



City of Tualatin

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OFFICIAL

TUALATIN PLANNING COMMISSION

MINUTES OF May 16, 2019

TPC MEMBERS PRESENT:

Chair Bill Beers
Vice Chair Mona St. Clair
Commissioner Alan Aplin
Commissioner Janelle Thompson
Commissioner Travis Stout

STAFF PRESENT

Steve Koper
Erin Engman
Onnie Neumann

GUESTS: Clay Reynolds

1. CALL TO ORDER AND ROLL CALL:

Chair Beers called the meeting to order at 6:33 pm and reviewed the agenda. Roll call was taken.

2. APPROVAL OF MINUTES:

Chair Beers asked for approval of the April 18, 2019 TPC minutes. MOTION by Commissioner Aplin SECONDED by Chair Beers to approve the minutes as written. MOTION PASSED 5-0.

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

None

4. ACTION ITEMS:

A. Tualatin Service Center Plan Tualatin Service Center Plan Text Amendment (PTA 19-0002) and Plan Map Amendment (PMA 19-0002)

Erin Engman, Associate Planner, presented the Tualatin Service Center Plan Text Amendment (PTA 19-0002) and Plan Map Amendment (PMA 19-0002) staff report.

Ms. Engman submitted the proposal on behalf of the City's Operations Division concerning the City's Public Works property located on Herman Road. During her presentation Ms. Engman discussed the project background, subject proposal, and relevant criteria proposals required to address recommendations.

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. Engman mentioned that the planning commission is being asked to forward a recommendation to City Council regarding quasi-judicial amendments tentatively scheduled for June 10th.

Ms. Engman explained that the operation site is presently developed with approximately four buildings, service parking areas and landscaping. Access is currently provided by a driveway located off Herman Road with two gated access points on 108th Avenue. The location currently houses the City's Operation Department and supports street, sewer, storm and water portions of the engineering division.

Ms. Engman shared that the proposed amendment would facilitate future development of a government office building and a siting for a permitting and development services center. The plan text amendment would add government offices, public work storage, yard and shop as a permitted use in Chapter 49 of the Tualatin Development Code. It would also include some minor house cleaning edits.

The plan map amendment would rezone the subject site from Light Industrial to Institutional on the Community Plan Map 9.1. The proposed amendment clarifies the land use provides community services while removing it's acreage from the City's industrial land inventory. The public works operations will remain compatible with the surrounding industrial land. Ms. Engman stated that the amendments were reviewed against the applicable criteria including Oregon Statewide Planning Goals, Oregon Administrative Rules, Metro's Title Four, the Tualatin Comprehensive Plan, as well as, Tualatin Development Code Section.33.070.

Ms. Engman explained that the evidence submitted with the application has shown that the rezone has a theoretical potential to create a significant impact on the transportation system. Due to the increase PM peak hour vehicle trips the applicant is proposing a trip cap to mitigate that effect. With this mitigation measure they can make the finding that the transportation planning rule (TPR) requirements are being met.

Ms. Engman mentioned that the recommendation for approval of these amendments supports an amendment to Chapter 49. The amendment would add government office, public work storage yard and shop as permitted uses, apply the institutional designation to the subject site, and support future development for the unified permitting and development services center on City-owned property.

Commissioner Aplin asked how governments are assigned trip caps for peak trips.

Ms. Engman assured the Commissioner Aplin that any future development for the site won't be able to exceed a certain cap limitation. For this particular site it was 80 pm peak trips, which exceeds what would be necessary to fulfill future goals. Ms. Engman indicated that the evaluation uses the ITE standards and transportation engineering standards that are recognized in that field.

Steve Koper, Planning Manager, elaborated when the Planning Division looks at zone

changes they will look at all the possible uses in the new zone and take the highest trip generating use to determine the impact of the zone change. Mr. Koper explained that although the community recreation center use would not be allowed on the site, because it would have an impact of further litigating measures, it is the highest generating use at roughly 160 PM peak hour trips. Mr. Koper stated that the particular use doesn't generate that many trips and we accept voluntarily to have no more trip generation on the site than is necessary for the specific development under the level that would cause impact to the system.

Commissioner Aplin asked if the proposed service center use would fall under the 80 trip count.

Mr. Koper explained that the actual trip generated from the specific development proposed for the permitting center was less than 80 trips, 80 was the maximum amount before having a significant effect, providing flexibility for future operations or City components that were not originally vision.

Clay Reynolds, Maintenance Service Division Manager, made a presentation on behalf of the applicant, the City of Tualatin, for the Plan Text Amendment (PTA 19-0002). During his presentation Mr. Reynolds provided a project description, funding and project timeline.

Mr. Reynolds explained that the City staff are presently distributed throughout the City in multiple buildings. The service center would collocate like departments and create a one stop shop for permits, grouping all development service departments and divisions into one location.

Mr. Reynolds shared that the benefits of collocating these departments would include an increase of staff efficiency, reduction of City employees commute time between buildings, elimination of cost associated with the lease of the Seneca Building.

Mr. Reynolds stated that they have completed a conceptual analysis; traffic and land use studies and reviewed the preliminary storm drainage reports. Mr. Reynolds explained parking and traffic flow are still to be determined.

Mr. Reynolds provided a project timeline indicating that the architect contract had been signed and the design process had begun. Mr. Reynolds estimated that in six to eight months the design would be complete and construction would begin.

Commissioner Thompson asked if the project could be completed with the current funds available.

Mr. Reynolds explained that the project would not require any bond measures. Mr. Reynolds stated that they may need to borrow some fund, but assured they would not dip into the City's reserves. Mr. Reynolds also mentioned that the City has been saving and preparing for the master plan since the eighties. Mr. Reynolds complimented the

City's Finance Director for being prudent with the City's finances.

Chair Beers asked if additional parking spaces would be required.

Mr. Reynolds shared that there should be enough parking spaces to accommodate the twenty-five to thirty additional employees and business customers. Mr. Reynolds expects the amount of use will not increase significantly and that the parking is not configured correctly and if they do decide to add Municipal Court to the building they would need to address the larger traffic impact.

Mr. Beers asked if the main entrance would still be located off Herman Rd or be relocated to 108th Avenue.

Mr. Reynolds said that the the main entrance would still be located off Herman Rd, but trucks and service vehicles would use 108th Avenue.

Commissioner Thompson asked if the location currently provides services to customers.

Mr. Reynolds confirmed that the operation department does currently provide services for customers purchasing street, water, storm and tree permits, but it is not a large volume of customers. City staff is tracking the amount of traffic to plan accordingly.

Mr. Beers expressed concern for parking during meeting that requires a large volume of traffic.

Mr. Reynolds assured that there is ample space to extend the parking area and the design team is working on that now.

Commissioner Aplin asked if there is any intention to remove the trees to allow a parking area for equipment.

Mr. Reynolds explained that the operation department is currently using the space within the trees to store equipment and the City of Lake Oswego is also storing equipment there at this time while their service station is being built.

Commissioner Thompson asked if the public and private parking would remain separate.

Mr. Reynolds confirmed it would and mentioned that once the design is complete the City may have to complete the project in phases.

Commissioner Thompson asked if moving the City offices to the operation site was a part of the original City Hall plan from years ago.

Mr. Reynolds stated that the City had not considered combining departments until they began looking at the work flow, functionality and use of space. Mr. Reynolds further

mentioned that the service station is not intended as a replacement for a City Hall.

Beer's asked Ms. Engman and Mr. Koper if they had received any responses from the proposal notifications.

Ms. Engman stated that no responses had been received.

Commissioner St. Clair asked about the potential of having to rezone the property in the future if the City was interesting in selling.

Mr. Koper confirmed that the property could be rezoned to make it more sellable from the counties prospective, explaining that it would be easier to go back to the industrial zone from institutional due to the higher traffic intense. Mr. Koper also indicated that government offices are expressly prohibited in this particular industrial zone and there is also a square footage limitation for office verses non office use. The policy thought behind the prohibition is that allowing government offices in an industrial zone is not consistent with the purposes of that zone.

Mr. Reynolds added that the only reason for selling the property in the future would be due to running out of space, but he would be surprised if that could happen.

MOTION by Chair Beers SECONDED by Commissioner Aplin to approve the Plan Text Amendment (PTA 19-0002) and Plan Map Amendment (PMA 19-0002). MOTION PASSED 5-0.

5. COMMUNICATION FROM CITY STAFF:

Mr. Koper expressed his gratitude for the comments in regards to the potential text amendments brought to the committee last meeting and explained that the Planning Division will need more time due to other current applications.

Mr. Koper informed the committee that the Basalt Creek Conference approved by Council has been appealed to LUBA. Mr. Koper explained that the property owners are still allowed to annex into the City starting on May 22nd when the amendments are affective per the Ordinance, but the central subarea to the east of Grahams Ferry Rd West of Basalt Creek continues to be contested. The property owners are interested in developing and changing the zoning from industrial to residential.

Commissioner Aplin asked the time frame for an appeal to be concluded.

Mr. Koper replied approximately eight months.


6. FUTURE ACTION ITEMS

June 20th TPC Meeting: Conditional use permit from Mutual Material and Tualatin 2040 update.

Mr. Koper shared with the committee that on the Tualatin 2040 project, about fifteen stakeholder interviews have been conducted to obtain feedback on policies and areas of City Code. Mr. Koper mentioned that they are half way through with the housing needs and economics analysis. Mr. Koper explained that there is a citizen advisory, a corresponding technical advisory committee, as well as, other agencies assisting with that. The intention is to present the committee with a presentation on policy prioritization and strategy actions by the end of 2019.

7. ADJOURNMENT

MOTION by Chair Beers to adjourn the meeting at 7:05 pm. MOTION PASSED 5-0.



Onnie Neumann