



MEETING AGENDA

TUALATIN PLANNING COMMISSION

February 15, 2018; 6:30 p.m.
JUANITA POHL CENTER
8513 SW TUALATIN RD
TUALATIN, OR 97062

1. **CALL TO ORDER & ROLL CALL**
Members: Bill Beers (Chair), Kenneth Ball, Alan Aplin, Angela DeMeo, Travis Stout, Mona St. Clair, Janelle Thompson
Staff: Aquilla Hurd-Ravich, Planning Manager
2. **APPROVAL OF MINUTES**
 - A. Approval of January 18, 2018 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
 - B. 2017 Annual Report of 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: 02/15/2018

SUBJECT: Approval of January 18, 2018 TPC Minutes.

ISSUE BEFORE TPC:

Attachments: [TPC Minutes 1.18.18](#)



City of Tualatin

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UNOFFICIAL

TUALATIN PLANNING COMMISSION

MINUTES OF January 18, 2018

TPC MEMBERS PRESENT:

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

STAFF PRESENT

Aquilla Hurd-Ravich
Sean Brady
Jeff Fuchs
Lynette Sanford

TPC MEMBER ABSENT: Kenneth Ball, Bill Beers

GUESTS: E. Michael Connors, Alan Sorem, Reid Stewart, Nick Caezza

1. CALL TO ORDER AND ROLL CALL:

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

Motion by DeMeo, SECONDED by Thompson to appoint Mr. Aplin Pro Tempore Chair. MOTION PASSED 5-0.

2. APPROVAL OF MINUTES:

Mr. Aplin asked for review and approval of the December 7, 2017 TPC minutes. MOTION by DeMeo SECONDED by Thompson to approve the minutes as written. MOTION PASSED 5-0.

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

Jonathan Taylor, Economic Development Manager, introduced himself to the Planning Commission. He stated that he previously worked in Trinidad, Colorado.

4. ACTION ITEMS:

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

MOTION by DeMeo, SECONDED by Stout to postpone the election of a Chair and Vice Chair to our next meeting. MOTION PASSED 5-0.

B. Continued Public Hearing to consider a Variance to the Wireless

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.

Communication Facility (WCF) Separation Requirement for the POR Durham project in the Light Manufacturing (ML) Planning District at 10290 SW Tualatin Road (Tax Map/Lot 2S1 23B 000800) (VAR-17-0001) (RESO TDC 609-17).

Mr. Aplin, Pro Tempore Chair, opened up the record and read the script for Quasi-judicial hearings. Mr. Aplin asked the Commission members if they had a conflict of interest, bias, or ex parte contact with the applicant. No members expressed ex parte contact.

Ms. Hurd-Ravich, Planning Manager, entered the staff report and attachments into the record. Ms. Hurd-Ravich stated that she is here to present the revised staff report and presentation based on the revised findings from the applicant.

Ms. Hurd-Ravich stated that the applicant is requesting to construct a new unmanned wireless communication facility (WCF) to be located within 1,500 feet of an existing WCF at 10699 SW Herman Rd. Tualatin Development Code 73.470(9) requires that WCFs are separated by 1,500 feet. The applicant, Acom Consulting, seeks a variance to this code requirement. The Planning Commission must find that the applicant can demonstrate compliance with Tualatin Development Code (TDC) 33.025(1)(a) or 33.025(a)(b).

Ms. Hurd-Ravich noted that the first public hearing began on November 16, 2017. At that hearing, a request was made to leave the record open. The Planning Commission granted this request and reconvened on December 7, 2017. At that hearing the applicant requested a continuance "to enable the Applicant to provide additional information regarding compliance with TDC 33.025(1)(b).

Ms. Hurd-Ravich went through the PowerPoint slides, which detailed the proposed site located on the southwest corner of 10290 SW Tualatin Rd. as well as the existing facility, which is located on City property. The other slides detailed photo simulations that showed the proposed tower location includes tall, dense, evergreen trees that will screen at least 50% of the proposed monopole from adjacent residential areas. In addition, the proposed support tower is sited in the least intrusive location possible to cover the gap in coverage and capacity.

Ms. Hurd-Ravich acknowledged that based on the photo simulations, the applicant has demonstrated that 50% of the monopole will be screened by tall, dense, evergreen trees from the RL (Residential Low Density) Planning District. The Planning Commission's options are to:

- Approve VAR17-0001 as drafted;
- Deny VAR17-0001 and cite which criteria applicant fails to meet; or
- Continue discussion to a later date.

E. Michael Connors, Hathaway Larson LLP, 1331 NW Lovejoy St, Suite 950, Portland, OR

Mr. Connors noted that he is representing the applicant, Acom Consulting. Mr. Connors stated that he believe the applicant complies with both of the approval criteria.

Mr. Connors noted that additional photo simulations were submitted from five different vantage points. He believes the photo simulations prove that the 50% screening requirement satisfies the criteria

Mr. Connors addressed a letter submitted by American Tower. Mr. Connors noted that the letter states that the subject property does not contain "tall, dense evergreen trees". Mr. Connor disagrees. The subject property is long and there are many trees to the north which provide screening and one very large evergreen in photo simulation 1. Mr. Connors also acknowledged that the code does not state that the trees have to be on the same site; tree screening can be adjacent to the site. Mr. Connors added that the pictures were taken in the winter and that greater screening will be provided throughout other seasons.

Reid Stewart, ACOM Consulting, 4015 SW Battaglia Ave, Gresham, OR 97080

Mr. Stewart stated that he was present when the photo simulations were conducted and acknowledged that they were taken at the correct height and location.

Ms. St. Clair inquired about the current tree ordinance and if there is a limit on how many trees can be removed without a permit. Ms. Hurd-Ravich replied that commercial properties have been through an architectural review process and a landscape plan has been identified. In order to remove trees after the architectural review process, a tree removal permit is required along with an arborist report. Ms. Hurd-Ravich noted that there is a process to save certain trees by identifying them in the review process. Furthermore, site visits are conducted before the removal of trees.

Mr. Connors noted that in order for American Tower to use the existing tower, a variance application would be required to increase the height of the tower and for the removal of trees. Mr. Connors stated that in the year 2000, the Council was clearly relying on the screening of trees for the justification of approving the existing height of 130 feet. American Tower has not demonstrated that they have filed for a variance to increase the tower height or for a tree removal permit. He added that the majority of trees subject to removal are not on City property.

Mr. Connors added that there is no evidence that American Tower will be able to extend their lease with the City by 2020 and they fail to demonstrate that the existing tower will be able to satisfy the necessary coverage and capacity.

Alan Sorem, Saalfeld Griggs, 250 Church Street SE, Salem, OR 97301
Nick Caezza, American Tower Corp. Boston, MA

Mr. Sorem stated that the existing tower could provide adequate coverage if the tower was extended to 146 feet from 130 feet and if trees were removed. Mr. Sorem added that under federal law, the tower could be extended to 166 feet and a variance would not be required. Mr. Caezza added that federal law is on their side for the extension of the tower height.

Ms. DeMeo stated they she researched FCC requirements for towers and heritage trees and was curious if Mr. Sorem knew the specifics. Mr. Sorem replied that part of the process will be to review the FCC's requirements and they will be met. Ms. DeMeo asked about approximate age of trees and if they qualify as heritage trees. Mr. Sorem responded that he is uncertain.

Mr. Sorem added that does not believe the photo simulations demonstrate that there are tall, dense evergreen trees that will screen at least 50% of the proposed monopole on the subject property. Mr. Sorem added that there is a reason for the limitation of new towers being built, which benefits the community.

Mr. Connors reiterated that American Tower would not be able to remove the trees due to FCC rules. Furthermore, they have not attempted to file a variance. Mr. Connors added that the applicant has proven there is sufficient screening on the site.

Mr. Aplin closed the public hearing.

Mr. Aplin stated that the he feels the applicant meets the technical requirements of part A and B.

Ms. DeMeo agrees and is in favor of the variance. Ms. DeMeo believes that Tualatin is a tree city and is in favor of retaining older trees.

Ms. Thompson also agrees that the applicant meets the requirements of part A and B and there is no evidence that American Tower is moving forward with an application for a variance.

Mr. Stout agreed that the applicant has met the criteria of both A and B and the photo simulations confirmed that.

Ms. St. Clair agreed that the application meets the requirements of A and B.

MOTION by DeMeo, SECONDED by Thompson to approve the proposed variance on the criteria of 1A and 1B. MOTION PASSED 5-0.

C. A Resolution for the Variance Request to the Wireless Communication Facility Separation Requirements

MOTION by DeMeo, SECONDED by Thompson to approve the resolution as written. MOTION PASSED 5-0.

5. **COMMUNICATION FROM CITY STAFF**

A. Capital Improvement Plan Update

Jeff Fuchs, Public Works Director and City Engineer, presented the Capital Improvement Plan (CIP) Update, which included a PowerPoint presentation.

Mr. Fuchs stated that this is the third year of the Capital Improvement Plan, which looks ten years into the future. The project categories include:

- Facilities and Equipment
- Parks and Recreation
- Technology
- Transportation
- Utilities

Mr. Fuchs noted that priorities include Council goals, health and safety, regulatory requirements, master plans, and service delivery needs. Funding sources include system development charges, water, sewer and storm rates, gas taxes, general fund, and grants and donations.

Mr. Fuchs went through the slides, which detailed the CIP Summary and the individual projects listed for Facilities, Parks and Recreation, Technology, Transportation, Utilities (storm), and Utilities (water).

Mr. Aplin inquired about how the Basalt Creek area will affect the CIP. Mr. Fuchs responded that all of the master plans have all taken into consideration the Basalt Creek plan.

Mr. Fuchs noted that they are going to Council January 25, 2018 to present transportation analysis for \$14-\$28 million in congestion relief and safety projects.

Ms. DeMeo asked for clarification of the transportation relief presentation going to Council on January 25th. If the bond measure is passed, how will the CIP be affected? Mr. Fuchs answered that the bond measure will provide a new revenue stream and projects will be funded earlier.

6. **FUTURE ACTION ITEMS**

Ms. Hurd-Ravich stated that at our February meeting, elections will be held for a Chair and Vice Chair. The annual report will also be presented. Ms. Hurd-Ravich added that a variance may be on the agenda in March.

7. **ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION**

None.

8. **ADJOURNMENT**

MOTION by Aplin SECONDED by DeMeo to adjourn the meeting at 8:24 pm.

_____ Lynette Sanford, Office Coordinator



STAFF REPORT

CITY OF TUALATIN

TO: Tualatin Planning Commissioners

FROM: Lynette Sanford, Office Coordinator

DATE: 02/15/2018

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 Bill Beers has served in this position since 2017 and previously served as the Vice Chair since 2014. Kenneth Ball served as Vice Chair since 2017.

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 2018
- Continue to comply with the Tualatin Municipal Code section 11-1-030 Organization to 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 Terms of Office and Membership.

11-1-030 Organization of Commission.

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

11-1-050 Removal; Vacancy.

11-1-060 Expenditure of Funds.

11-1-070 Powers and Duties of Planning Commission.

11-1-080 Annual Report of Commission.

11-1-010 Establishment of Planning Commission.

The Tualatin Planning Commission is established and created. The Commission consists of seven members appointed by the Council. [Ord. 342-76, §1, 7/26/76; Ord. 1340-12 §1, 1/23/12; Ord. 1405-17, 11/13/17]

11-1-020 Terms of Office and Membership.

(1) Each member appointed by the Council serves a three-year term. A member may be re-appointed to additional terms at the discretion of the Council.

(2) In appointing members to the Commission, the Council must consider the following:

(a) strive for geographic balance within the City;

(b) no more than three members may have the same occupation;

(c) no more than two members may 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;

(d) no fewer than five members must reside in the City; and

(e) no more than two members may reside outside the City, provided the member must reside within the Urban Growth Boundary of the City.

(3) Commission members receive no compensation. [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; Ord. 1405-17, 11/13/17]

11-1-030 Organization of Commission.

(1) At the first regular meeting of the Commission of each year, the Commission must elect a chairperson and vice chairperson. The chairperson and vice chairperson retain the right to vote on any matter before the Commission.

(2) The City Manager must provide a secretary who must keep an accurate record of all Commission proceedings. The Commission must 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; Ord. 1405-17, 11/13/17]

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

(1) The Commission will convene when necessary to discharge its duties; however, it must meet six times within every calendar year.

(2) A majority of members of the Commission constitute a quorum. A quorum of the Commission may transact any business or conduct any proceedings within the jurisdiction of the Commission.

(3) The Commission may adopt and amend rules and regulations establishing the procedure for the conduct of proceedings before it. Any such rules and regulations must be consistent with all ordinances, resolutions or laws of the City regulating the Commission. [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; Ord. 1405-17, 11/13/17]

11-1-050 Removal; Vacancy.

(1) Each Commission member serves at the pleasure of the Council and may be removed by the Council for any reason.

(2) In addition to other grounds for removal, the Council may remove any Commission member who:

(a) has two or more unexcused absences from meetings, including regular and special work sessions, during a calendar year; or

(b) has five or more absences from meetings, including regular and special work sessions, during a calendar year.

For purposes of this section an unexcused absence is an absence where the member failed to contact the chairperson or secretary of the Commission at least 24 hours prior to a scheduled Commission meeting, unless good cause is shown.

(3) A vacancy on the Commission occurs in the following circumstances:

(a) the Council removes a member of the Commission;

(b) a member of the Commission resigns and the resignation is accepted by the Council; or

(c) a person ceases to qualify for the position to which they were appointed.

(4) Any vacancy on the Commission will be filled by the Council for the unexpired term of the member creating the vacancy. [Ord. 1405-17, 11/13/17]

11-1-060 Expenditure of Funds.

The Commission has 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 approval for the expenditure from the City Council by resolution. [Ord. 342-76 §5, 7/26/76; Ord.1147-03, Renumbered, 08/25/2003; Ord. 1340-12 §5, 1/23/12; Ord. 1405-17, 11/13/17]

11-1-070 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;

(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) To exercise any and all powers, functions, and authority delegated to or conferred upon the Commission by the laws of Oregon, the Tualatin City Charter, this Chapter, the Tualatin Development Code, and any other ordinances of the City of Tualatin. [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; Ord. 1405-17, 11/13/17]

11-1-080 Annual Report of Commission.

(1) Not later than April 1 of each year, the Commission must file its annual report of the activities of the Commission with the City Council.

(2) The annual report must contain the following:

(a) report of the Commission's activities during the preceding year;

(b) recommendations to the City Council relating to the planning process, comprehensive plan implementation measures within the City, and citizen involvement; and

(c) 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; Ord. 1405-17, 11/13/17]

[<<Previous Chapter](#) [1] [<<Table of Contents](#) [2] [<<Search](#) [3] [Next Section>>](#) [4] [Next Chapter>>](#) [5]

[Return to Top](#)

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

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

[5] <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: 02/15/2018

SUBJECT: 2017 Annual Report of the Tualatin Planning Commission

ISSUE BEFORE TPC:

Consideration of the 2017 Tualatin Planning Commission Annual Report and a recommendation that the City Council accept the report.

RECOMMENDATION:

Staff recommends that TPC accept the report and recommend that Council also accept the report at their regularly scheduled meeting on March 26, 2018.

EXECUTIVE SUMMARY:

- This is not a public hearing.
- Not later than April 1 of each year, commencing with the year 1977, the Commission shall file with the City Council its annual report of the activities of the Commission.
- The annual report shall include a survey and report of the activities by the Commission 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 future activities of the Commission.
- The report may include activities of the Commission. The report may include any other matters deemed appropriate by the Commission for recommendation and advice to the Council.
- The Tualatin Municipal Code 11-1 contains the provisions for the functions and activities of the Tualatin Planning Commission (TPC).
- TPC is the official Commission for the Citizen Involvement in accordance with Statewide Land Use Planning Goal 1, Citizen Involvement.
- TPC reviewed one Plan Map Amendment, one Plan Text Amendment, and one Variance during 2017.
- There are no criteria applied to acceptance of the annual report.

Planning Commission acceptance of the Annual Report will result in the following:

- A recommendation to the Council to accept the report.
- Compliance with Section 11-1-080 of the Tualatin Municipal Code.

If the Planning Commission does not accept the Annual Report the following outcomes will

result:

- A recommendation that Council not accept the report.
- Non compliance with Section 11-1-080 of the Tualatin Municipal Code.

ALTERNATIVES TO RECOMMENDATION:

- Direct staff to amend the Annual Report based on recommendations from the Planning Commission.
- Continue the discussion and return to the matter at a later date.

FINANCIAL IMPLICATIONS:

Funds are budgeted in the Planning Division for preparation of the Annual Report of the Tualatin Planning Commission.

Attachments: [TPC Annual Report 2017](#)



City of Tualatin

2017 ANNUAL REPORT

TUALATIN PLANNING COMMISSION

February 15, 2018

Planning Commissioners:

Bill Beers, Chair
Kenneth Ball, Vice Chair
Alan Aplin
Angela Demeo
Mona St. Clair
Janelle Thompson
Travis Stout

2017 ANNUAL REPORT OF THE TUALATIN PLANNING COMMISSION

BACKGROUND

The Tualatin Planning Commission, formerly the Tualatin Planning Advisory Committee, was established on July 26, 1976 (Ord. 1339-12 and Ord. 342-76). The Planning Commission's membership, organization and duties are prescribed in Tualatin Municipal Code Chapter 11-1. The Planning Commission is the official Committee for Citizen Involvement in accordance with Statewide Land Use Planning Goal 1, Citizen Involvement. This annual report covers activities conducted by the Planning Commission in 2016.

This report will address a section of the Tualatin Municipal Code Chapter 11-1.

11-1-080: 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 activities of the committee 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 Committee. The report may include any other matters deemed appropriate by the Committee for recommendation and advice to the Council.

2017 Planning Commission



*Janelle Thompson, Alan Aplin, Mona St. Clair,
Bill Beers, Angela Demeo*



Travis Stout and Kenneth Ball

CITIZEN INVOLVEMENT AND INPUT

The Planning Commission is the official Committee to fulfill Goal 1: Citizen Involvement of Oregon's statewide land use planning program. The purpose of Goal 1 is to develop a citizen involvement program that insures the opportunity for citizens to be involved in all phases of the land use planning process.

Goal 1 is specific to land use and involving citizens in land use making decisions. The Planning Commission serves two functions in Tualatin's land use planning program. Their first and original function is to serve as an advisory committee to the City Council by reviewing and making recommendations on comprehensive plan amendments. Plan amendments implement policy direction and are essentially legislative decisions. The second function of the Planning Commission is decision making authority over a specified set of quasi-judicial land use decisions. In other words, the Planning Commission has the authority to approve or deny projects tied to specific properties.

Goal 1 allows for varying degrees of citizen involvement that is appropriate to the scale of the planning effort. For example in 2017 the Planning Commission recommended approval of Plan Map Amendment (PTA) 16-0001 that changed a Planning District from General Commercial to High Density Residential. In this instance the amendment was initiated by an applicant, Thomas Cleary, who was required to conduct a neighborhood developer meeting prior to submitting his application. Additionally, staff sent notice of a public hearing and published a notice in the Tigard Times in accordance with Tualatin Development Code requirements. This outreach served as the public involvement for this Plan Amendment. The Planning Commission also reviewed a Plan Text Amendment to change the conditional use permit authority from the City Council to the Planning Commission. Notice was given in accordance with the Tualatin Development Code and citizens were afforded the opportunity to comment at the Planning Commission meeting and the City Council public hearing.

In both cases, citizens had a chance make comments either in writing or verbally at the public meeting prior to the Planning Commission making a recommendation to the City Council.

All Planning Commission meetings regardless of the agenda items are published on the City website and notices of the meetings are posted in two different locations in City buildings.

Additionally, the Community Development staff meets with the Citizen Involvement Organization Land Use Officers as topics arise. The purpose of the meetings is to provide updates on land use items such as projects under construction, upcoming decisions and long range planning. These meetings are held directly before the Planning Commission meetings, and they provide a forum for CIO officers to ask questions and get more information about community development processes.

PLANNING COMMISSION ACTION ITEMS

In January 2012, the City Council changed the Tualatin Planning Advisory Committee to the Tualatin Planning Commission and gave the Commission purview over certain quasi judicial land use applications. In December of 2017 Conditional Use Permits were assigned to the Planning Commission.

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

The Planning Commission retains the duties of the Advisory Committee, which is to make recommendations to City Council on comprehensive plan amendments such as Plan Text and Plan Map changes. In 2017, the Planning Commission reviewed and made recommendations on one Plan Map Amendment and one Plan Text Amendment. They approved one Variance in 2017. They met ten times during the calendar year. Two meetings were cancelled due to a lack of agenda items. .

PMA16-0001 Change the designation of 0.64 acres from General Commercial to High Density Residential. Recommended approval 7-0.

PTA17-0001 Change Approval Authority of Conditional Use Permits amending TDC Chapters 31.067, 32.030, 32.040, 32.070, 32.080, and 32.090; deletion of TDC Sections 2.060 and 2.070; and the creation of TDC Section 31.068. To change the approval authority of Conditional Use Permits from the City Council to the Planning Commission. Recommended approval 6-0.

VAR17-0001 Consideration of a Variance to the Wireless Communication Facility (WCF) Separation Requirement for the POR Durham project. Approved 5-0.

STAFF UPDATES TO THE PLANNING COMMISSION

Staff presented several long range planning topics for discussion including:

- Basalt Creek
 - Update on the overview of the work staff carried out on the central subarea and Council's confirmation on the Concept Map.
 - Update on the Concept Plan Map.
- Tualatin Development Code (TPC)
 - Framing for Priority
 - Progress update

- Capital Improvement Plan update: The CIP identifies the anticipated projects for the upcoming year as well as the projects that the City is planning for over the next four years providing a five-year plan for the future.
- Land Use Hearings Brief update: Sean Brady, City Attorney, presented an information briefing about land use hearings (legislative and quasi-judicial). This was a joint meeting with TPC and ARB.
- Parks and Recreation Master Plan Update: An overview of the master plan and update on the public involvement piece.
- Mobile Food Units (Food Trucks/ Carts)
 - Update
 - Revisions to Draft Ordinance

COMMISSIONER TRAININGS

- Ms. Demeo attended a Land Use Planning conference hosted by League of Oregon Cities in May.
- Ms. Thompson attended the Planning Commissioner Training in September.