review. The proposed changes would expand the permitted uses to include convenience stores, deli's, mobile food and flower vendors, and dry cleaning. Other changes include removing the minimum site size threshold, simplify mixed use percentages, and would

limit 80-foot setback to retail and service uses to SW Tualatin-Sherwood Road and from residential districts. There would be no change to prohibited uses, timing of uses, lot size, structure height, and access requirements. Mr. Klingerman asked if this will include businesses that rent their space. Ms. Hahn answered affirmatively. Mr. Klingerman asked what exceptions would not be allowed. Ms. Hahn responded that attached to the staff report is a copy of TDC Chapter 69. Page two details what is currently permitted, the underlined items include the proposed additions.

Ms. Hahn acknowledged that they wanted to simplify the language of mixed use percentages. The changes include the gross floor area of office uses in the IBPO shall not exceed 25% of the total gross floor area of buildings on the development site. Individual retail or service uses shall not be greater than 5,000 square feet. Combined retail and service shall be limited to 20,000 square feet. Stand alone buildings will also be allowed for retail and office uses. Discussion followed regarding parking and restroom requirements.

Mr. Klingerman asked if most of the industrial area is undeveloped. Ms. Hurd-Ravich responded that approximately 50 percent of the industrial land is undeveloped. Matt Hastie, a consultant for Angelo Planning Group, said it's essentially creating an opportunity for people to set up a café, coffee shop, or other small scale uses. Mr. DeHaan asked if it would allow food and coffee carts. Ms. Hahn responded affirmatively. Ms. Hurd-Ravich added that it's a good way for businesses to test the market on whatever product they're selling since food carts require less capital up front and are less expensive to run. Mr. DeHaan added that he thought it was a great idea and should be allowed. He asked if a business owner could potentially open ten food carts. Ms. Hurd-Ravich responded that it would be allowed as long as the square footage and mixed use percentages are met.

Ms. Hahn concluded the presentation with the next steps in the process. On December 9, the draft amendments will go to City Council. On January 16, they will return to the Planning Commission for recommendation to City Council on the Plan Text Amendment. On February 10, they will present the Planning Commission's recommendation and the PTA to the City Council at a public hearing.

Scott Miller, a Commercial Real Estate Broker, who markets the Oak Tree Business Center, stated for five years they have been getting rejected for uses more than being accepted. The main reason is that people want to open businesses in that area that are not industrial related. For example, a private gym was denied. Ms. Hurd-Ravich responded that the area he's speaking of has many zoning layers which create limitations. Mr. Klingerman added that he sees that area needing to be rezoned in the future.

C. ACTION ITEMS:

None

D. FUTURE ACTION ITEMS

Ms. Hurd-Ravich stated that there are no future action items on the agenda for our meeting on December 19th and asked the members if it should be canceled. All the Commission members agreed to cancel the December meeting.

Ms. Hurd-Ravich mentioned that in January, we need to hold an election and there will be a formal action on the Linking Tualatin Draft Amendments. There is a great deal of work coming up regarding Basalt Creek and anticipate having the contract executed in January. They are working on developing a Community Advisory board and would like to have a Commission member from Tualatin and Wilsonville. It's a two-year process with additional details to come. Ms. Hofmann added that the Sanitary Sewer Master Plan will also be presented.

Ms. Hurd-Ravich stated that sign variances will be on the horizon since Cabela's would like a large sign. We are also in preliminary talks with Cracker Barrel, who would also like a large sign. Mr. Klingerman questioned the increase in traffic on the sight. Ms. Hoffman responded that Fred Meyer is adding a turn lane and the signals will be modified on Nyberg Rd.

Mr. Klingerman asked about the status of the 3-story building at Boones Ferry, next to Mashida's. Ms. Hurd-Ravich responded that they have received a certificate of completion for the shell of the building, but the inside still needs to be completed.

E. ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION

None.

F. ADJOURNMENT

MOTION by Beers SECONDED by Aplin to adjourn the meeting at 7:40 pm. MOTION PASSED 7-0.

_____ Lynette Sanford, Office Coordinator



STAFF REPORT

CITY OF TUALATIN

TO: Tualatin Planning Commissioners

FROM: Aquilla Hurd-Ravich, Planning Manager

DATE: 01/16/2014

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 Vice Chair from its membership at their first regular meeting.

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 Mike Riley has served in this position since 2012 and was previously the Vice Chair in 2010 and 2011. Alan Aplin has served as Vice Chair since 2012.

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 2014
- Continue to comply with Tualatin Municipal Code section **11-1-030 *Organization of the Commission***.

ALTERNATIVES TO RECOMMENDATION:

- The Commission can decide to delay the election to a future date.

Attachments: A - Chapter 11 Tualatin Planning Commission

Chapter 11-01: Tualatin Planning Commission

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.](#)

[11-1-090 Emergency Clause.](#)

[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 Ur-ban 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.

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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 re-port 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 in-side 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;

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(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](#):

(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](#). [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

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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 ad-vice to the Council. [Ord. 342-76 §8, 7/26/76; Ord. 1147-03, Renumbered, 08/25/03; Ord. 1340-12 §8, 1/23/12]

[11-1-090 Emergency Clause.](#)

[Ord. 342-76, §10, 7/26/76]

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