



# MEMORANDUM

## CITY OF TUALATIN

**DATE:** July 26, 2019

**TO:** Sherilyn Lombos, City Manager

**FROM:** Aquilla Hurd-Ravich, Community Development Director  
Steve Koper, Planning Manager

**SUBJECT:** Process mapping leading to development in Stafford

Step	Name	Description	Final approval authority
1.	Land Use Board of Appeals (LUBA) Appeal	Resolve the LUBA appeal of the 3-party IGA.	LUBA
2.	Area of Interest	Define Tualatin's area of interest. This could happen in a number of ways where we work with the other two cities or we do not. The approach is a policy choice. Currently the 3-party IGA states we will not start this process until 2020.	According to the 3-party IGA all three Cities have to amend the 2019 IGA to reflect Areas of Interest.
3.	Concept Planning	Concept Plan Tualatin's area of interest. Concept Planning identifies land uses and infrastructure needs including transportation. The 3-party IGA has stipulations about when a concept plan can be completed and adopted. Stipulations have to do with design, funding, and construction of I-205 widening.	Ultimate approval is by Metro. City Council will also adopt/ approve the Concept Plan.
4.	Urban Growth Boundary (UGB) Expansion	Apply to Metro for UGB expansion. UGB expansions are considered every six years, the last one in 2018. In certain circumstance meeting extensive criteria, a City can petition the Council to consider a boundary expansion outside the normal review cycle if the area is 900 acres or less.	Ultimate approval is by Metro Council and the State's Land Conservation and Development Commission.

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<b>Step</b>	<b>Name</b>	<b>Description</b>	<b>Final approval authority</b>
5.	Urban Growth Management Agreement (UGMA)	Amend our UGMA with Clackamas County. This is to reflect land that can be annexed to the City when ready for annexation and urban levels of development.	Approval by Clackamas County Board of Commissioners and Tualatin City Council
6.	Comprehensive Plan Amendments	Adopt Comprehensive plan amendments that add the concept planned area to the City's planning boundary. (Similar process to Basalt Creek that we recently completed). Often referred to as PTA (Plan Text Amendment) and PMA (Plan Map Amendment).	City Council approval
7.	Annexation	Private property owners can apply for annexation to the City at their discretion.	City Council approval
8.	Development of property and infrastructure	Property owners can submit land use applications for development review. Infrastructure will be built or improved by development unless the City takes a proactive approach in funding the infrastructure.	Often these are staff level decisions but can raise to the level of the Architectural Review Board depending on amount of square footage involved.