



# *City of Tualatin*

**2020 ANNUAL REPORT**

**TUALATIN PLANNING COMMISSION**

**April 26, 2021**

Planning Commissioners:

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

## 2020 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 2020.

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.



*2020 Planning Commission*

*Left to Right: William Beers, Mona St. Clair, Ursula Kuhn, Alan Aplin,  
Janelle Thompson, Daniel Bachhuber, Mitch Green*

### **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 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.

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 and notices of the meetings are posted in two different locations in City buildings. Lastly, the Planning Commission provides room on each agenda for community members to makes comments related to items not on the agenda that are within the Planning Commissions' purview. 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 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 2020, the Planning Commission met nine times during the calendar year. Three meetings were cancelled, one due to COVID-19 restrictions.

### **PLANNING COMMISSION RECOMMENDATIONS**

Planning Commissions 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 Committee. In 2020, the Planning Commission made a recommendation to the City Council on the following items:

- Mixed Use Commercial Zoning District creation (PTA 20-0001)
- Medium Low Density Residential Zone (RML) to allow for a mix of 20 percent attached and 80 percent detached single family with a 5% set-aside for open space (PTA 20-0003)
- Housing Comprehensive Plan Update (File Nos. PTA 20-0004).
- Cannabis Development Code Update (PTA 20-0006)

Notice for these items 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.

### **PLANNING COMMISSION ACTION ITEMS**

In addition to the Planning Commissions role as an Advisory Committee to City Council on comprehensive plan amendments such as Plan Map and Plan Text Changes, the Planning Commission has the authority to decide the following quasi-judicial land use application, types, appeals to which can be made to the City Council:

- Industrial Master Plan
- Reinstatement of Use
- Sign Variance
- Variance
- Transitional Use Permit
- Conditional Use Permit

In 2020 the Planning Commission made a decision on a single Conditional Use Permit:

- CUP 20-0001: Benfield Pet Hospital (Approved 7-0)

### **STAFF UPDATES TO THE PLANNING COMMISSION**

- Continued work from Housing Needs Analysis & Economic Opportunity Analysis
- Revised Comprehensive Plan with Housing Element Update
- Development Code Updates: High Policy Priorities & Diversity of Housing Type
- Virtual Meetings and Electronic Application Submittal in response to COVID
- Continual updates to Tualatin 2040 web page
- Annual Cost-Burdened Housing Event
- Annual CIO Meetings

### **COMMISSIONER TRAININGS**

None due to COVID-19.