



## CITY OF TUALATIN Staff Report

**TO:** Tualatin Planning Commissioners  
**THROUGH:** Steve Koper, Assistant Community Development Director  
**FROM:** Keith Leonard, Associate Planner  
**DATE:** February 19, 2025

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### **SUBJECT:**

Consideration of a Conditional Use Permit (CUP24-0002) for “building, heating, plumbing and electrical contractor's offices, with on-site storage of equipment or materials” on a 1.44 acres site in the Light-Manufacturing (ML) zone and specifically located at 18520 SW 108th Avenue (Tax Lot: 2S122AD 00100).

### **RECOMMENDATION:**

Based on the analysis and findings, as well as the application materials demonstrating compliance with the applicable review criteria, staff respectfully recommends approval of the subject Conditional Use Permit application (CUP 24-0001), subject to the recommended conditions of approval in the attached written order:

- CUP – 1** The approved CUP is limited to building, heating, plumbing and electrical contractor's offices, with on-site storage of equipment or materials as described in TDC 39.400 and listed in TDC Table 60-1.
- CUP – 2** All uses must be conducted wholly within a completely enclosed building, except off-street parking and loading with all other site activities conducted in compliance with TDC 60.310 (1).
- CUP – 3** The proposed development must comply with the Environmental Regulations of TDC 63.
- CUP – 4** An approved Architectural Review application matching the site plan (Exhibit A2) and meeting current TDC requirements at the time the application is submitted must be obtained for use of the site and site development.
- CUP – 5** A Clean Water Services (CWS) Storm Water Connection Permit Authorization must be obtained prior to any site grading and/or earth removal work on this site. This Authorization is required prior to issuance of an Erosion Control Permit for changes to land which include, but are not limited to, grading, excavating, filling, working of land, logging or stripping of soil or vegetation from land in accordance with Clean Water Services' Design and Construction Standards 2.03.4.

### **EXECUTIVE SUMMARY:**

- The subject proposal is a Type-III land use application.
- The hearing is a quasi-judicial procedure.
- The subject site is approximately 1.44 acres. The property takes access from SW 108<sup>th</sup> Avenue via two existing driveways.

- The Applicant, CIDA, on behalf of the property owner Ascentec Engineering, is requesting approval of a Conditional Use Permit (CUP) for a “general contractor offices and associated storage”. The ML zoned property allows the Use Category of “building, heating, plumbing and electrical contractor’s offices, with on-site storage of equipment or materials” with an approved CUP.
- The applicant has provided draft site plan of how they would like to utilize this property with a future Architectural Review application.
- The actual area allowing the proposed CUP would be the development area depicted on the site plan (Exhibit A2) which is approximately 165’ x 212’ of the western portion of the lot. The eastern portion of the lot would remain as is and not allow the use requested in the CUP application.
- The existing site does not contain paved parking, site landscaping or other improvements typical with surrounding development.
- The proposed use would be in character with the surrounding industrial development.

**OUTCOMES OF DECISION:**

Approval of the subject Conditional Use Permit (CUP 24-0002) will allow for the use of this site as a “building, heating, plumbing and electrical contractor’s offices, with on-site storage of equipment or materials”.

**ALTERNATIVES TO RECOMMENDATION:**

The Planning Commission may alternately:

- Approve CUP 24-0002 with further amendments or conditions;
- Deny CUP 24-0002; or
- Continue the hearing to a later date.

**FINANCIAL IMPLICATIONS:**

No financial impact is expected.

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**ATTACHMENTS:**

- Attachment A – Presentation
- Attachment B – Findings and Analysis
  - Exhibit A1 – Applicant’s Narrative
  - Exhibit A2 – Site Plan
  - Exhibit A3 – Supporting Documents
  - Exhibit A4 – Traffic Memorandum
  - Exhibit B – Public Notice
  - Exhibit C – Agency Comment Clean Water Services
  - Exhibit D – Final Order