

Tualatin Planning Commission

MINUTES OF September 18, 2024 (UNOFFICIAL)

TPC MEMBERS PRESENT:

William Beers, Chair
 Janelle Thompson, Vice Chair
 Brittany Valli, Commissioner
 Allan Parachini, Commissioner

TPC MEMBERS ABSENT:

Ursula Kuhn, Commissioner
 Zach Wimer, Commissioner

STAFF PRESENT:

Steve Koper, Asst. Community Development Director
 Lindsey Hagerman, Office Coordinator
 Cody Field, Management Analyst II

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:30 p.m., and roll call was taken.

ANNOUNCEMENTS & PLANNING COMMISSION COMMUNICATION

Commissioner Allan Parachini introduced himself.

COMMUNICATION FROM STAFF

1. Staff presented a brief update on the ongoing Transportation System Plan project.

Cody Field, Management Analysts II, outlined the Transportation System Plan agenda for the meeting including a recap of summer engagement, goals, policy review. He also mentioned that he will provide a brief overview of the prioritization framework, review the constrained list, and outline the next steps.

Mr. Field recapped the summer engagement efforts, noting they had 2,156 interactions through open houses, focus groups, website visits, survey responses, and contributions to an interactive map. He highlighted that the surveys distributed at several summer events were successful based on the number of responses received.

Mr. Field further summarized the summer engagement events, highlighting the prizes from the Viva Tualatin spin wheel, ice cream at Jurgens Park, and music at Atfalati Park. He also noted that the consultants conducted focus groups for Spanish speakers, BIPOC individuals, transit riders, and cyclists.

Steve Koper, Assistant Community Development Director, emphasized the surveys conducted with youth volunteers were successful in gathering their insights and perspectives. Mr. Field

conveyed that the youth expressed strong enthusiasm for the projects aimed at gathering feedback. He highlighted the demographic responses, which included factors such as income and disability. He also noted that the consultants involved in this project have prepared a public engagement summary memo. Additionally, Mr. Koper underscored a positive finding from the surveys, indicating that the proportion of non-white respondents closely aligned with the non-white demographic percentage in the City of Tualatin.

Mr. Field spoke about the key focus of the survey, which included a list of big idea projects. He shared the highest scoring projects included the 65th Avenue bicycle and pedestrian bridge, a Tualatin-Sherwood road bridge over Boones Ferry Road, and a bicycle and pedestrian bridge over Tualatin-Sherwood Road. He noted that residents feel the projects help achieve a vision for a balanced transportation system in Tualatin.

Mr. Field offered a brief overview of the draft goals, which were developed and refined through the existing TSP goals, related planning efforts, input from City staff, feedback from the City Council in August, and community participation via the online survey, open house, and focus groups. He also acknowledged Erin Engman, Senior Planner, for her efforts in updating TSP policies to ensure alignment with statewide legislation.

Mr. Koper shared the next steps in the draft project timeline. This included a City Council work session in September, a CAC recommendation in October, background TSP work in until December, PC Consideration in January, and City Council consideration for recommendation in February 2025.

Mr. Koper opened the floor to questions.

Vice Chair Thompson asked for clarification if the list in the packet is a consolidated list, mentioning that some projects seemed they were more so County and State led. Mr. Koper shared examples of how funds are currently being allocated for potential design improvements, enabling progress to move forward without delay until the TSP adoption.

Commissioner Parachini asked who conducted the focus groups. Mr. Field answered they had a sub-contractor work on the focus group. Mr. Koper further answered they worked with consultant group Alta Planning to facilitate the cycling focus group and the City staff did a youth volunteer focus group.

Vice Chair Thompson asked for clarification on what bicycle traffic calming entails. Mr. Koper answered adding more signage, and painted arrows. He further explained multimodal level of service (MMLOS) is part of the Tualatin System Plan (TSP)

Vice Chair Thompson asked clarification on adaptive smart signals. Mr. Koper answered they improve the coordination between multiple signals at different intersections on a road.

Vice Chair Thompson inquired about the plans to widen Tualatin Sherwood Road. Mr. Field responded that majority of this project is being managed by Washington County.

2. Staff provided a brief legal training to outline the Planning Commission's role and responsibilities.

Mr. Koper offered an overview of the training, emphasizing the distinct roles of decision-makers versus recommenders. He noted that asking questions is essential for effective legal training. He also addressed the importance of acting collectively as a body. Additionally, he mentioned that political expressions are not allowed during meetings.

Mr. Koper shared the definitions of a public meeting, including an explanation of what a quorum is. He emphasized that public meetings must be accessible and visible to the public. Commissioner Valli inquired whether it would be permissible to mention something to the mayor. Mr. Koper clarified that this is permitted as long as the mayor refrains from discussing the matter with others. He also warned that email communication could easily lead to serial meetings.

Mr. Koper shared an example of what "serial" meeting entails. He let Commissioners know if they have any questions they can be directed to staff but to be careful to not hit "reply all." He explained this could be the communication through via e-mail, telephone, face-to-face or even social media postings, such as Facebook. He pointed out that at social gatherings Commissioners should avoid any discussion of official government business.

Mr. Koper reiterated that the Commission's role is only one in the city that is both a recommender and decision maker. He spoke about the need to apply pre-existing criteria to an application in order to reach a decision within 120 days.

Mr. Koper spoke about ex-parte communications, which can be any communication (written, oral or electronic), made to a decision-maker, concerning the subject matter of the quasi-judicial hearing, and occur while the matter is pending. Ex-parte communications can occur at any time after a formal application filed and before the final decision is made. He shared some examples of what this communication would look like.

Chair Beers inquired whether a company could appeal an application that had been denied by the quorum based on a biased opinion. Mr. Koper confirmed that this issue could be addressed during the hearing process.

Mr. Koper outlined the Planning Commission's role, which includes understanding land use planning, reflecting community values, educating the public about land use, recognizing the opportunities and limitations of the Commission's authority, interpreting and applying zoning ordinance provisions, and making decisions and recommendations.

He also described the staff's role and its impact on the Planning Commission. Staff ensures that applications are thoroughly reviewed and meet the necessary criteria before being presented at

meetings. He clarified the decision-making process, explaining that if an applicant demonstrates compliance with pre-existing criteria, the application must be approved, even if the decision-maker disagrees with those criteria or believes un-adopted additional, criteria should apply. He illustrated this point with an example of the criteria for an upcoming Industrial Master Plan application.

Mr. Koper noted that final decisions may result in approval, approval with conditions or denial. He explained conditions can be included to support the Commissioners desires in a decision. Mr. Koper explained that the applicant has the burden of proof to support their application. The applicant must introduce evidence that shows that all of the approval criteria are satisfied. He shared an example of landscaping percentage standard can be met with adding condition of approval.

Chair Beers asked about the appeal process and whether an applicant could appeal based on the addition of conditions of approval. Mr. Koper answered it could happen and if an applicant felt that the conditions were too burdensome then they may appeal.

FUTURE ACTION ITEMS

Mr. Koper noted the next Planning Commission meeting will be in November. Chair Beers inquired about what will be in the old Haggen's storefront. Mr. Koper answered that it will be a store called Floor and Décor.

ADJOURNMENT

Vice Chair Thompson made a MOTION to adjourn. The Planning Commissioners unanimously voted to adjourn the meeting at 7:48 p.m. (4-0).