

**CITY OF TIGARD
PLANNING COMMISSION
Meeting Minutes
April 4, 2011**

CALL TO ORDER

President Walsh called the meeting to order at 7:05 p.m. The meeting was held in the Tigard Civic Center, Town Hall, at 13125 SW Hall Blvd.

ROLL CALL

Present: President Walsh
Vice President Anderson
Commissioner Doherty
Commissioner Rogers
Commissioner Shavey

Absent: Commissioner Muldoon; Commissioner Hasman; Commissioner Ryan;
Commissioner Schmidt

Staff Present: Susan Hartnett, Assistant Community Development Director; Darren Wyss, Senior Planner; and Doreen Laughlin, Confidential Executive Assistant

Also Present: City Council Liaison Marc Woodard

COMMUNICATIONS – Commissioner Shavey reported he'd gone to a meeting on Tuesday night regarding downtown. He said it was a good meeting with 30 or 40 people there. He gave a brief overview of the agenda of that meeting.

President Walsh spoke about the positive changes that he'd seen and experienced on Pacific Highway lately. He wanted to go on record that he would like to commend the excellent work of the Tigard staff – particularly Engineering and Public Works - on that project. He said the improvements are remarkable and that everyone who drives it is benefiting from it. The rest of the commissioners agreed and wanted to be included in commending staff on their fine work.

CONSIDER MEETING MINUTES

March 21 Meeting Minutes: President Walsh asked if there were any additions, deletions, or corrections to the March 21 minutes; there being none, Walsh declared the minutes approved as submitted.

PUBLIC HEARING OPENED:

(CPA) 2011-00002- TIGARD COMPREHENSIVE PLAN AMENDMENT TO ADOPT THE TIGARD 2011 ECONOMIC OPPORTUNITIES ANALYSIS

REQUEST: To adopt the Tigard 2011 Economic Opportunities Analysis as a component of Tigard Comprehensive Plan Goal 9: Economic Development; to amend the current Tigard Comprehensive Plan Goal 9: Economic Development goals, policies, and recommended action measures; and to amend Tigard Comprehensive Plan Glossary. The complete text of the proposed amendment can be viewed on the City's website at http://www.tigard-or.gov/code_amendments. **LOCATION:** Citywide

STAFF REPORT

Darren Wyss, Senior Planner, went over the staff report (the staff report is available to the public one week before the hearing.) He then presented a PowerPoint presentation (**Exhibit A**).

Wyss entered into the record a letter dated 4/4/11 (**Exhibit B**) in which ODOT had 4 issues. Wyss explained how the city had addressed, and is addressing, these issues:

- Issue 1: Map Reference
 - Changes to map reference in Glossary (See replacement page 9 – (**Exhibit C**) which Wyss entered into the record.
- Issue 2: Adoption requirements
 - ODOT does not feel we're following proper adoption requirements; however, we've been following Metro's guidance on this and have spoken to them. They said it was up to them (Metro) to determine whether we've appropriately adopted it into our Comprehensive Plan. We have been following Metro's guidelines so we believe we're doing the appropriate thing. It's up to Metro to make that decision – not ODOT.
- Issue 3: Plan of Actions/Investments/Land Use Regulations
- Issue 4: Need for Transportation Actions – spelled out in the Metro Functional Plan
 - The City of Tigard is fully cognizant of the need to do these things but the adoption of the expanded Triangle boundaries through this glossary is just the first step towards setting the foundation – we're doing those actions as part of the Tigard Triangle planning process and also the High Capacity Land Use Planning process that is currently beginning at this point in time. We feel there is no issue moving forward with the amendment as proposed and if Metro decides that this wasn't the appropriate way to do it we'll address that in the future.

QUESTIONS FROM THE COMMISSIONERS

So we'll just move forward being aware of this? Is that what you're saying? The purpose of this is to adopt the Economic Opportunity Analysis – so regardless of whether this definition adopts the expanded boundary into our Comprehensive Plan – it has no bearing as to whether or not the EOA is getting adopted.

So the glossary can be changed at a future time – which would, in essence, change that boundary? Yes. Or if they required us to actually bring a map forward and adopt the map, then we could do that.

STAFF RECOMMENDATION

Staff recommends the Planning Commission finds this request to meet the necessary approval criteria and **RECOMMENDS** the Tigard City Council amends the Tigard Comprehensive Plan as determined through the public hearing process.

TESTIMONY IN FAVOR - None

TESTIMONY IN OPPOSITION – None

CLOSED PUBLIC HEARING

At this point, President Walsh opened the meeting up for deliberations.

DELIBERATIONS

None

MOTION

The following motion was made by Commissioner Doherty, seconded by Commissioner Shavey:

“I move for approval and adoption of the findings and conditions of approval contained in the staff report of the 2011 Economic Opportunities Analysis that staff recommended for draft application CPA2011-00002- along with the replacement page 9 glossary.”

The motion was approved unanimously.

At this point, Wyss explained that the next step would be to draft the transmittal memo and distribute it to the Planning Commission for their review. The resulting memo will be passed along to Council. He reminded them that Commissioner Shavey had volunteered to attend the Council hearing and say a few words in support.

WORK SESSION – PLANNING COMMISSION GOALS AND WORKPLAN

Susan Hartnett, Assistant Community Development Director, updated the commissioners on the PC Matrix which was the tool developed for the Planning Commission last year. The primary purpose of that Matrix is to give the Commissioners an idea of when important projects will be coming before them and in what type of situation, workshop versus public hearing - that kind of thing.

There was a lengthy discussion on the Planning Commissioners ideas for their 2011 goals and work plan. Hartnett summed up the discussion at the end and reviewed the main points below:

- Intercity/interregional outreach and better understanding agendas for adjoining cities and regional organizations – and perhaps attending some meetings. Hartnett will figure out how to frame that as a goal statement.
- Technical growth/education/knowledge expansion... a goal related to that. She has a list of about five different topic areas but will probably make a statement about trying to incorporate maybe one major event a year and a couple of minor events. The thinking being Sheila Martin's discussion on Economic Development as being a fairly major event. Judith Gray's presentation on TPR would be considered a "minor" event. That's kind of the scale in terms of what would be put into a goal statement.
- Not only will there be goal statements but also "goal objectives." Hartnett believes it's helpful to have an objective by which you can measure your progress. So if we say we want to do some educational activities and say – one major and three minor events – we can check them off as we do them. The idea is to have them be measurable.
- The last two have to do with supporting the broader city goals – some of which are found in the Council goals and some of which are found in the Planning Commission's charge as a hearing body and a decision making body on quasi-judicial items.
- Some sort of measurable objective on the Tigard Triangle.

The Commission agreed that was a good synopsis of the ideas that had been brought forward.

At this point Hartnett reminded the Commissioners that there is a joint Planning Commission /Council meeting scheduled for Tuesday, May 17th. It would be their annual opportunity to get together with Council and talk about the Planning Commission's goals... the Council goals... what's happening – what's working and what's not - that kind of thing. President Walsh asked the Planning Commission Secretary that, if at all possible, some time could be budgeted during the May 2nd Planning Commission meeting to get their heads together about this - basically a short period of time to plan for that upcoming joint meeting.

Laughlin advised them that two hours was already scheduled for that evening but that they could put aside some time in there to have that discussion.

The question was asked if there will be a May 16th Planning Commission meeting. Laughlin answered that yes, there is a public hearing and a workshop as well scheduled for that night - so the Commissioners will have two meetings in a row that week. Monday, the 16th, is the regular Planning Commission meeting and Tuesday the 17th, is the joint PC/Council meeting. She said she tried to make it so that the 16th was a free night for the commissioners but, due to the public hearing, that couldn't be done.

HIGH CAPACITY TRANSIT (HCT) / TIGARD TRIANGLE

Hartnett took some time to talk about the High Capacity Transit / Tigard Triangle activities. She reminded the commissioners that last year she had promised that staff would put together some sort of Tigard Triangle Visioning exercise – and that she wanted to see it happen in conjunction with the HCT Land Use Plan. She said getting going on that plan got delayed quite a long time outside of their control – however, it is up and running now.

Some of the main timelines she spoke about are below:

- A Design Workshop is scheduled for May 25th to talk about the full range of typologies – what would a neighborhood, downtown, office oriented area, Hwy 99 redevelopment type of thing - look like – what would the characteristics be?
- Consultants and the HCT Team will come to the Planning Commission's regularly scheduled meeting on June 6th. It will be a workshop style of setting. The commissioners will not be behind the dais but everyone will sit around a large table, and the consultants and HCT team will walk them through the typologies they've come up with. Are there fatal flaws? They will zero in on typologies that might apply to the Tigard Triangle.
- After the workshop, the consultants will develop an alternatives technical memo saying if you have this typology and this location – how will they function?
- After the memo - sometime in July, there will be a 4 to 6 hour event scheduled for a visioning exercise regarding the typologies.

OTHER BUSINESS

Susan Hartnett announced to the commissioners that the Planning Commission Secretary, Doreen Laughlin, had been promoted to the position of Confidential Executive Assistant for the Community Development Department. She will be working directly for CD Director, Ron Bunch. At Doreen's request, she will continue to support the Planning Commission as long as she is able to handle it along with her other work. If/when the economy (and development) picks up to the point of being very busy again, she may need to pass the PC support baton along to the new (yet to be hired) Senior Administrative Assistant. But for

now, she plans to continue with the group. Everyone congratulated her and wished her well in her new position.

ADJOURNMENT

President Walsh adjourned the meeting at 8:25 p.m.

Doreen Laughlin, Planning Commission Secretary

ATTEST: President Walsh