



City of Tualatin

2019 ANNUAL REPORT

TUALATIN PLANNING COMMISSION

March 19, 2020

Planning Commissioners:

Bill Beers, Chair
Mona St. Clair, Vice Chair
Alan Aplin
Janelle Thompson
Daniel Bachhuber
Mitch Green
Ursula Kuhn

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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 2019.

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.

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 2019, the Planning Commission recommended approval of the Basalt Creek Comprehensive Plan Amendments, implementing the Basalt Creek Comprehensive Plan (File Nos. PTA 19-0001 and PMA 19-0001). Additional Plan Text and Plan Map Amendments included: a request to rezone the City's public works yard for the proposed Tualatin Service Center (PTA19-0002 and PMA 19-0002), adoption of the 2018 update to the Tualatin Parks and Recreation

Master Plan (PTA19-0003 and PMA 19-0003), and adoption of the 2019 update to the Tualatin Sewer Master Plan (PTA19-0004). Notice for these amendments was given in accordance with the Tualatin Development Code and citizens were afforded the opportunity to comment at the Planning Commission meetings and the City Council public hearings.

In this case, 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 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 in addition to the below listed applications:

- Industrial Master Plan
- 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 2019, the Planning Commission reviewed and made recommendations on four Plan Text Amendments, three Plan Map Amendments, approved one Variance, and two Conditional Use Permits. They met seven times (including a joint meeting with other advisory groups) during the calendar year. Six meetings were cancelled due to a lack of agenda items.

CUP19-0001: A Resolution for wholesale sale of building materials and supplies.
Approved 3-0.

VAR19-0001: A Resolution for the Variance request for a Wireless Communications Facility (WCF) height and fence setbacks. Approved 3-0.

CUP19-0002: Consideration of a Conditional Use Permit for a Wireless Communications Facility (WCF) at the PGE Integrated Operations Center.
Approved 3-0.

PTA19-0001 and PMA 19-0001: Consideration of the Basalt Creek Comprehensive Plan Update. Recommended approval to Council.

PTA19-0002 and PMA 19-0002: Consideration of the request to rezone property located at 10699 SW Herman Rd for the proposed Tualatin Service Center.
Recommended approval to Council.

PTA19-0003 and PMA 19-0003: Consideration of amendments to the Tualatin Community Plan, Development Code, Transportation System Plan, and Maps and Figures reflecting the 2018 update to the Tualatin Parks and Recreation master Plan. Recommended approval to Council.

PTA19-0004: Consideration of amendments to the Tualatin Community Plan reflecting the 2019 updates to the Tualatin Sewer Master Plan. Recommended approval to Council.

STAFF UPDATES TO THE PLANNING COMMISSION

Staff presented several long range planning topics for discussion including:

- Tualatin 2040 Project overview and policy input.
 - Progress update
 - Overview of staff accomplishments
 - Policy Priorities
 - Housing Needs Analysis (HNA)
 - Economic Opportunities Analysis (EOA)
- Potential administrative amendments to land use procedures and application criteria from the Tualatin Development Code Chapters 32 and 33.
- Stafford Urban Reserves.
- House Bill 2001.
- Marijuana regulations.

COMMISSIONER TRAININGS

None.