



## MEETING AGENDA

### TUALATIN PLANNING COMMISSION

January 21, 2016; 6:30 p.m.  
JUANITA POHL CENTER  
8513 SW TUALATIN RD  
TUALATIN, OR 97062

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1. **CALL TO ORDER & ROLL CALL**  
Members: Alan Aplin (Chair), Bill Beers, Jeff DeHaan, Cameron Grile, Janelle Thompson, Mona St. Clair, and Angela Demeo  
Staff: Aquilla Hurd-Ravich, Planning Manager
2. **APPROVAL OF MINUTES**
  1. Approval of TPC Minutes from December 17, 2015.
3. **COMMUNICATION FROM THE PUBLIC (NOT ON THE AGENDA)**  
Limited to 3 minutes
4. **ACTION ITEMS**
  1. Elect a Chair and Vice Chair to Represent the Tualatin Planning Commission.
5. **COMMUNICATION FROM CITY STAFF**
  1. Legacy Meridian Park Medical Center - Preview of Proposed Code Language for PTA15-0001
  2. Basalt Creek Update from the Joint Tualatin and Wilsonville Council Meeting
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:** 01/21/2016

**SUBJECT:** Approval of TPC Minutes from December 17, 2015.

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**ISSUE BEFORE TPC:**

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**Attachments:** [TPC Minutes 12.17.15](#)



# City of Tualatin

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UNOFFICIAL

TUALATIN PLANNING COMMISSION -

MINUTES OF December 17, 2015

**TPC MEMBERS PRESENT:**

Alan Aplin  
Angela Demeo  
Cameron Grile  
Mona St. Clair  
Janelle Thompson

**STAFF PRESENT**

Aquilla Hurd-Ravich  
Cindy Luxhoj  
Lynette Sanford

**TPC MEMBERS ABSENT:** Bill Beers, Jeff DeHaan

**GUESTS:** None.

**1. CALL TO ORDER AND ROLL CALL:**

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

**2. APPROVAL OF MINUTES:**

Mr. Aplin asked for review and approval of the November 19, 2015 TPC minutes. MOTION by Grile SECONDED by Thompson to approve the minutes as written. MOTION PASSED 5-0.

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

None

**4. ACTION ITEMS:**

None

**5. COMMUNICATION FROM CITY STAFF:**

**A. Mobile Food Vending and Food Carts – Project Framing**

Ms. Luxhoj, Associate Planner, presented a summary of the project framing for Mobile Food Vending and Food Carts which included a PowerPoint presentation. Ms. Luxhoj explained that project framing was completed in response to direction

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.

from the City Council at the October 26, 2015 work session. Council directed staff to return to a future work session with additional information about initiating a Plan Text Amendment (PTA) to make amendments to the Tualatin Development Code (TDC) related to mobile food vending, food carts, and food cart pods. Staff is seeking input from the Planning Commission about our approach to the project and whether there are different or additional questions we should be asking as we move forward.

Ms. Luxhoj noted that the types of devices included are push carts, stationary carts or trailers, mobile food trucks and catering trucks. The key considerations are:

- Should all devices be regulated?
- Should regulations differ?
- What are appropriate operation and design limitations?
- Should vending be limited to food sales or include other uses?

Ms. Luxhoj stated that another area needing clarification is the various ways in which mobile food vending devices are arranged on a property. There are generally three distinct configurations of mobile vending devices to be considered with this project:

- One or two stand-alone devices without accessory structures
- Larger concentration of devices with accessory structures not considered buildings.
- Larger concentration of device with accessory structures considered “buildings” and/or food courts, food halls and markets. Configuration of devices: Should they have one or two stand along devices without accessory structures.

Ms. Luxhoj asked the Commission members to consider if all the configurations should be allowed, what are the pros and cons of various configurations, and where should concentrations be allowed.

Ms. Luxhoj acknowledged that there will be discussions coming up with local businesses, Citizen Involvement Organizations, and the Chamber of Commerce. There will also be online solicitation of ideas from the general public and comment at the public hearing on the Plan Text Amendment.

Ms. Luxhoj stated that in January, this presentation will be taken to the City Council for their input. In February/March, research results will be presented. In March/April, there will be policy direction on code components. In May/June, the Planning Commission will make a recommendation to City Council and in June/July, there will be a City Council hearing on the Plan Text Amendment and Ordinance

Mr. Grile asked if this will be brought before them before the June/July date. Ms. Hurd-Ravich answered affirmatively.

Mr. Aplin suggested that a yearly permit for this type of business would be the simplest option and he thought it would be a good option for workers in the industrial areas.

Mr. Grille assumed they would not be allowed within the minimum parking threshold. Ms. Hurd-Ravich said code language allows them to be on the sidewalk depending on the width and limits them to 180 days. They may take up a couple of parking spaces.

Ms. Hurd-Ravich asked the Commission members what their thoughts were on food pods. Mr. Aplin thought the industrial area would be a good place to support this idea. Ms. Thompson asked if they would have to get permission from property owners. Ms. Hurd-Ravich answered affirmatively. Ms. Thompson raised the issue of safety involving electrical cords, blocked sidewalks, and garbage waste. Mr. Aplin asked if the health department would be involved with reviews. Ms. Hurd-Ravich answered that they will have to get a Washington County Health permit.

Mr. Grille asked about portable canopies/tents that are more permanent. Ms. Hurd-Ravich said that this issue could be discussed in the design phase and whether it should be allowed.

Ms. Hurd-Ravich brought up the concept of food trucks for the lunch time hours, such as for construction sites, and if there should be a time limit. Mr. Aplin noted that if the trucks were only there 30 minutes or so, it would be hard to find violations. Ms. Hurd-Ravich noted that she will look at other cities to see what they allow. Mr. Aplin added that the summer concerts are a great opportunity for the food carts and will increase foot traffic at the Commons. Ms. Thompson agreed that it would be nice to have these at the concerts

Mr. Grille asked if anyone else has expressed interest in having a food cart. Ms. Hurd-Ravich said there hasn't been a lot of interest so far, but there hasn't been formal outreach either.

Ms. Demeo asked how ice cream trucks go through the process. Ms. Hurd-Ravich answered that a business license is required for mobile vending.

Ms. Hurd-Ravich mentioned that our staff had a chance to visit the food pods of Happy Valley, located at 145<sup>th</sup> & Sunnyside Rd. Ms. Luxhoj explained that this area consists of a large building with roll-up glass doors that can be raised during the summer. Inside there are picnic tables, a couple of food carts, as well as a beer on tap. The outside of the building has 26 food carts on three sides with all varieties of food, which was fairly affordable. They also have their own parking lot with gates that are closed in the evening. Mr. Aplin thought it sounded like a good idea.

Ms. Hurd-Ravich mentioned that Cindy Luxhoj will be moving on from the City of Tualatin. She will be the Executive Director for a foundation she founded 23 years

ago for Alagille syndrome. Ms. Hurd-Ravich added that Colin Cortes, Assistant Planner, has also accepted another position so things may slow down in the Planning Department until the positions are filled.

**6. FUTURE ACTION ITEMS**

Ms. Hurd-Ravich stated that in January, elections will be held. There will be an item on the Legacy Meridian Park sign code amendment. The Capital Improvement Plan will also be presented along with a Basalt Creek update.

Ms. Luxhoj mentioned that she attended a Basalt Creek meeting the previous evening and a boundary decision was made – the Basalt Creek Parkway. Some considerations that need to be addressed are storm water, sewer, transit, and transportation planning. They also need to consider how to pay for improvements to roads within Basalt Creek such as Grahams Ferry Rd, Day Rd, and Elligsen. One consideration is to implement supplemental fees. Ms. Luxhoj mentioned that Wilsonville wanted to make sure that certain areas get developed for industrial use and that the canyon is protected environmentally.

Mr. Aplin asked what the timeline was for development. Ms. Luxhoj answered that the next step is the concept plan, which is targeted for summer. Once the concept plan is in place, we will have to complete the urban planning agreement with Washington County. Annexations can be applied for once that is completed - approximately 2017.

**7. ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION**

None.

**8. ADJOURNMENT**

MOTION by Aplin to adjourn the meeting at 7:21pm.

\_\_\_\_\_ Lynette Sanford, Office Coordinator



# STAFF REPORT

## CITY OF TUALATIN

**TO:** Tualatin Planning Commissioners

**THROUGH:** Aquilla Hurd-Ravich, Planning Manager

**FROM:** Lynette Sanford, Office Coordinator

**DATE:** 01/21/2016

**SUBJECT:** Elect a Chair and Vice Chair to Represent the Tualatin Planning Commission.

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### **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 Alan Aplin has served in this position since 2014 and previously served as the Vice Chair in 2012 and 2013. Bill Beers served as Vice Chair in 2014 and 2015.

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 2016
- 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.
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**Attachments:** [TMC 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.



## Chapter 11-01: Tualatin Planning Commission

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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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# STAFF REPORT

## CITY OF TUALATIN

**TO:** Tualatin Planning Commissioners

**THROUGH:** Aquilla Hurd-Ravich, Planning Manager

**FROM:** Lynette Sanford, Office Coordinator

**DATE:** 01/21/2016

**SUBJECT:** Legacy Meridian Park Medical Center - Preview of Proposed Code Language for PTA15-0001

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### ISSUE BEFORE TPC:

Legacy Meridian Park Medical Center is proposing changes to Tualatin Development Code Chapter 38 Sign Regulations and specifically to Section 38.230 which regulates signs in the Medical Center Planning District. Legacy Meridian Park submitted an application for a Plan Text Amendment and tonight staff is providing an overview of the proposed changes. This is to prepare the Planning Commission for a recommendation on the Plan Text Amendment to the City Council on March 17, 2016.

### EXECUTIVE SUMMARY:

Legacy Meridian Park Medical Campus (Legacy Meridian) is located at 19300 SW 65th Avenue. Together with Legacy Health Systems Legacy Meridian owns all property in the Medical Center (MC) planning district with the exception of land owned by Tualatin Senior Care LLC, which operates the Brookdale senior living facility in the northwest corner of the district. There is no other property in the City designated MC. Attachment A shows the location of the MC district in Tualatin.

Legacy Meridian plans to replace most of the existing signs on their Tualatin campus. The proposed PTA is to amend the text of Section 38.230, *Signs Permitted in the Medical Center (MC) Planning District*, to provide language that allows for safer, more legible, and clearer wayfinding and identify signs. These changes would allow Legacy Meridian to:

- Provide clearer direction to drivers approaching the campus
- Aid visitors and patients to find their way to campus buildings and parking lots
- Allow Legacy to clearly identify the campus
- Provide consistency with signage at other Legacy Health Systems campuses throughout the Portland metro area where the proposed comprehensive sign program has been or is in the process of being implemented.

In addition an option to implement a Master Sign Plan in the future, at the discretion of the property owner within the MC planning district, is included in the proposed PTA.

## **DISCUSSION:**

Currently the following sign types are allowed in the MC planning district:

- Monument signs
- Wall signs
- Hospital Identification Wall signs

The proposed PTA would allow three types of signs in the MC district:

- Freestanding Pole Signs
- Monument Signs
- Wall Signs

The PTA would distinguish among several types of monument signs and change the allowable height and size including:

- Property Boundary
- Vehicle Entrance
- Internal Signs

The proposed changes also include allowing additional wall signs including Overhead Canopy signs and adding the ability to install Freestanding Pole Signs.

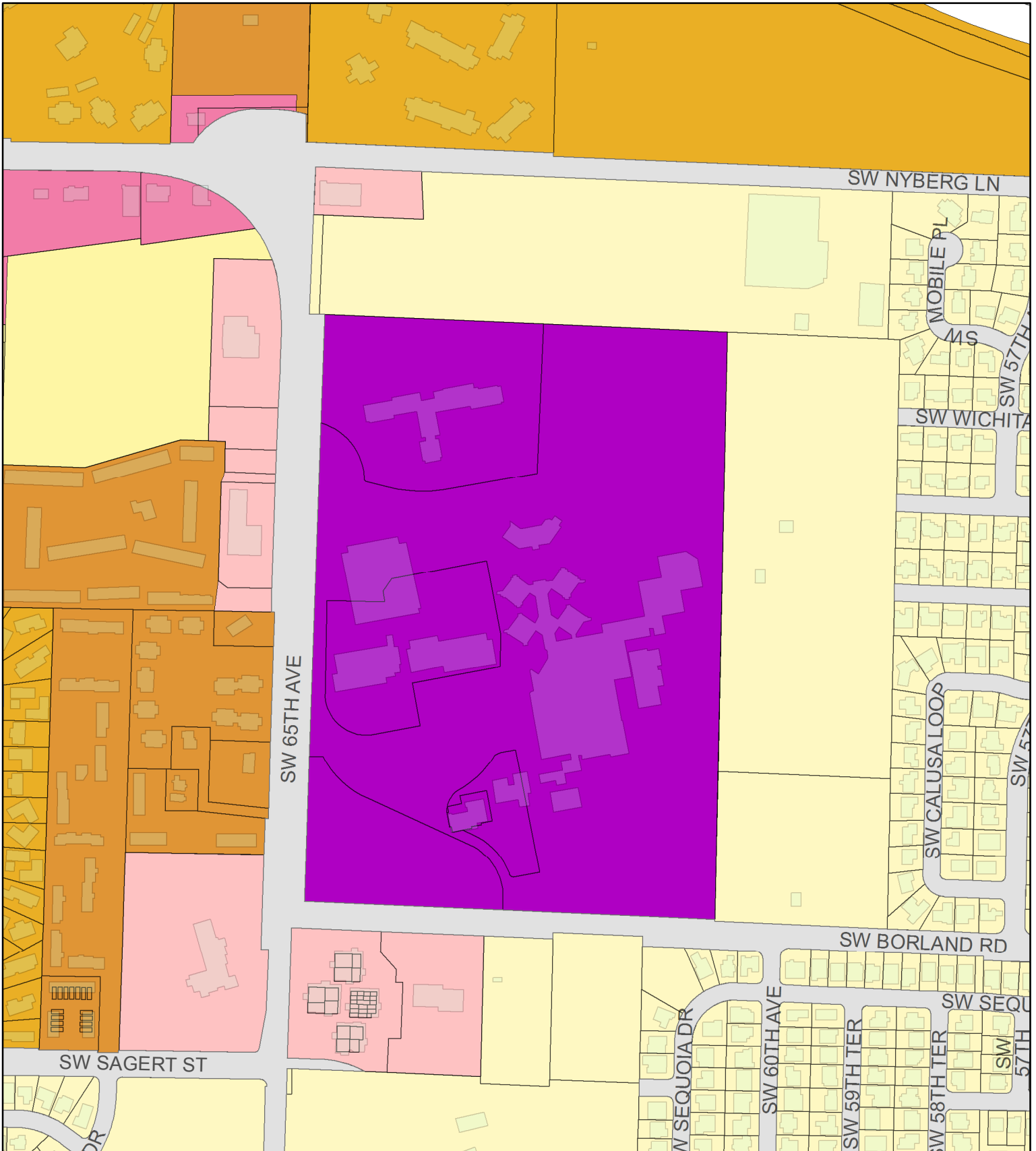
The proposed PTA differentiates Property Boundary, Vehicle Entrance and Internal monument, adds sign categories to reflect locations and standards of all internal campus signs, and slightly increases allowed sign height and area of monuments signs at the perimeter of the campus. At the edge of campus, signs would be slimmer and slightly taller than currently allowed, increasing readability of messages while improving vision clearance at intersections. Signs on the interior of the campus would be the same as or slightly smaller than allowed by current standards. Another significant proposed change to the sign code is relaxing standards regarding number and location when signs are located greater than 30 feet from public right-of-way. For example, Freestanding Pole signs are proposed to be prohibited within 30 feet of public right-of-way; however, if Freestanding Pole signs are greater than 30 feet from the public right-of-way an unlimited number can be installed at any location provided that pedestrian and vision clearance standards are met. Likewise with Internal Monument Signs, which can have an unlimited number and placed in any location if the signs are greater than 30 feet from the public right-of-way.








In addition, an option to implement a Campus Sign Master Plan in the future, at the discretion of the property owners within the MC planning district, is included in the proposed PTA. This option is being included to accomplish the following:

- Avoid the PTA process if in the future Legacy Meridian updates their campus sign program in a way that does not fit with codified height and area standards; a Campus Sign Master Plan process could be substituted.
- Maintain City oversight and approval processes, thus ensuring compatibility between campus signage and surrounding development, and avoiding adverse traffic impacts
- Provide greater flexibility in signage for property owners within the MC planning district by allowing them to change signs as needed to account for their needs.

A Campus Sign Master Plan would allow an applicant to forgo the proposed standards and propose a program that provides a consistent and compatible design of signs throughout the campus. The Campus Sign Master Plan would be reviewed by staff through a typical sign





- |  |                    |   |                          |   |                         |
|--|--------------------|---|--------------------------|---|-------------------------|
|  | Office Commercial  |  | High Density Residential |  | Low Density Residential |
|  | General Commercial |  | Medium High Residential  |  | Medium Low Residential  |
|  | Medical Commercial |   |                          |   |                         |



This map is derived from various digital database sources. While an attempt has been made to provide an accurate map, the City of Tualatin, OR assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". -TualGIS

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*Section 38.230 Signs Permitted in the Medical Center (MC) Planning District.*

(1) The provisions of this Section apply to all permitted and conditional uses in the Medical Center Planning District. To the extent that this Section conflicts with another Section of the TDC, this Section controls. Only those signs permitted in this Section are permitted. All other signs are prohibited. The following signs are permitted in the MC Planning District:

- (a) Freestanding Pole Signs;
- (b) Monument Signs;
- (c) Wall Signs; and
- (d) Any sign approved through the Campus Sign Master Plan process.

(2) Freestanding Pole Sign Standards in MC Planning District. Freestanding pole signs must comply with the following:

- (a) Height: No greater than seven feet from grade to the highest point of the sign including the sign face structure, pole and any projection, decoration or trim of the sign face structure or pole.
- (b) Sign Face Area: No greater than two faces per sign and no more than five square feet per sign face.
- (b) Illumination: Indirect or internal.
- (d) Location: No signs within 30 feet of public right-of-way. No limit on number of signs outside of 30 feet of public right-of-way.
- (e) Vision Clearance. Signs must comply with the vision clearance provisions in TDC 38.100.

(3) Monument Sign standards in the MC Planning District. Monument signs must comply with the following:

- (a) Height: No greater than fourteen feet high from the grade to the highest point of the sign, including the sign face, structure and any projection, decoration or trim of the sign face or structure.
- (b) Sign Face Area:
  - (i) Property Boundary: No greater than four faces per sign and no greater than 95 square feet of total sign face. A Property Boundary Sign must also use at least three of the following Sign Exterior Elements:



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(A) Frame trim, cap, wing, grill, exposed bracketing or other decorative sign frame element(s);

(B) Variation in sign profile including use of asymmetrical & curvilinear shapes and planes, and irregular height of sign elements;

(C) Use of three or more exterior sign materials that are elements of the site's building architecture, including masonry, concrete, ceramic, glass (figured, block or tile), stucco, metal fabric, metal tubing and wood timber materials;

(D) Use 3-dimensional lettering and graphic;

(E) Use "halo," baffled and shrouded indirect illumination sources, or internally-lighted "push thru" lettering and graphic; or

(F) Have no more than 20 percent of sign face feature illuminated with direct lighting (exposed incandescent bulb, neon tube, LED or LCD electronic bulbs) or internally-lighted panels (fluorescent tube or other light source behind a translucent panel).

A Property Boundary Sign must also use at least three of the following Sign Structure and Site Elements:

(A) Two (2) or more individual pole, pylon or column supports separated by a minimum of 24".

(B) Monument-style base occupying 75 percent or greater (>75%) of sign face width.

(C) Sign setback minimum of 5 ft. from property lines, measured to any feature of sign structure.

(D) Minimum 36" pylon or column width or diameter.

(E) Landscape plantings including shrubs and groundcover or hardscape features including decorative rock or masonry located at the base of the free-standing sign.

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(ii) Vehicle Entrance Sign: No greater than four faces per sign and no greater than 40 square feet of total sign face

(iii) Internal Sign: No greater than four faces per sign and no greater than 40 square feet of total sign face.

(c) Illumination: Indirect or internal.

(d) Location:

(i) Property Boundary Sign: One sign is allowed at each property boundary corner. Signs must be located within 30 feet of any public right-of-way.

(ii) Vehicle Entrance Sign: One sign at each vehicle entrance. Signs must be located within 30 feet of any public right-of-way.

(iii) Internal Sign: Signs located more than 30 feet from public right-of-way may be located anywhere on campus and be of an unlimited number.

(e) Vision Clearance: All signs must comply with the vision clearance provisions in TDC 38.100.

(4) Wall Sign Standards in MC Planning District. Wall signs must comply with the following:

(a) Height:

(i) Main Sign: No greater than 8 feet high from lowest point to the highest point of the sign face, including any projection, decoration, and individual letters, cabinet or trim of the sign face. All letters or numbers must be four feet high or less. Height above grade shall be no higher than the height of the sign band.

(ii) Tenant Sign: Sign face shall be no greater than two feet high from lowest point to the highest point of the sign face, including any projection, decoration, and individual letters, cabinet or trim of the sign face. Height above grade shall be no higher than the height of the sign band.

(iii) Canopy Sign: Sign face shall be no greater than two feet high from lowest point to the highest point of the sign face, including any projection, decoration, and individual letters, cabinet or trim of the sign face. Height above grade shall be no higher than the height of the sign band.

(b) Sign Face: One sign face per sign and:

(i) Main Sign: No greater than 100 square feet.

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(ii) Tenant Sign: No greater than 32 square feet.

(iii) Canopy Sign: No greater than 32 square feet.

(c) Illumination: Indirect or internal.

(d) Location: Wall signs are prohibited on any wall of any building that faces public right-of-way and that is within 150 feet of that public right-of-way.

(i) Main Sign: One wall sign may be located on each building.

(ii) Tenant Sign: One additional sign per tenant space may be located on each building, provided however not more than three walls of each building may have a sign on the wall.

(iii) Canopy Sign. In addition to the Main Sign and Tenant Signs, one wall sign may be mounted to the canopy of a building in one of three ways: attached to the canopy fascia; mounted to the top edge of the canopy; or mounted to the underside of the canopy.

(5) Campus Sign Master Plan. In lieu of the standards provided in this section, a property in the MC Planning District may submit a Campus Sign Master Plan to establish sign standards and locations.

(a) A Campus Sign Master Plan must include the following:

(i) A site plan drawn to scale showing the location and dimensions of all proposed signs;

(ii) Technical descriptions and color illustrations of all signs including the materials proposed to be used;

(iii) Façade elevations in color with full dimensions of any structures upon which signs are proposed, indicating the intended general location of the proposed signs on the structure;

(iv) Distance of all signs from public right-of-way and identification of signs anticipated to be visible from any public right-of-way;

(v) A written explanation of how the sign plan provides for a consistent and compatible sign design throughout the subject development; and

(vi) Any additional information necessary to satisfy the requirements of state and City construction codes.

## DRAFT

(b) A Campus Sign Master Plan application will be reviewed under the Sign Permit Process described in TDC 38.070. A Campus Sign Master Plan application may be approved with or without conditions, including a requirement to comply with any or all of the standards provided in subsections (1) through (3) of this Section. To be approved, the Campus Sign Master Plan must meet the following the minimum criteria:

(i) Provide for consistent and compatible design of signs throughout the development;

(ii) Signs visible from public right-of-way may not be distracting to drivers, bicyclists or pedestrians using the public right-of-way;

(iii) Signs must comply with the pedestrian and vision clearance provisions in TDC 38.100; and

(iv) Signs must be consistent with or enhance the visual appearance of the streetscapes, architecture, landscaping, and character of the adjacent properties and the City as a whole.

(c) Modifications of a Campus Sign Master Plan must comply with the same standards and will be reviewed under the same criteria as a new Master Sign Plan.

(d) Replacement signs must comply with the approved Campus Sign Master Plan.



**Legacy Meridian Park Medical Center**  
Proposed Amendments to Sign Code  
PTA15-0001

**Planning Commission**  
**January 21, 2016**



*City of Tualatin*

# Purpose of Tonight's Meeting

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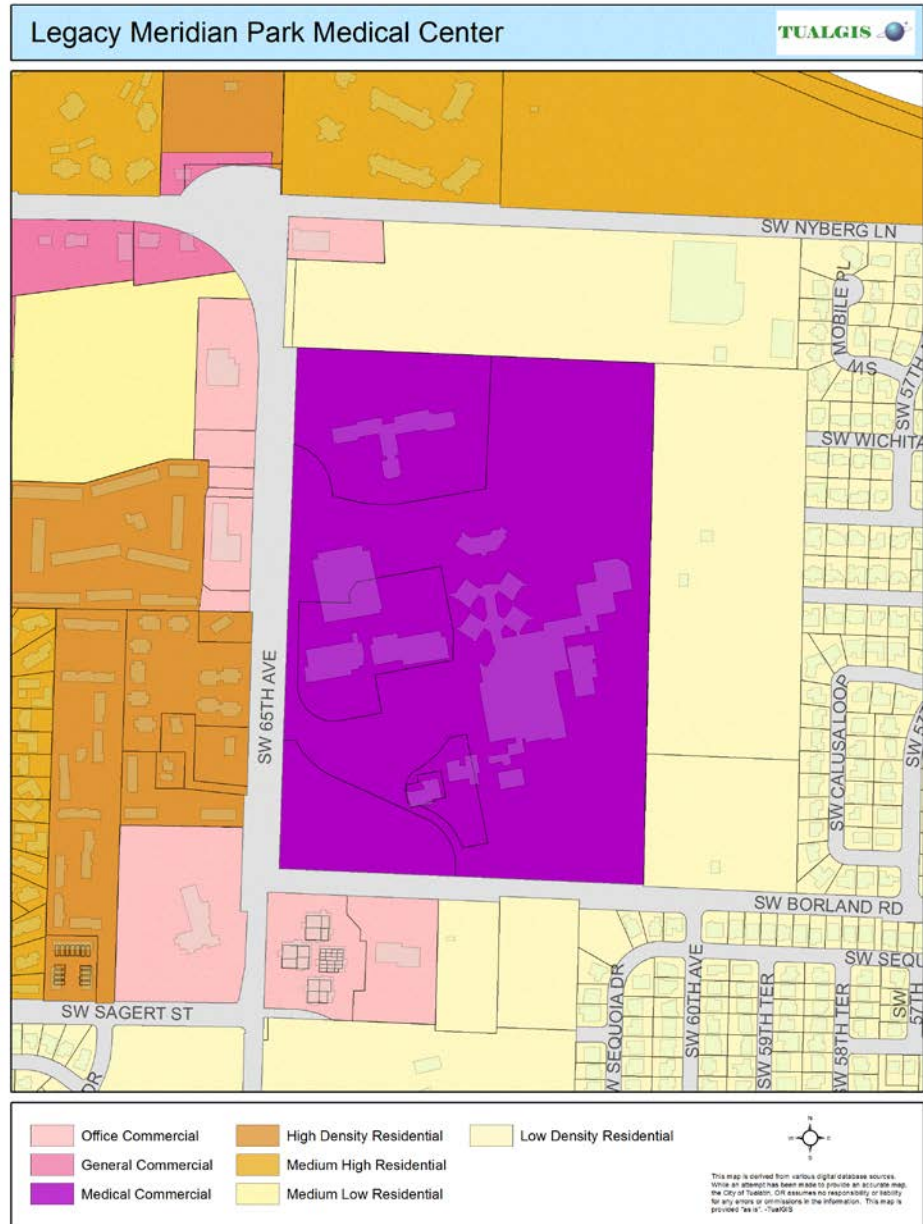
- Explain possible code changes as proposed by applicant
- Prepare for review and recommendation on the proposal at your March 17<sup>th</sup> meeting

# Background

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- Application to amend the sign code for the Medical Center Planning District:
  - Emphasis on clarity and legibility
  - Consistent nomenclature
  - Fewer messages
  - Clear information hierarchy
  - Wayfinding approach based on routes/destination
  - Consistent application of brand element
  - New campus name, “Medical Center”

# Medical Center Planning District





# Current Code

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- The following sign types are allowed today:
  - Monument
  - Wall
  - Hospital Identification



# Proposed Amendments

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- Amendments would allow:
  - Freestanding Pole Signs
  - Additional monument signs
  - Additional wall signs
  - A Campus Sign Master Plan process



# Free Standing Pole Signs

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## Existing

- No existing example of this sign type on the campus
- No existing standards

## Proposed



### **Freestanding Pole Sign:**

- Height: 7' max
- Sign Face Area: 2 Sides no greater than 5 sq ft
- Location: Not allowed within 30' of public ROW; No limit on number greater than 30' from public ROW

# Monument Signs

## Property Boundary and Vehicle Entrance

Existing



- Height: 8' max
- Sides: 3 max
- Area: 40 sq ft max
- 1 per motor vehicle access  
4 max

Proposed



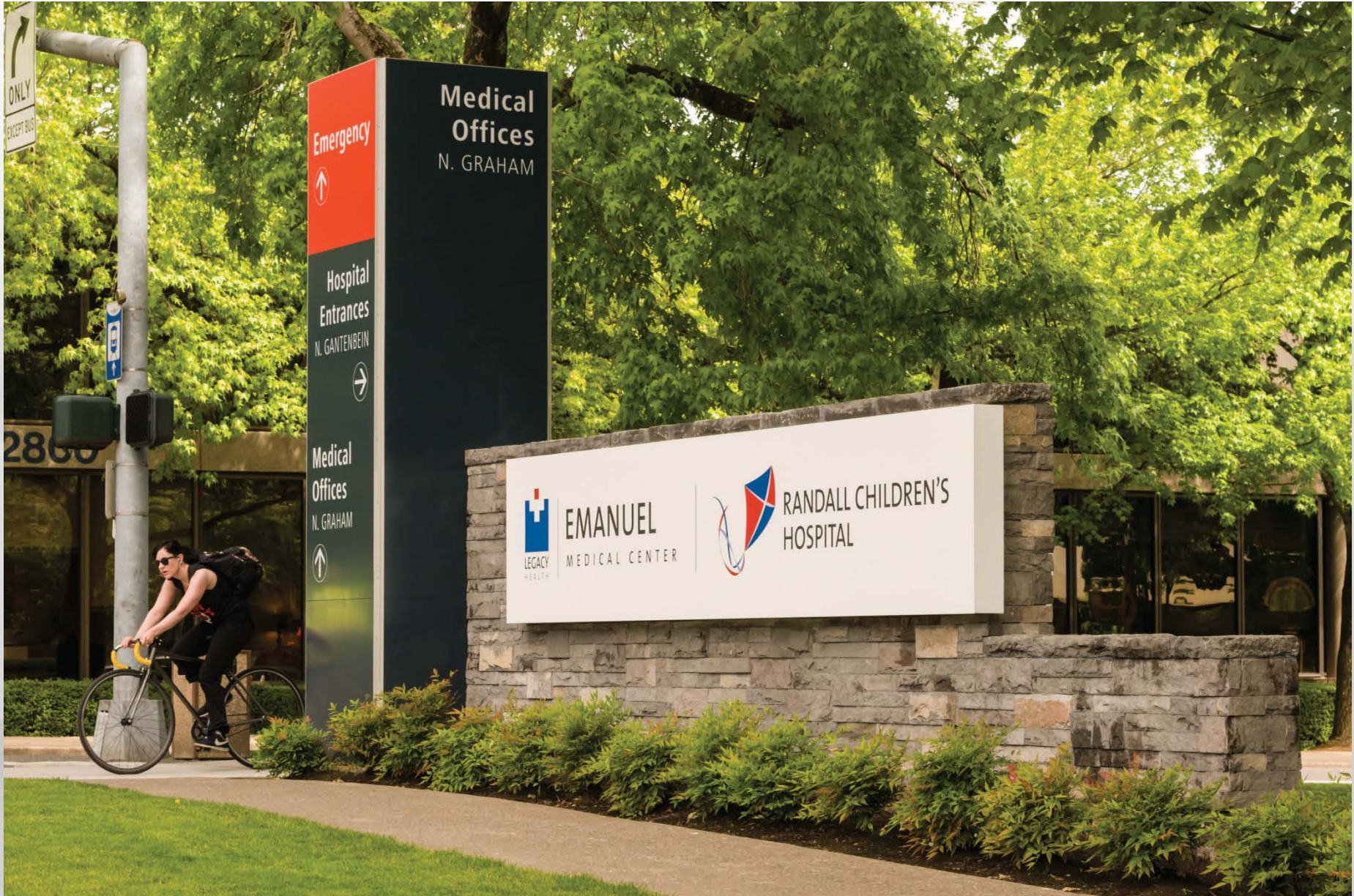
### Property Boundary

- Height: 14' max
- Sides: 4 max
- Sign Face Area: 95 sq ft max
  - Sign Design applies
- 1 per property boundary corner; within 30' of ROW

### Vehicle Entrance

- Height: 14' max
- Sides: 4 max
- Sign Face Area: 40 sq ft max
- 1 per motor vehicle access ;  
within 30' of ROW





ONLY  
EXCEPT BUS

2800

Emergency  
↑

Hospital Entrances  
N. GANTENBEIN  
→

Medical Offices  
N. GRAHAM  
↑

 **EMANUEL**  
MEDICAL CENTER

 **RANDALL CHILDREN'S**  
HOSPITAL



# Monument Signs: Internal

Existing



- No existing standards

Proposed



## Internal Campus:

- Height: 14' max
- Sides: 4 max
- Sign Face Area: 40 sq ft max
- Located more than 30' from ROW may be located anywhere and of unlimited number

# Wall Signs:

## Main Sign and Tenant Sign

Existing



- Height of Sign Face: 8' max
- Height: match the Sign Band
- Sides: 1 max
- Area: 100 sq ft max
- 1 sign per tenant space and 1 Hospital Identification Sign

Proposed



### Main Sign:

- Height of Sign Face: 8' max; match sign band
- Sides: 1 max
- Sign Face Area: 100 sq ft
- 1 per building

### Tenant Sign:

- Height: 2' max; match sign band
- Sides: 1 max
- Sign Face Area: 32 sq ft
- 1 per tenant space not to exceed 3 walls of each building

# Wall Signs: Overhead Canopy Signs

Existing



- No existing standards

Proposed



## Overhead Canopy:

- Height of Sign Face: 2' max; no higher than sign band
- Sides: 1 max
- Sign Face Area: 32 sq ft
- 1 per building



# Campus Sign Master Plan Option

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- Instead of proposed standards a property in the MC Planning District may submit a Campus Sign Master Plan to establish sign standards and locations.
  - Avoid future plan text amendments if changes to campus sign programs do not meet code
  - Maintain City oversight and approval process
  - Provide greater flexibility for property owners in the Medical Center Planning District

# Process & Next Steps

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- **Plan Text Amendment**
  - Preview draft language
    - Planning Commission 1/21/16
    - Council Work Session 2/8/16
  - Planning Commission Recommendation
    - March 17, 2016
  - Public Hearing before City Council
    - March 28, 2016



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Tualatin Planning Commissioners

**FROM:** Aquilla Hurd-Ravich, Planning Manager

**DATE:** 01/21/2016

**SUBJECT:** Basalt Creek Update from the Joint Tualatin and Wilsonville Council Meeting

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### **ISSUE BEFORE TPC:**

Staff will provide the Planning Commission with an update on the Basalt Creek Concept Plan based on the discussion between the Tualatin and Wilsonville City Councils on December 16, 2015.

### **EXECUTIVE SUMMARY:**

On December 16, 2015, a joint meeting between the Tualatin and Wilsonville City Councils was held to discuss a preferred land use and boundary option for the Basalt Creek planning area.

The Councils agreed to (1) a set of ten considerations for success (Attachment A), (2) a need to incorporate essential agreements into the Basalt Creek Concept Plan to refine and address those considerations, and (3) a preferred jurisdictional boundary along the Future Basalt Creek Parkway (Attachment B) conditional upon successful incorporation of the considerations into the Basalt Creek Concept Plan. The ten considerations relate to the functional elements of the Concept Plan: sanitary sewer service, stormwater system design standards, industrial zoning certainty, trip caps, transportation projects and funding, transit service, trails and natural resource protections in the Basalt Creek Canyon area.

Tonight, staff seeks input from the Planning Commission on what needs to be incorporated into the functional elements of the Concept Plan in order to adequately integrate the considerations for success into the plan, and for ideas regarding potential mechanisms for establishing agreements between the two Cities.

### **DISCUSSION:**

#### **BACKGROUND**

The Basalt Creek Concept Plan will establish a vision and jurisdictional boundary for the 847 acres between the cities of Wilsonville and Tualatin. During the last year of concept planning for the Basalt Creek planning area, five boundary options have been developed and analyzed. The land use scenario in all options was conceived to complement existing development patterns in both cities, result in good industrial jobs for area residents, have robust and efficient infrastructure systems that are not cost prohibitive and generally, have development "pay its

way".

At the Joint Council meeting in December, the project team provided a brief summary of five options. The project team also shared additional information collected for the meeting pertaining to the alignment and vertical profile of the future SW 124th Avenue and Basalt Creek Parkway as well as building development orientation and massing opportunities. With this information, the Wilsonville and Tualatin City Councils discussed priorities and remaining considerations to be addressed in the preferred concept plan. At the conclusion of the discussion, the Councils directed the project team to draft a preferred Basalt Creek Concept Plan with the Basalt Creek Parkway serving as the jurisdictional boundary and with agreements outlined regarding the considerations of success.

Both City Councils also voiced a desire to memorialize and endorse these areas of general consensus. In the short term, the project team is working to prepare a Resolution for both Councils to adopt acknowledging the agreements made at the Joint Meeting.

### **EXPECTED RESULTS**

The presentation at the Tualatin Planning Commission Work Session will provide the Commissioners with an understanding of the preferred concept for the Basalt Creek Planning Area. Input received from the Planning Commission will help inform the functional elements of the Concept Plan and the City Council's options for establishing these essential agreements in the plan.

### **TIMELINE**

The meeting on December 16, 2015 was the fourth Joint Council meeting for the Basalt Creek Concept Plan. The preferred alternative will be presented to the public in early 2016 with input incorporated into a draft Basalt Creek Concept Plan for further Council review. The project team anticipates the process for adopting plan amendments will begin by the end of the calendar year.

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**Attachments:**    [Attachment A Considerations for Success](#)  
                          [Attachment B Preferred Jurisdictional Boundary](#)  
                          [Attachment C Presentation](#)

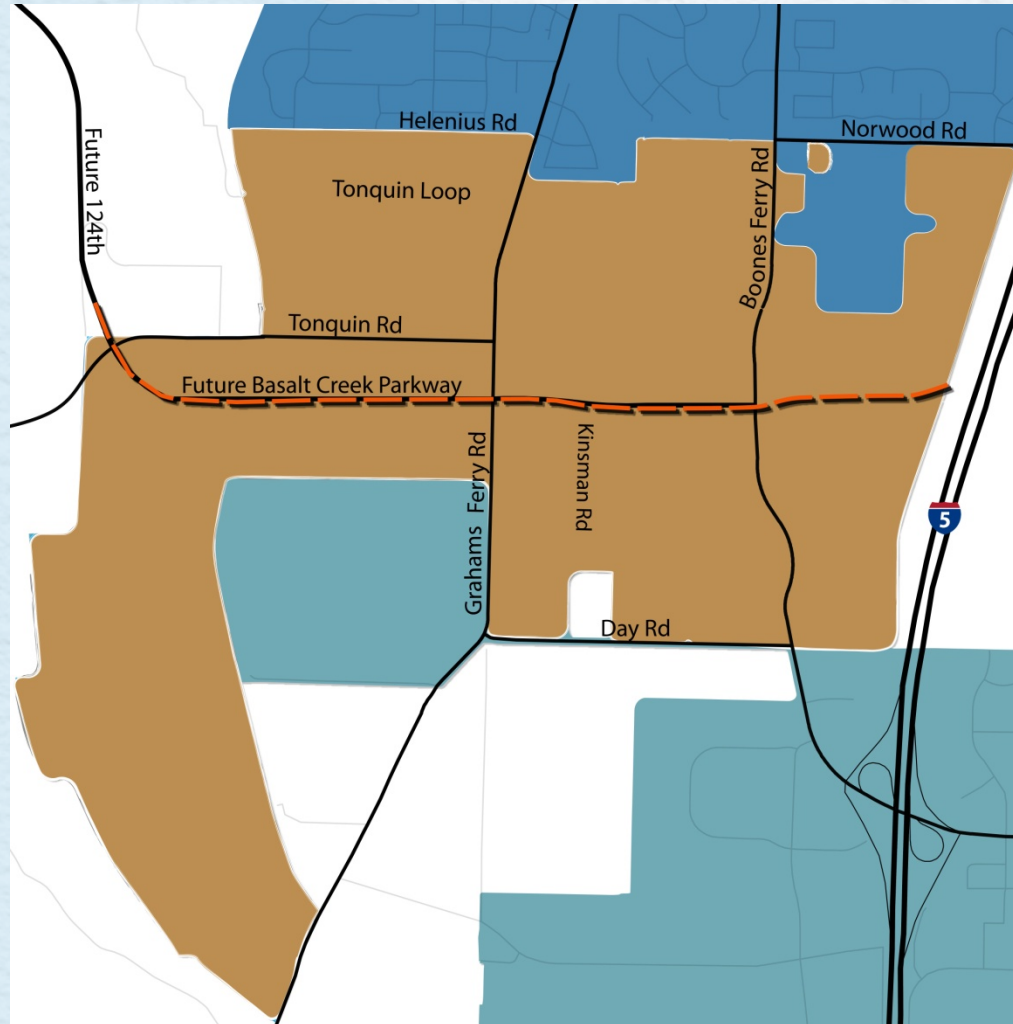
## Basalt Creek Development – Considerations for Success

- 1) Sewer- Each City serve its' own area, as much as possible. This will help each city operate independently, without needing to coordinate on each development in their jurisdictional part of Basalt.
- 2) Stormwater- All flows received by WV to be guided by WV protocols and design standards. WV must meet the standards for discharge under the WV permits.
- 3) Recognize Regional need for industrial lands drove the Basalt designation in 2004. Consider Regional all Title 4 designation on the Basalt lands best suited and concept planned for industrial in both cities. Assurance of consistent follow-through on industrial/employment development in both cities will be of joint benefit, and help such development to be successful.
- 4) Recognize the critical need for receiving roadways to be improved BEFORE the Parkway sends transportation load onto them. Invest SDC's, TLT TDT, and potential Supplemental SDC's generated by Basalt development in both cities, INTO Basalt improvements. (Past Washington County precedent has been to spend 75% of such supplemental SDC's and TDT in the originating area.)
- 5) Recognize that the transportation improvements agreed to and planned (in the Basalt Creek Transportation Refinement Plan) are based on projected loads from the identified system. Any substantial additional traffic loads from external locations will likely overload the system and cause into fail. Therefore major re-evaluation and additional system capacity improvements will be necessary in the event the Region decides to direct other traffic through Basalt.
- 6) It is important that both cities respect the trip cap for the area and find a way to preserve each city's share. Additional review of trip caps with land uses should occur moving forward.
- 7) Recognize the need for both cities to be jointly committed to seeking Regional investment in future I-5 crossings. Those crossings will become critical to allowing industrial/employment growth in Basalt, thereby meeting Regional objectives. Without Regional involvement, the crossings will never get built.
- 8) Strongly consider not building Kinsman Rd. north of day. Constraints on its' intersection location w/Day, high cost of new construction, and fact it would serve only development on its' west side all indicate a poor return for the investment. Invest in Grahams Ferry Rd. improvements instead, which will serve the same lands.
- 9) Plan on having a joint City agreement on managing the Natural Area along Basalt Canyon. Development is eventually expected along the west side of the canyon, which would then be an appropriate location for a bike/ped trail connecting the cities. Such connection would be an asset to both residents and employees in the area, if thoughtfully planned and connected to "through" trails on both north and south.
- 10) Recognize and support SMART service in the City of Wilsonville, including all land to be annexed into Wilsonville, and support the City of Tualatin's option of choosing the best transit provider to provide service in Tualatin. Wilsonville is committed to providing the same level of transit service to the Basalt Creek area employers as the rest of the City. Details regarding transit providers will need to be worked out since TriMet controls some of that decision. With both cities working with TriMet there may be a higher possibility of success.<sup>1</sup>

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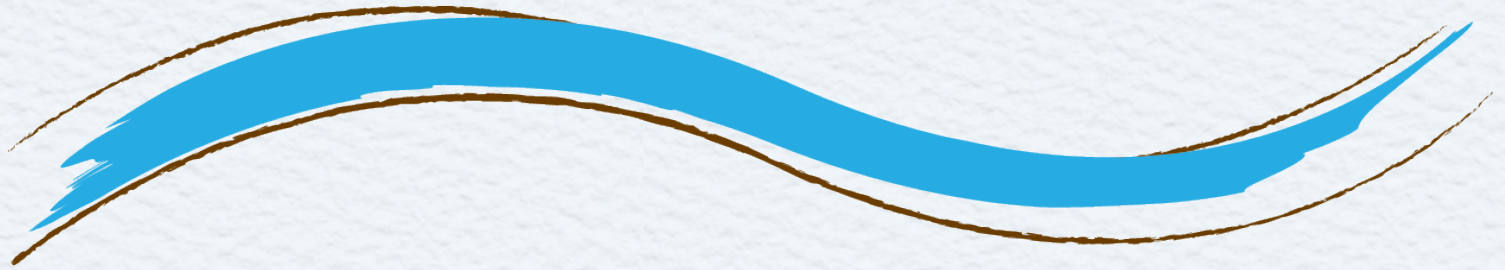
<sup>1</sup> This consideration was added by the Councils verbally at the meeting. Staff used meeting minutes to summarize the key points of agreement.

# Preferred Jurisdictional Boundary





Basalt Creek  
concept Plan



# Boundary Options

Tualatin Planning Commission

January 21, 2016

# What is the Purpose of Tonight's Meeting?

- Provide an briefing from the Joint Tualatin Wilsonville Council Meeting on December 16, 2015
- The Councils discussed:
  - Discuss priorities for each City
  - Discuss alternatives for achieving those goals
  - **Agree on a preferred boundary option**

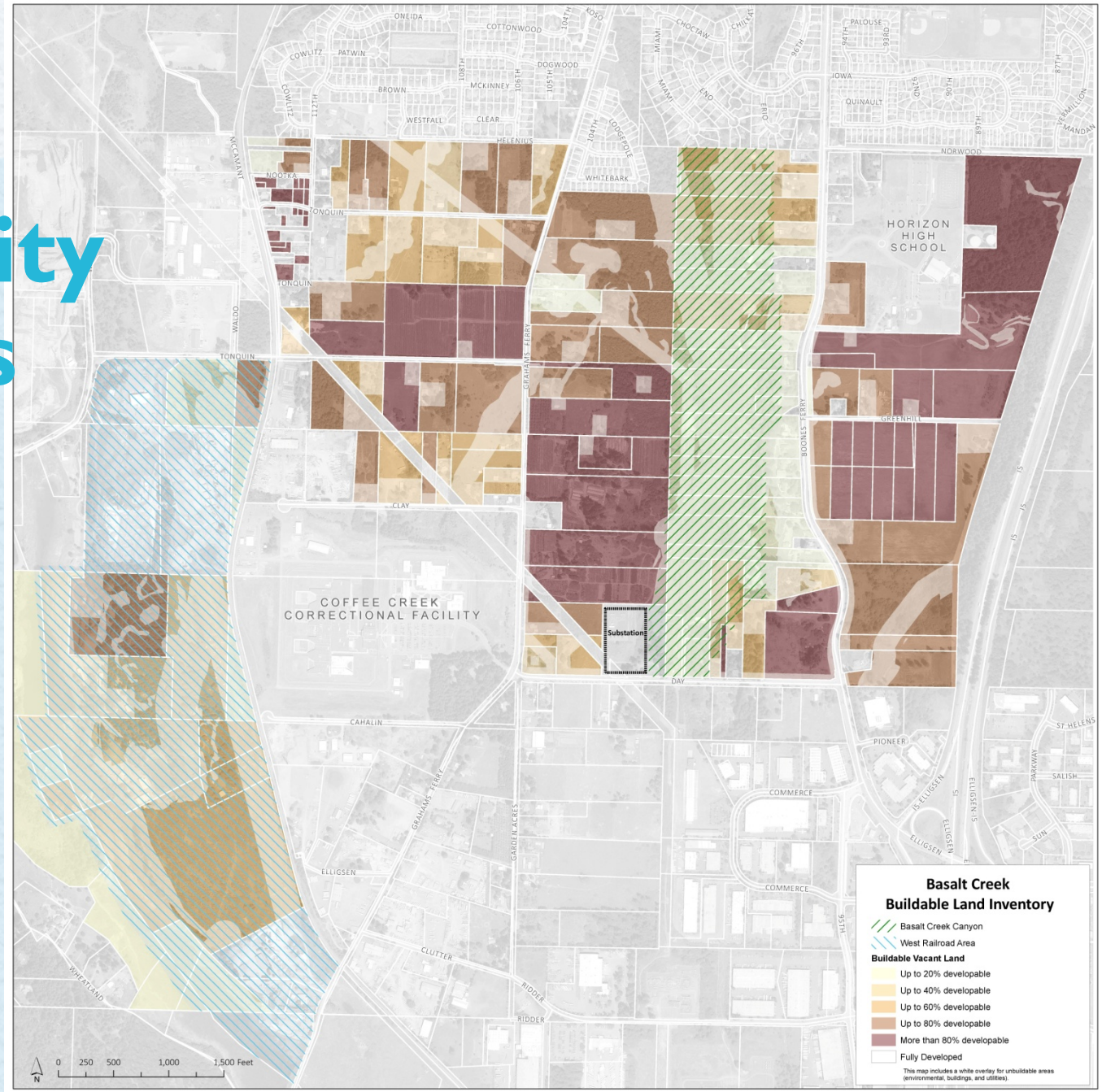


# Where Have We Been?

- Land Suitability
- Guiding Principles
- Base Case
- Utility Design
- Evaluations
- 4 Options Plus Base Case Studied

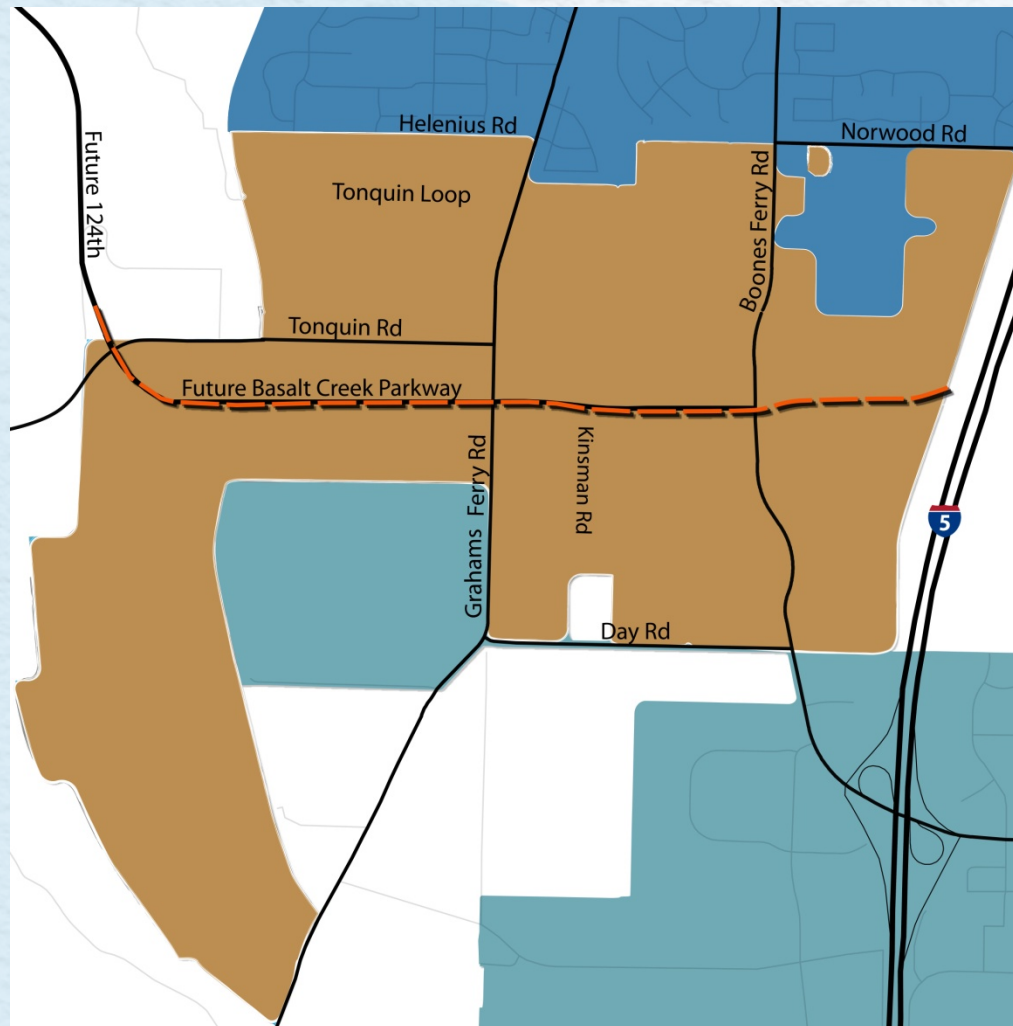


# Land Suitability Analysis



# Base Case Boundary Option

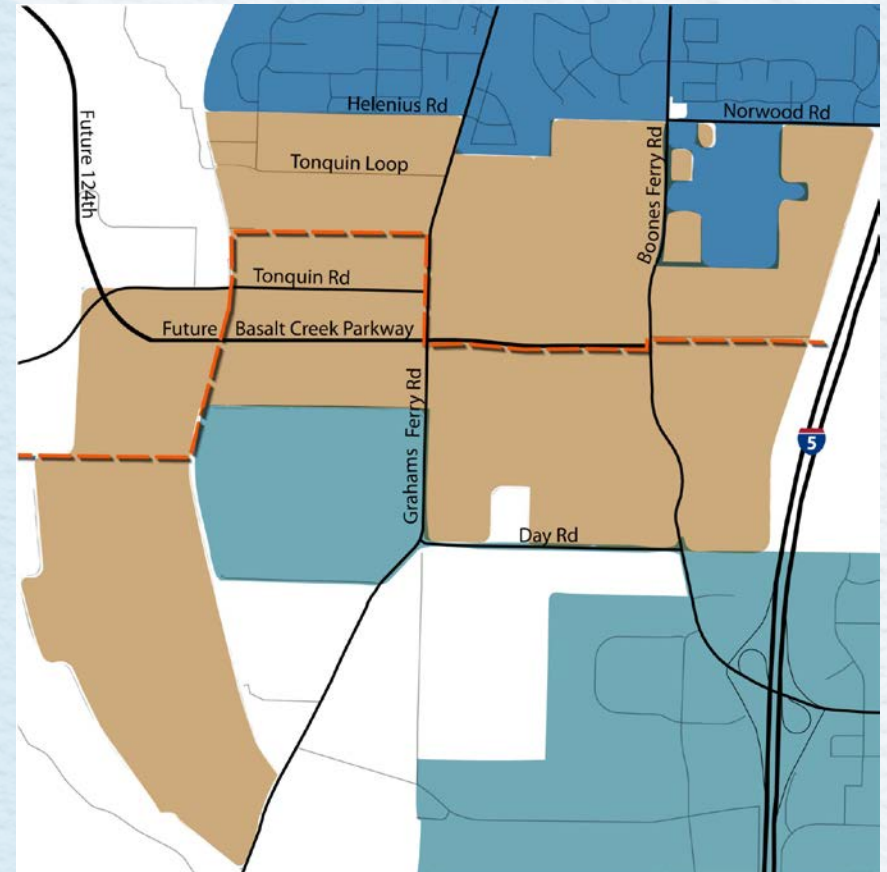
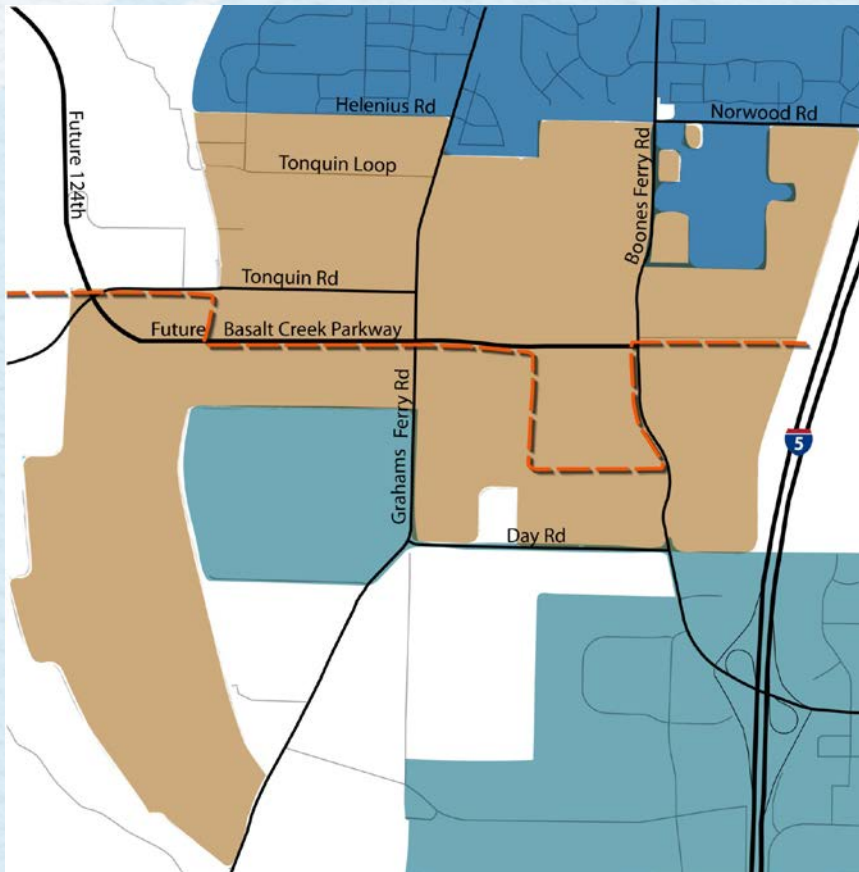
December 2, 2014 Joint Council Meeting





# Boundary Options 1 and 2

June 17, 2015 Joint Council Meeting

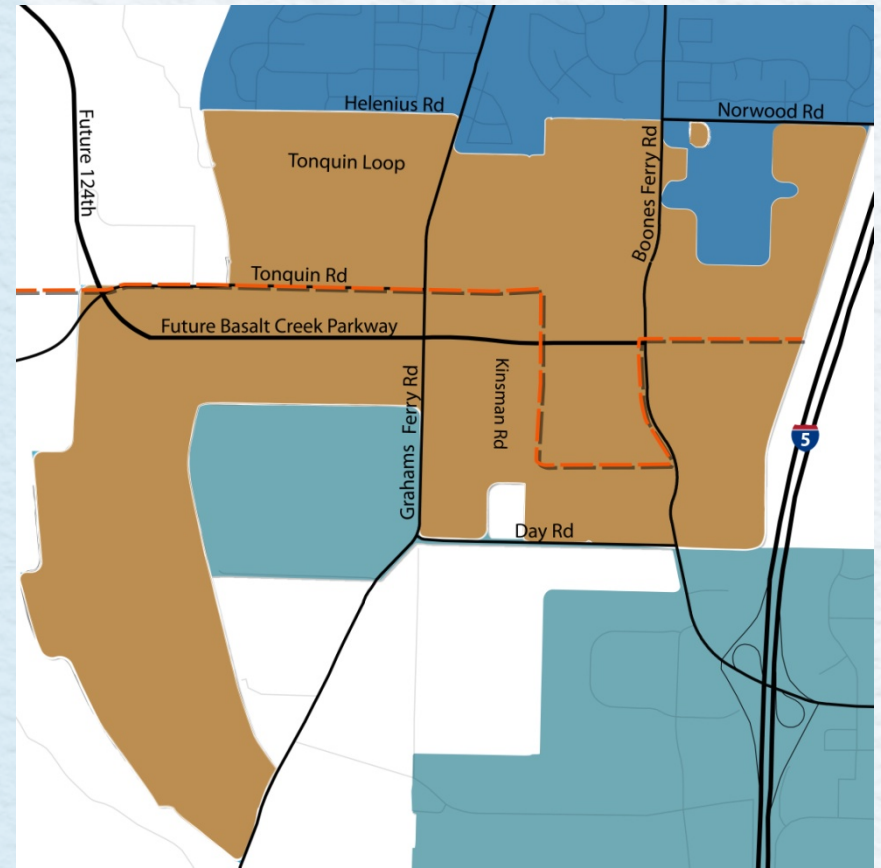
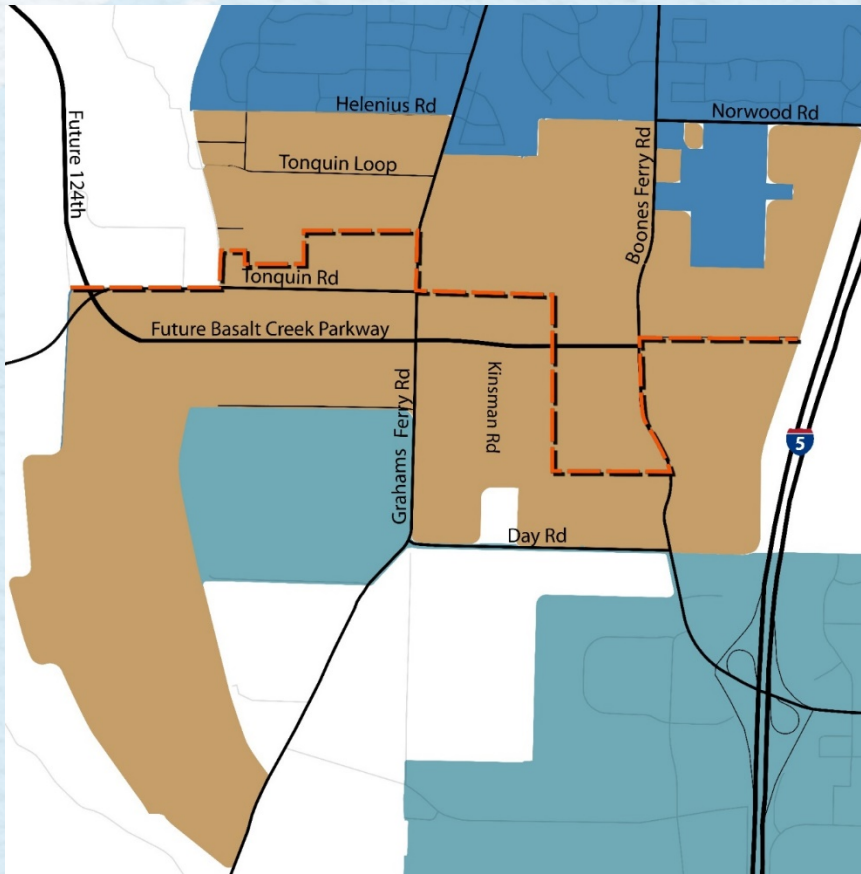


Boundary Option 1

Boundary Option 2

# Boundary Options 3 and 4

August 2015 Individual Work Sessions



Boundary Option 3

Boundary Option 4

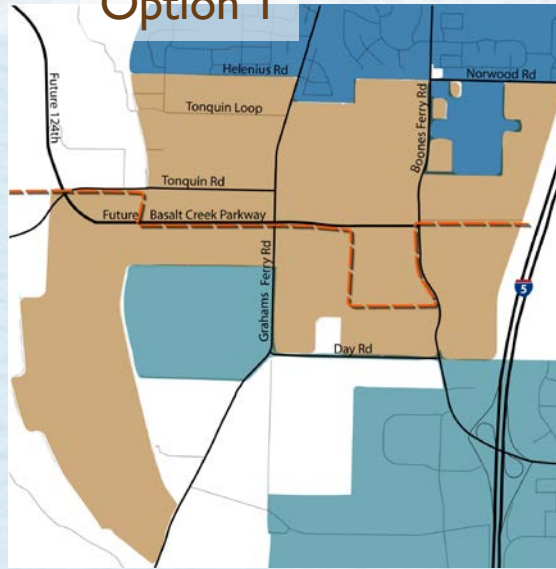


# Boundary Options

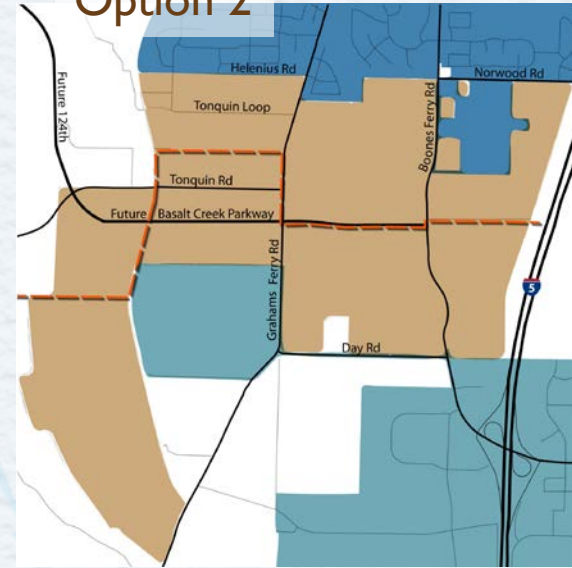
Base Case



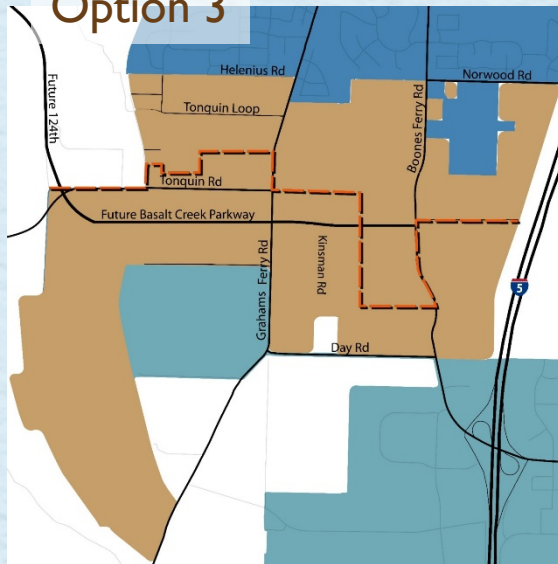
Option 1



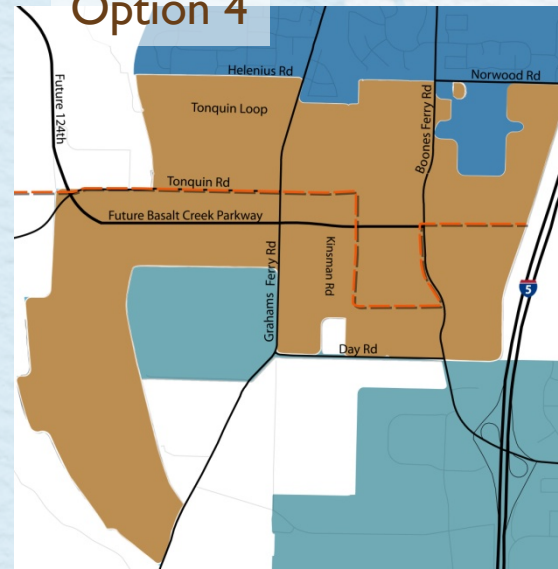
Option 2



Option 3



Option 4



# How Do We Move Forward?

- Focus on project deliverables
- Look at what has been decided (no longer controversial)
- Look at what remains to be decided (remaining items of controversy)
- Lay out a process to reach consensus and finalize project



# Project Deliverables/Next Steps

- Concept Plan (summary of planning process)
- Title 11 memo (findings to comply with Metro's Regional Framework Plan)
- Draft Comprehensive Plan Amendment for Wilsonville
- Draft Comprehensive Plan Amendment for Tualatin
- Amendments are processed by individual Cities independently, with coordination

# Contents of the Concept Plan

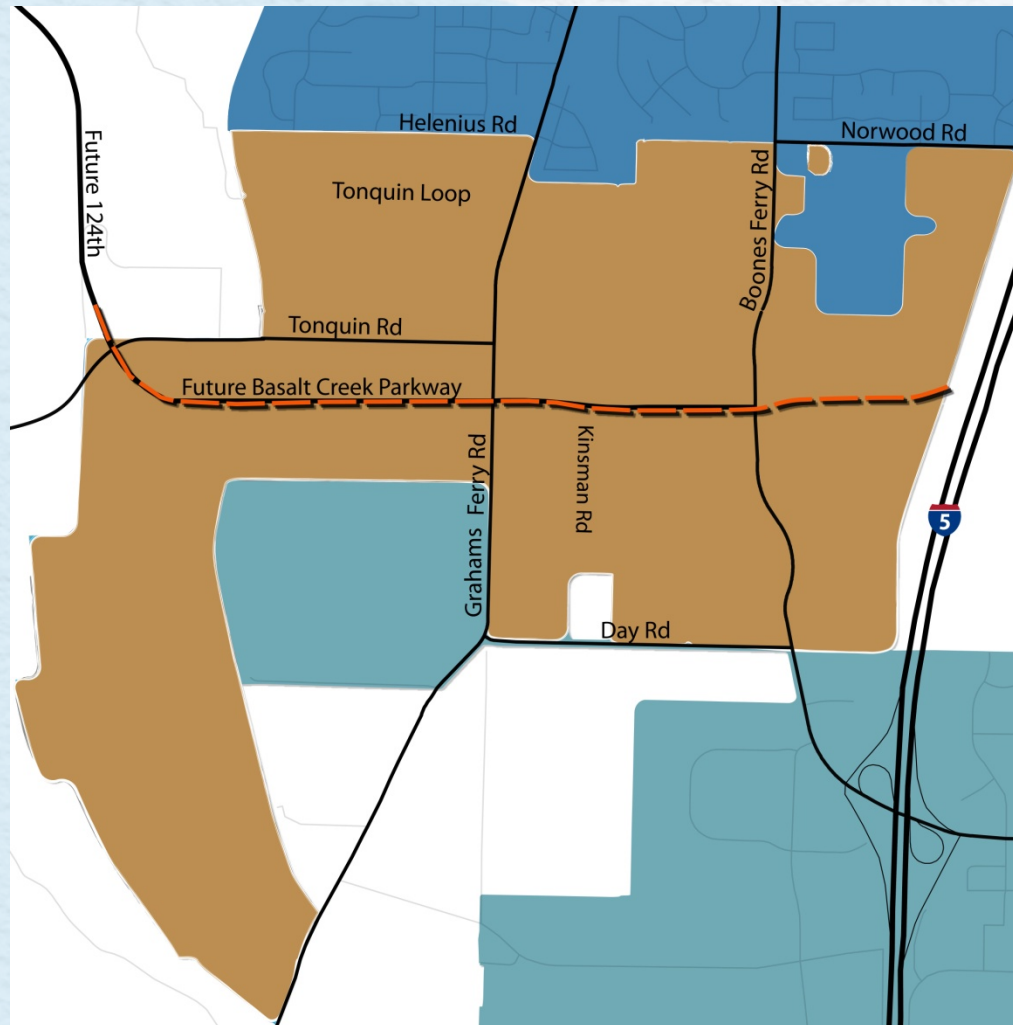
- Process documentation
- Land Use Plan
- Services Plan
- Transportation plan
- Implementation Strategies
  - Agreements between Cities
  - Metro Title 11
  - Urban Planning Area Agreements with Washington County
  - Other Agreements



# Joint Proposal

1. Proposed Boundary
2. Essential Agreements/ Considerations for Success

# Proposed Boundary





# Considerations for Success

- Sewer- Each City to serve its own area
- Stormwater- flows received by Wilsonville guided by their protocols
- Recognize Regional need for industrial land
- Critical need to improve existing roadways
- Recognize regional impacts to Basalt transportation system
- Respect the established trip cap
- Jointly seek regional investment in future I-5 crossing
- Consider not building Kinsman north of Day Rd
- Joint City agreement to manage the Natural Area
- Address Transit issues in the area

# Discussion