



TUALATIN CITY PLANNING COMMISSION MEETING

WEDNESDAY, APRIL 16, 2025

TUALATIN CITY SERVICES
10699 SW HERMAN ROAD
TUALATIN, OR 97062

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

CALL TO ORDER & ROLL CALL

ANNOUNCEMENTS & PLANNING COMMISSION COMMUNICATION

APPROVAL OF MINUTES

1. Review of February 19, 2025 minutes.

COMMUNICATION FROM THE PUBLIC (NOT ON THE AGENDA)

Limited to 3 minutes

COMMUNICATION FROM CITY STAFF

1. Presentation of the 2024 Tualatin Planning Commission Annual Report.

FUTURE ACTION ITEMS

ADJOURNMENT

Tualatin Planning Commission

MINUTES OF February 19, 2025 (UNOFFICIAL)**TPC MEMBERS PRESENT:**

William Beers, Chair
 Janelle Thompson, Vice Chair
 Allan Parachini, Commissioner
 Randall Hledik, Commissioner
 Ursula Kuhn, Commissioner
 Zach Wimer, Commissioner

STAFF PRESENT:

Steve Koper, Asst. Community Development Director
 Lindsey Hagerman, Office Coordinator
 Keith Leonard, Associate Planner

TPC MEMBERS ABSENT:

Brittany Valli, Commissioner

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 6:30 p.m., and roll call was taken. All commissioners were present with the exception of Commissioner Valli.

ACTION ITEMS

- 1. 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).**

Chair Beers declared that he is a casual acquaintance of Morris Torset the Engineering Director of Essex General Construction. He stated that the relationship did not create a conflict of interest and that he would be able to fully participate in the decision-making process.

Keith Leonard, Associate Planner, presented an overview of the project. He provided background information about the proposal. He explained that CIDA, on behalf of Ascentec Engineering, is requesting approval of a Conditional Use Permit (CUP) to allow a “building, heating, plumbing, and electrical contractor’s offices, with on-site storage of equipment or materials.”

Mr. Leonard outlined the applicable approval criteria, noting the procedures listed in Section 33.020 Tualatin Development Code. He noted the site developed would improve the site to be more in line with the surrounding properties. He went through the recommended conditions of

approval including five conditions that would ensure the proposal meets the requirements of the Tualatin Development Code.

Mr. Leonard asked The Planning Commission to make a decision on CUP24-0002 for approval either as proposed or with modifications, denial or to continue the hearing to a later date for further consideration.

Commissioner Parachini asked for clarification as to whether the applicant plans to do fabrication and metalwork. Mr. Leonard explained that conditions of approval would limit the proposed use specifically to a contractor's establishment.

Bo Oswald with Essex General Construction and Eric Winter with CIDA briefly shared their background and discussed their project including the site map showing where the existing and proposed buildings would be.

Commissioner Hledik asked for clarification of what type of business plan to have at the property space. Mr. Oswald answered they are building contractor for general construction.

Commissioner Hledik asked for clarification on the anticipated traffic counts and threshold. Mr. Oswald answered they expect 25 office staff and worked with city transportation staff to determine the applicable threshold.

Vice Chair Thompson asked for clarification on the types of vehicles, they expect at the site. Mr. Oswald answered that their vehicles would be limited to regular passenger trucks and cars.

Steve Koper, Assistant Community Development Director further addressed the Commissioners' concerns about traffic.

Commissioner Kuhn asked clarification on the flow of traffic currently at the intersection of Leveton and 108th. Mr. Koper answered the intersection is presently un-signalized but that there is a stop sign on the east leg of the Leveton/108th intersection.

Commissioner Hledik made a MOTION to approve the request with conditions recommended by city staff and SECONDED by Commissioner Kuhn. The Commissioners unanimously voted to approve CUP24-0002. (6-0).

COMMUNICATION FROM CITY STAFF

Mr. Koper briefly shared information about the city's legislative priorities and provided information about the city's contract lobbyist, Thorn Run Partners. He also touched on the city's State and Federal legislative priorities and shared insights from the League of Oregon Cities' legislative priorities, which were created based on input from cities across Oregon.

ADJOURNMENT

Commissioner Hledik made a MOTION to adjourn. Commissioner Parachini seconded this motion. The Planning Commissioners voted unanimously to adjourn the meeting at 7:30 PM (6-0).



2024 ANNUAL REPORT
TUALATIN PLANNING COMMISSION

April 16, 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: William Beers (Chair), Ursula Kuhn, Brittany Valli, Zach Wimer, Janelle Thompson (Vice Chair), and Randall Hledik

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 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 make comments related to items not on the agenda that are within the Planning Commission's purview. Additionally, the 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" 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 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