



**2024 ANNUAL REPORT**

**TUALATIN PLANNING COMMISSION**

**April 28, 2025**

Planning Commissioners:

Bill Beers, Chair  
Janelle Thompson, Vice Chair  
Ursula Kuhn  
Randall Hledik  
Zach Wimer  
Brittany Valli  
Allan Parachini

## 2024 ANNUAL REPORT OF THE TUALATIN PLANNING COMMISSION

### **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 2022.

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.



***2024 Planning Commission***

***Left to Right: Allan Parachini, Janelle Thompson (Vice Chair), Ursula Kuhn,  
William Beers (Chair), Brittany Valli, Randall Hledik, and Zach Wimer***

## **CITIZEN INVOLVEMENT AND INPUT**

The Planning Commission is Tualatin's 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 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.

At all Planning Commission meetings, community members are given the opportunity to 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. Lastly, the Planning Commission provides space on each agenda for community members to comment on items not on the agenda that are within the Planning Commission's purview. Additionally, Community Development staff meets with the Citizen Involvement Organization Land Use Officers on a quarterly basis. 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 are held directly before the Planning Commission meetings, and they provide a forum for CIO officers to ask questions and get more information about community development processes.

### **PLANNING COMMISSION MEETINGS:**

In 2024, the Planning Commission met 8 times during the calendar year.

### **PLANNING COMMISSION RECOMMENDATIONS**

The Planning Commission's role as an Advisory Committee to City Council involves it making recommendations to the Council on Comprehensive Plan amendments such as Plan Map and Plan Text Changes. In 2024, the Planning Commission made a recommendation to the City Council on the following items:

- The "Short-Term Code Bundle," which was a package of development code amendments designed to support new and innovative small businesses in Tualatin (PTA24-0001). The Planning Commission recommended (5-0) that the Council adopt the proposed amendment, finding it in conformance with the Tualatin Comprehensive Plan.
- A city-initiated amendment proposal to comply with state-mandated rulemaking known as Climate Friendly and Equitable Communities (CFEC) Parking reform mandates (PTA 24-0002). The Planning Commission recommended (5-0) that the Council adopt the proposed amendment, finding it in conformance with the Tualatin Comprehensive Plan.
- An applicant-initiated zoning map adjustment from Light Manufacturing (ML) to Medium-Low Density Residential (RML) for approximately a 3,681 square-foot portion of land that has been historically occupied by the Willow Glen Mobile Home Park (PMA24-0001). The Planning Commission recommended (5-0) that the Council adopt the proposed amendment, finding it in conformance with the Tualatin Comprehensive Plan.

- A city-initiated proposal to adopt an updated Stormwater Master Plan, the Basalt Creek Parks and Recreation Plan, and corresponding amendments to relevant Comprehensive Plan policies and Development Code references (Plan Text and Plan Map Amendments PTA/PMA24-0003). The Planning Commission recommended (5-0) that the Council adopt the proposed amendments, finding them in conformance with the Tualatin Comprehensive Plan.
- An applicant-initiated zoning map amendment from Institutional (IN) to Medium Low Density Residential (RML) for an 8.3-acre site located at 23370 SW Boones Ferry Road (PMA24-0004). The Planning Commission recommended (7-0) that the Council adopt the proposed amendment, finding it in conformance with the Tualatin Comprehensive Plan.

**PLANNING ACTION ITEMS:**

In 2024, the Planning Commission reviewed:

- A Sign Variance for Cabela's retail outlet (SVAR24-0001). The Planning Commission voted to approve the proposed Sign Variance, as amended by the applicant, at a continued hearing (6-1).  
A Conditional Use Permit for AAA Member Services to provide automotive battery services (CUP24-0001). The Planning Commission voted to approve the proposed Conditional Use Permit (5-0).

**STAFF UPDATES TO THE PLANNING COMMISSION**

- Two separate informational presentations on the progress of the Tualatin Transportation System Plan update
- An informational presentation from TriMet on its Forward Together update
- An information presentation from Ride Connection about its service options
- Legal Training