



# City of Tualatin

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**OFFICIAL**

## TUALATIN PLANNING COMMISSION

**MINUTES OF June 20, 2019**

### **TPC MEMBERS PRESENT:**

Mona St. Clair  
Alan Aplin  
Janelle Thompson

### **STAFF PRESENT**

Steve Koper  
Karen Perl Fox  
Tabitha Boschetti  
Erin Engman  
Lynette Sanford

**TPC MEMBERS ABSENT:** Bill Beers, Travis Stout

**GUESTS:** Dan Reif, Jaime Crawford, Lance Wargnier, Suzannah Stanley, Ben Schonberger, Bill Poulos, Ray Payne

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

Vice-chair St. Clair called the meeting to order at 6:50 pm and reviewed the agenda. Roll call was taken.

### **2. APPROVAL OF MINUTES:**

Vice-chair St. Clair asked for approval of the May 16, 2019 TPC minutes.  
MOTION by Thompson SECONDED by Aplin to approve the minutes as written.  
MOTION PASSED 3-0.

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

None

### **4. ACTION ITEMS:**

#### **A. Mutual Materials conditional Use Permit (CUP 19-0001) for wholesale sale of building materials and supplies.**

Vice-chair St. Clair read the script for quasi-judicial hearings and asked the Commission members if they had a conflict of interest, bias, or ex parte contact with the applicant. The Commission members stated that they had none.

Erin Engman, Associate Planner, entered the staff report and attachments into the record. Ms. Engman stated that the issue before the Planning Commission is consideration of a Conditional Use Permit (CUP 19-0001) for the wholesale sales of building materials and supplies, specifically for the sale of bricks and pavers by Mutual Materials at 10700 SW Tualatin-Sherwood Rd (TLID 2S127AA2100).

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 explained that the site is an undeveloped 5-acre site in the General Manufacturing (MG) zone located off Tualatin-Sherwood Road. A similar conditional use permit and architectural review request was granted in 2008 but had expired.

Ms. Engman noted that the purpose of a conditional use permit is to provide standards for conditional uses of land/structures which, because of their unique characteristics relative to location, design, size, operation, circulation and public interest, require special consideration.

Ms. Engman stated that the applicant must provide evidence to demonstrate that the proposed use satisfies the following criteria:

- a. The use is listed as a conditional use in the underlying zone;
- b. The characteristics of the site are suitable for the proposed use, considering size, shape, location, topography, existence of improvements and natural features;
- c. The proposed development is timely, considering the adequacy of transportation systems public facilities, and services existed or planned for the area affected by the use;
- d. The proposed use will not alter the character of the surrounding area in any manner that substantially limits, impairs, or precludes the use of surrounding properties for the primary uses listed in the underlying zone; and
- e. The proposal satisfies those objectives and policies of the Tualatin Community Plan that are applicable to the proposed use.

Ms. Engman explained that based on the application materials and the analysis and findings presented, staff recommends approval for the sale of bricks and pavers with the following conditions of approval:

1. Site improvements to support the wholesale sales of building materials and supplies approved under CUP 19-0001 must be constructed as conditioned under AR 19-0003 approval.
2. On-site retail sales to the general public must remain limited and incidental to wholesale sale of building materials and supplies.
3. Hours of operation shall be limited to 6:30 am to 4:00 pm Monday through Friday and 9:00 am to 3:00 pm on Saturdays between the months of April through October.

4. On-site showroom space must be limited to 4,200 sf of indoor space and 9,000 sf of outdoor space

5. Any modification to these conditions of approval will be subject to additional Conditional Use Permit application review.

Mr. Aplin asked if the application submitted in 2008 was similar to this one. Ms. Engman replied that it is very similar. Steve Koper, Planning Manager, added that the downturn impeded the establishment of the use. Ms. St. Clair asked if we have received any comments on this proposal. Ms. Engman replied that we have received comments from partner agencies but not from the public.

*Lance Wagnier, Mutual Materials, 10700 SW Tualatin-Sherwood Rd, Tualatin, OR*

Mr. Wagnier stated that he is the Oregon Operations Manager at Mutual Materials. Mr. Wagnier indicated that Mutual Materials provides high quality masonry materials used to build hospitals, schools, stadiums, and homes. It is a family-owned business, which has grown to operate 10 manufacturing plants and 16 branches throughout many states. Mr. Wagnier noted that their primary customer base includes architects, designers, builders, contractors, and distributors. Their primary customer is wholesale businesses, but they also serve retail customers on occasion.

*Suzannah Stanley, Mackenzie, 1515 SE Water Ave, Portland, OR*

Suzannah Stanley, Land Use Planner, noted that the use of Mutual Materials is considered wholesale sales of building materials and supplies. A similar approval was completed 10 years ago, which has expired.

Ms. Stanley showed an example of a similar design located in Vancouver and a conceptual design of the proposed Tualatin site. Ms. Stanley added that the site is off Tualatin-Sherwood Road and will not be visible from the street.

Ms. Stanley went through the wholesale use descriptions from the Development Code and the approval criteria. Ms. Stanley added that this site would be mainly wholesale sales; retail sales to the general public will be limited.

Ms. Stanley explained that the proposed development is timely, considering the adequacy of transportation system, public facilities, and services existing or planned for the area affected by the use. The traffic study showed that this is not a huge trip generator with the peak traffic being in the middle of the afternoon, not rush hour.

Ms. Stanley stated that the hours of operation have been provided to staff as

defined in Condition of Approval #3. Ms. Stanley added that although Mutual Materials plan on abiding by these hours of operation, listing the hours as a condition of approval is limiting and she would like it removed.

Vice-chair St. Clair asked what the hours of operations were altered, what would the change be. Mr. Wagnier replied that most of their customers arrive early; if they added hours, it would be an extra hour on Saturdays. Ms. Stanley added that one of the conditions of this approval is that a new review will be required if changes were made or if the hours of operation are extended in the future.

Commissioner Thompson asked if a retail customer would be turned away. Mr. Wagnier responded that they will sell to the public, but they will be encouraged to go elsewhere due to the higher price point. Vice-chair St. Clair asked how many employees will be on-site. Mr. responded that there are approximately 10 employees total. Ms. Thompson asked how many delivery trucks are on-site. Mr. Wagnier responded that there is one.

Hearing no further testimony, the hearing was closed.

Vice-chair St. Clair asked if the applicant would like to waive the 7-day waiting period. Ms. Stanley answered affirmatively.

MOTION by Commissioner Thompson with SECONDED by Commissioner Aplin to approve CUP 19-0001 with the removal of Condition of Approval #3. MOTION PASSED 3-0.

**B. PGE Integrated Operations Center Conditional Use Permit (CUP 19-0002) for a wireless communications facility (WCF) and Variance (VAR 19-0001) for WCF height and fence setbacks.**

Vice-chair St. Clair read the script for quasi-judicial hearings and asked the Commission members if they had a conflict of interest, bias, or ex parte contact with the applicant. The Commission members stated that they had none.

Tabitha Boschetti, Assistant Planner, entered the staff report and attachments into the record. Ms. Boschetti stated that the issue before the Planning Commission is to discuss a Conditional Use Permit and Variance for the proposed PGE Integrated Operations Center located at 12150 SW Tualatin-Sherwood Road. The Architectural Review Board meeting for this project is scheduled for July 24, 2019.

Ms. Boschetti explained that the Conditional Use Permit (CUP 19-0002) is for a wireless communication facility (WCF) and the Variance (VAR 19-0001) is for two standards related to the height of the WCF and the required setback for the related security fence.

Ms. Boschetti noted that the site is comprised of 43 acres and recently annexed in the City of Tualatin. It is in the Manufacturing Business Park (MBP) zone. Ms. Boschetti stated that the primary use for this site is an integrated operations center (IOC) for PGE. The communications tower would be key to critical infrastructure functions that are part of the IOC development. Overall site development is subject to a separate Architectural Review approval (AR 19-0005).

Ms. Boschetti mentioned that the tower on this site is unique from other cell towers because it will be used specifically for utility service communication. Mr. Koper added that MBP is the only zone where WCFs require conditional use permit approval.

Ms. Boschetti explained that the first variance is would allow for the height of the WCF to be increased from 100 feet to 140 feet. The applicant's analysis shows that this is the minimum height necessary to support line-of-site communications with other regional towers.

Ms. Boschetti stated that the second variance would allow for a reduction in the minimum fence setback, from the standard of 50 feet from the right-of-way to 20 feet from the right-of-way, to meet federal security standards and minimize impacts to trees that will provide screening for the WCF.

Commissioner Aplin asked if the road is off 124<sup>th</sup> Avenue. Mr. Koper replied that the road is the future extension of Blake Street.

Ms. Boschetti stated that the findings demonstrate that the proposal meets the applicable criteria of the Tualatin Development Code and staff recommends approval of the Conditional Use Permit and Variance applications.

Commissioner Aplin asked if the cell tower purpose is for the exclusive use of PGE. Mr. Koper replied that it is solely for PGE; this is not a cell tower. Vice-chair St. Clair asked if this tower will interfere with the existing Verizon tower. Ms. Koper replied that it will not.

Commissioner Thompson inquired about when Blake Street will go through. Ms. Boschetti replied that it will be considered as part of the architectural review.

Vice-chair St. Clair asked if there was correspondence on this matter. Ms. Boschetti replied that she has not heard from the general public.

*Ben Schonberger, Winterbrook Planning, 610 SW Alder St, Suite 810, Portland, OR 97205*

*Bill Poulos, SERA Architects, Inc, 338 NW 5<sup>th</sup> Ave, Portland, OR 97209*

Mr. Schonberger stated that he is representing PGE and the Architectural Review application is for an IOC for PGE.

Bill Poulos explained that there is a need for PGE to have their own tower to monitor the grid. The proposed building will be 180,000 square feet on two stories. It will have a discreet presence and the fence surrounding the building is a federal requirement. Mr. Poulos added that the main secure entry will be off Blake Street and approximately 300 employees will work at the location.

Mr. Paulus noted that the fence location reduction from 50-20 feet is proposed to retain existing trees. They plan to plant an additional six trees and extensive landscaping. Commissioner Aplin asked if this center will replace the facility on Avery Street. Mr. Paulus stated that this doesn't replace the other facility; the uses in this new facility is currently located in downtown Portland.

Mr. Schonberger added that the surrounding area is largely comprised of industrial businesses, vacant lots, and the Tigard Sand and Gravel quarry. The nearest residential area is 3,700 feet away. The tower itself will be within the tree growth, hidden from other properties. Mr. Schonberger added that noise, dust, and odor will not be omitted by the tower.

Commissioner Aplin asked if this is near the BPA power lines. Mr. Schonberger replied that power lines are located farther south.

*Ray Payne, Portland General Electric, 121 SW Salmon St, Portland, OR 97204*

Mr. Payne stated that the WCF is critical component of the building and allows them to operate their distribution lines and to monitor and control the grid. Mr. Payne added that radio communication system is used to dispatch the field crew to restore power to customers. Mr. Payne mentioned that PGE owns their own frequency so interference is not a problem.

Mr. Schonberger indicated that the variance is for the fence setback. The proposed facility will be a secure site with a security fence surrounding it. Due to the trees and tower location, they have asked that the 50-foot setback be reduced to 20 feet to maximize ground level screening. Mr. Schonberger added that if this variance is approved, fewer trees will need to be removed.

Vice-chair St. Clair inquired about the height of the proposed fencing. Mr. Schonberger replied that it will be 8 feet in height. Commissioner Aplin asked if sidewalks are planned on the site. Mr. Koper replied that it will be paved and sidewalks are planned. Commissioner Thompson inquired if this project will interfere with the rock quarry. Mr. Schonberger replied that it will not.

Vice-chair St. Clair asked if they would like to waive the 7-day waiting period. Mr. Schonberger answered affirmatively. Vice-chair St. Clair closed the hearing.

MOTION by Commissioner Thompson, SECONDED by Commissioner Aplin to approve CUP 19-0002 and VAR 19-0001. MOTION PASSED 3-0.

## **5. COMMUNICATION FROM CITY STAFF**

### **A. Tualatin 2040 Project Update**

Karen Perl Fox, Senior Planner, presented an update on the progress made on the Tualatin 2040 project including: public engagement, policy issue identification, a Housing Needs Analysis, an Economic Opportunity Analysis and the next steps in this project.

Ms. Perl Fox stated that in late 2018, Phase I was completed. In January 2019, the City launched the Tualatin 2040 project to carry out the next phase of the larger project, a policy phase that may lead to policy updates to the Comprehensive Plan and Development Code regulations.

Ms. Perl Fox stated that we are currently in the policy issue identification phase. The project team met with a wide range of stakeholders to share their interests, concerns and ideas regarding land use planning in Tualatin. Ms. Perl Fox stated that the top concerns were:

- Housing and Livability
- Transportation and Parking
- Civic Identity and Downtown
- Employment and Industrial Development
- Parks, Open Space and the Environment
- Community Engagement
- Equity, Diversity and Inclusion

Ms. Perl Fox explained that a Housing Needs Analysis examines a City's available residential land supply and forecasts future housing needs based on demographic trends to determine whether a city can accommodate future growth, or whether additional land supply is needed and/or growth can be accommodated through policy and regulatory changes.

Ms. Perl Fox noted that a Community Advisory Committee (CAC) provides community input for the analysis and a Technical Advisory Committee (TAC) provides the technical expertise for the analysis. There are a total of seven planned CAC meetings and four TAC meetings.

Ms. Perl Fox went through the presentation that detailed the process for developing the housing strategy, graphs of cost burden by tenure, buildable lands inventory, preliminary capacity results, and strategic housing issues.

Ms. Perl Fox mentioned that the next steps in the process include two Open House events in July and September. In addition, the City will be conducting additional advisory, commission, and council meetings in the fall. The Draft Prioritization Plan will be available for public review in October/November 2019.

Commissioner Aplin asked if the study places a cap on the forecasted population. Ms. Perl Fox replied that the forecast is based on a formula from Metro. Mr. Koper added that this encompasses a 20-year look ahead in the housing forecast.

Commissioner Thompson inquired if other cities are going through this process. Ms. Perl Fox answered affirmatively.

Vice-chair St. Clair asked where the cost burden data come from. Ms. Perl Fox replied that it comes from the census. Vice-chair St. Clair inquired if they are looking at adding low-income housing. Ms. Perl Fox said that this topic will be discussed in the upcoming months.

#### **6. FUTURE ACTION ITEMS**

Mr. Koper stated there are no future action items at this time.

#### **7. ANNOUNCEMENTS/PLANNING COMMISSION COMMUNICATION**

None.

#### **8. ADJOURNMENT**

Vice-chair St. Clair adjourned the meeting at 8:20 pm.



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Lynette Sanford, Office Coordinator