



City of Tualatin

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OFFICIAL

TUALATIN PLANNING COMMISSION -

MINUTES OF February 15, 2018

TPC MEMBERS PRESENT:

Bill Beers
Kenneth Ball
Alan Aplin
Janelle Thompson
Mona St. Clair
Travis Stout

STAFF PRESENT

Aquilla Hurd-Ravich
Lynette Sanford

TPC MEMBER ABSENT: Angela DeMeo

GUESTS: None

1. CALL TO ORDER AND ROLL CALL:

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

2. APPROVAL OF MINUTES:

Mr. Beers asked for approval of the January 18, 2018 TPC minutes. MOTION by Thompson SECONDED by Beers to approve the minutes as written. MOTION PASSED 6-0.

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

None

4. ACTION ITEMS:

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

Mr. Beers asked if the Commission members if they would like to become the Chair or Vice Chair of the Planning Commission. Bill Beers offered to continue the role as Chair and Kenneth Ball agreed to continue his role as Vice Chair. MOTION by Beers SECONDED by Stout to retain Bill Beers as Chair and Kenneth Ball as Vice Chair for 2018. MOTION PASSED 6-0.

B. 2017 Annual Report of the Tualatin Planning Commission

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.

Ms. Hurd-Ravich presented the 2017 Tualatin Planning Commission Annual Report. Every year the report is presented to Council – this year is it scheduled for March 26, 2018.

The Municipal Code states that no later than April 1 of each year, the Commission shall file with the City Council its annual report of the activities of the Commission. The annual report shall include a report of the activities by the Commission during the preceding year, in addition to specific recommendations to the City Council relating to the planning process, plan implementation measures within the City, or future activities of the Commission.

Ms. Hurd-Ravich stated that 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.

Ms. Hurd-Ravich noted that the Commission met ten times during the 2017 calendar year. The Commission made recommendations on a Plan Map Amendment, a Plan Text Amendment, and a Variance. Furthermore, the Commission heard multiple updates from staff regarding various projects including Basalt Creek, The Tualatin Development Code (TDC), the Capital Improvement Plan, Parks and Recreation Master Plan, and Mobile Food Units.

Ms. Hurd-Ravich added that Ms. Demeo attended a Land Use Planning conference hosted by the League of Oregon Cities in May and Ms. Thompson attended the Planning Commissioner training in September.

Mr. Beers asked the Commission members if they had questions or concerns about the annual report. Since there we no questions, Mr. Beers made a motion. MOTION by Beers SECONDED by Ball to approve the TPC Annual Report. MOTION PASSED 6-0.

5. COMMUNICATION FROM CITY STAFF:

None

6. FUTURE ACTION ITEMS

Ms.Hurd-Ravich stated that we are expecting another variance application. This variance may be brought to the Commission members in April. There will also be a development code update. There are currently no agenda items scheduled for the March meeting.

Mr. Aplin inquired about the appeal of the cell tower variance. Ms. Hurd-Ravich responded that the appeal will go to City Council in April. Mr. Aplin asked if it was

common for a record to remain open for 2-3 months. Ms. Hurd-Ravich responded this does happen on contentious cases.

Mr. Ball inquired about the Meridian Park expansion and if it will come before the Commission members. Ms. Hurd-Ravich responded that development went through the Architectural Review Board (ARB) since it is a commercial development over 50,000 sf. Ms. Hurd-Ravich added that the proposal includes two new parking lots and the expansion will be constructed on their old parking lot.

Mr. Aplin inquired about Basalt Creek. Ms. Hurd-Ravich responded that the two cities and Metro signed an intergovernmental agreement (IGA). Metro's staff will put together a staff report and provide it to their Chief Operating Officer to make a recommendation. Both cities will report on their positions, which will return to Metro's Council in April. The cities will have 120 days to finalize

Ms. St. Clair asked when the development code revision will be completed. Ms. Hurd-Ravich responded that their first look at the new code will be in April and their comments will be noted. Afterwards, it will go to Council for additional comments, and then return to TPC for a recommendation on the revised comments. Ms. Hurd-Ravich noted that it should be complete by June 2018.

7. **ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION**

None

8. **ADJOURNMENT**

MOTION by Aplin to adjourn the meeting at 6:49 pm.



Lynette Sanford, Office Coordinator