



MEMORANDUM CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council
FROM: Sherilyn Lombos, City Manager 
DATE: April 20, 2009
SUBJECT: Work Session for April 27, 2009

Work Session will begin at 5:30 p.m.
There MAY be an executive session: ORS 192.660(2)(d)
Mayor Ogden will be absent
Dinner will be available

5:30 p.m. (10 min) – Council / Commission Meeting Agenda Review.

Action requested: Council review the agenda for the April 27th City Council and Development Commission meetings.

5:40 p.m. (30 min) – Sign Design Standards Follow-up. At a work session in December you expressed interest in looking at design standards for freestanding monument signs and pole signs in the Central and General Commercial planning districts. Attached is a memo from Doug and Will with information regarding this issue.

Action requested: Direction from the City Council on development of standards for freestanding monument and pole/pylon signs in the Central & General Commercial planning districts.

6:10 p.m. (20 min) – TPAC Request for Review of “For Lease” Signs. There has been some expression of concern over the number of “for lease” signs throughout town. TPAC recently discussed the issue and requested that this issue be studied more in-depth. Attached is a memo from Doug with information regarding this issue.

Action requested: Direction from the Council on TPAC’s request.

6:30 p.m. (15 min) – Council Communications & Roundtable. This time is the Council's opportunity to brief the rest of the Council on committee meetings, follow-up on items, and any other general Council information that needs to be discussed.

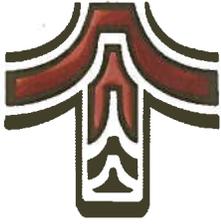
Action requested: This is an open Council discussion.

6:45 p.m. (10 min) – EXECUTIVE SESSION – Labor Relations (Contract negotiations with the Tualatin Employees Association – contract expires June 30, 2009).

Upcoming Council Meetings & Work Sessions: Attached is a three-month look ahead for upcoming Council meetings and work sessions. If you have any questions, please let me know.

Dates to Note: Attached is the updated community calendar for the next three months.

As always, if you need anything from your staff, please feel free to let me know.



MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager *SL*

FROM: Doug Rux, Community Development Director *DR*
William Harper, Associate Planner *WH*

DATE: April 27, 2009

SUBJECT: SIGN DESIGN WORK SESSION II

BACKGROUND:

At the December 8, 2008 Council Work Session, the Council:

- Discussed creating design standards for freestanding signs and a process for reviewing sign design;
- Changing standards for pole signs in the Central Commercial (CC) & General Commercial (CG) Planning Districts or eliminating pole-type signs altogether, and;
- Creating a process for transitioning existing pole signs to new standards using an amortization program changes to non-conforming sign provisions and creating an incentive program.

The intent of the Council's efforts is to improve the appearance of both new and existing signs in the City.

At the work session, Council members:

- Expressed interest in employing a freestanding sign design review process similar to the Single Family Residential (SFR) Architectural Review (AR) process that has a "clear & objective" Level 1 track that is "menu driven" for an applicant to choose, and a "discretionary" Level 2 process for applying more subjective standards;
- Asked for further discussion on dealing with freestanding pole signs and on ways to improve existing signs that are or would be non-conforming under new sign standards;
- Asked for information on the number of existing pole signs that may be affected by changes to the sign code and a look at what the options may be for businesses that have an existing freestanding sign or are seeking approval of a new sign.

In response to the Council's discussions, staff has prepared this Work Session presentation that:

1. Outlines the SFR AR Level I & II process as a feasible model for sign design review;
2. Provides information about the number of existing pole signs in the City;
3. Lists options to restrict or eliminate pole signs in the sign code;
4. Lists approaches to dealing with non-conforming signs;
5. Lists potential incentives in a revised sign permit and sign review process that encourage businesses to bring existing signs into conformance with design standards;
6. Shows basic scenarios that businesses may face when existing non-conforming signs are required to be brought into conformance with new standards and when applying for new signs.

POLICY CONSIDERATIONS:

1. Should the City develop design and material standards for freestanding monument and pole/pylon signs in the Central and General Commercial Planning Districts and have sign code provisions that encourage or require new and existing signs to meet the standards?
2. If Yes,
 - What are the desired elements of freestanding monument & pole/pylon sign design including shape, style, materials and illumination?
 - Should freestanding pole signs be eliminated as an allowed sign, eliminated only from Arterial & Collector street frontages, or allowed under new dimensional and design standards.
 - Should meeting the freestanding sign design standards apply only to new signs or should there be a compliance program for existing signs that is implemented through non-conforming sign standards, incentives or amortization?
 - If required, should sign design review be a two-level review process with very specific standards to meet (as the current sign regulations are and similar to the Level I Single Family Residential Architectural Review Standards), and a more flexible and subjective review process that may allow a sign owner more design options (Level II SFR AR)?

OUTCOMES:

If Council decides to move forward:

- Direction from Council on changes to the Sign Code related to sign design standards and implementing provisions.
- Direction from Council on whether or not to move forward with a sign design program.

Attachments: A. PowerPoint Presentation



Signs-Architectural Design Standards

Tualatin City Council Work Session Discussion

April 27, 2009



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Purpose & Objectives I

- # Enable and encourage commercial development to erect freestanding signs that are both attractive to the community and compatible with the design or architecture of the development.
- # Consider establishing Design Standards for Architecturally Compatible freestanding signs.

2



Purpose & Objectives II

- # Consider developing provisions in the Sign Code that encourage or require Architecturally Compatible signs.
- # Consider developing a process to review and approve Architecturally Compatible signs.
- # Establish timely ways to transition existing signs to comply with new standards.

3



Presentation Contents

- Background-12/7/08 Work Session
- Existing Pole Sign Inventory & Pole Sign Options
- Sign Review Process-SFR AR Model
- Transition to new standards-New signs & Existing Signs
- Possible scenarios facing businesses with new or existing signs subject to new standards.

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December 7, 2008 Work Session Background

- # At the December 8, 2008 Council Work Session, the Council discussed
 - creating design standards for freestanding signs and a process for reviewing sign design;
 - changing standards for pole signs or eliminating pole-type signs altogether;
 - and creating a process for transitioning existing pole signs to new standards using an amortization program, changes to non-conforming sign provisions and creating an incentive program.

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December 7, 2008 Work Session Background

- # Council members expressed interest in employing a freestanding sign design review process similar to the Single Family Residential (SFR) Architectural Review (AR) process that has:
 - a "clear & objective" Level 1 track that is "menu driven" for an applicant to choose,
 - and a "discretionary" Level 2 process for applying more subjective standards.

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December 7, 2008 Work Session Background

- # The Council asked for further discussion on dealing with freestanding pole signs and on ways to improve existing signs that are or would be non-conforming under new sign standards.
- # The Council also wanted information on the number of existing pole signs that may be affected by changes to the sign code and a look at what the options may be for businesses that have an existing freestanding sign or are seeking approval of a new sign

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Existing Pole Sign Inventory & Pole Sign Options

- 77 Existing "Legal" Pole Signs (Permitted from 1978-2009) in City.
- 24 Existing Pole Signs are in I-5 Freeway Corridor and subject to Federal Regulations. All 24 are non-conforming.
- Approximately one-half of all Existing Pole Signs are non-conforming in respect to current Sign Code standards.



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Pole Sign Options

- Continue to allow both Freestanding Monument & Pole-Style Signs.
- Allow Pole Signs subject to:
 - 1) Revised dimensional standards (reduced height, sign face height & sign face area)(increased or reduced pole width/diameter);
 - 2) New Sign Design Standards;
 - 3) Location restrictions (eg. not on Arterial or Collector Street frontages such as SW Nyberg/SW Boones Ferry Road/SW T-S Rd.).
- Allow only Monument-Style Freestanding Signs and eliminate Pole Signs altogether.

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Sign Design Review Process—

- # The Single Family Residential (SFR) Architectural Review (AR) process for new houses and larger additions is a good model for a process to use for applying Sign Design standards.
- # The SFR AR process has a "clear & objective" **Level I** track that is "menu driven" for an applicant to choose that is simple and quickly evaluated, and a "discretionary" **Level II** process for applying more subjective standards and allowing for more flexible design as well as participation by other property owners.
- # Sign dimensions and Sign Design elements lend themselves to use in a SFR AR Level I & II process.

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Transitioning Existing Signs

- Revising Pole Sign Standards & Creating a Sign Design Review process will result in all existing pole signs and other signs subject to design standards becoming non-conforming.
 - Result in all existing pole signs becoming non-conforming;
 - Will require compliance with style, number, dimensional, and illumination standards;
- Currently, the Non-conforming Sign standards allow a sign to remain indefinitely unless sign is relocated or structurally altered (reducing non-conforming dimensions by less than a minimum 25%). A sign face change (copy change) or ordinary maintenance are not considered alteration.

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Transitioning Existing Signs

- Revising the Non-conforming Sign Standards to require compliance with current design standards if a structural change or relocation is proposed, while allowing some of the dimensional non-conformity to be retained is an incentive to bringing a pole sign into design compliance.
- An amortization program would require replacement of non-conforming freestanding signs within a specified period of time (typically 10 years).
 - Cannot be applied to freestanding signs in I-5 Corridor without compensation;
 - Costs of replacing freestanding signs can be substantial for businesses.

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Scenarios-Sign Design & Pole Sign Standards/Revisions

- # No Change to Standards or Non-Conforming Sign Provisions.
 - No change for sign owners and applicants.
- # New Freestanding Sign Standards & Require Sign Design Process for New Freestanding Signs (Existing Non-conforming Sign Standards/No mandated replacement by amortization).
 - New, relocated and structurally altered signs will be required to meet Level I or Level II Sign Design Standard.
 - Possible incentives for larger/taller signs that meet design standards.

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Scenarios-Sign Design & Pole Sign Standards/Revisions

- # Sign Design Process + Modify Pole Sign Standards & Restrict or Eliminate Pole Signs + Required Replacement (Amortizing Program).
 - All new signs must meet new sign standards.
 - All modified, relocated signs or signs due for amortizing must be replaced with conforming signs, unless exempted.
 - Sign owner may choose Level I or II Sign Design process and obtain approval, may choose to retain non-conforming sign status by meeting minimum conformance revision and obtain sign permit, may choose to retain pole sign subject to amortization.

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Discussion





MEMORANDUM

CITY OF TUALATIN

TO: Honorable Mayor and Members of the City Council

THROUGH: Sherilyn Lombos, City Manager 

FROM: Doug Rux, Community Development Director 

DATE: April 27, 2009

SUBJECT: TUALATIN PLANNING ADVISORY COMMITTEE
RECOMMENDATION ON FOR LEASE SIGNS

BACKGROUND:

The City Council has been involved in a series of reviews focused on the City's sign regulations. Recently City Council has modified regulations for Freeway-Oriented Signs, and staff is currently working on sign design standards in the Central Commercial and General Commercial Planning Districts. Council has also requested conducting a comprehensive review of the City's sign regulations.

Several Council members have voiced some concerns on the growing number of For Lease Signs throughout the City over the past year or so. Tualatin Planning Advisory Committee (TPAC) members have also noted the increased number of "For Lease" signs located throughout the community. On March 12, 2009 TPAC discussed this issue with staff providing preliminary background information on other jurisdictions' regulations on "For Lease" signs. Staff was requested to prepare a matrix summarizing the information.

TPAC members generally discussed the issues surrounding "For Lease" signs including enforcement, inventory of signs, size, location and number.

ISSUES:

Should staff advance evaluation of "For Lease" signs outside of the City Council request to conduct a comprehensive review of the sign regulations?

Should staff be directed to inspect and inventory all "For Lease" signs for compliance with TDC regulations?

MEMORANDUM: TPAC Recommendation on For Lease Signs

April 27, 2009

Page 2 of 2

Inventorizing and inspecting all "For Lease" signs within the City, preparing summary report, preparing summary evaluation of other jurisdictions For Lease sign regulations and presentations to TPAC and City Council, the staff time would be approximately 80 hours. This does not include time for any enforcement actions for signs that may be in violation of the Tualatin sign regulations.

TPAC RECOMMENDATION:

TPAC recommends to the City Council that an inspection of "For Lease" signs be done and report back on existing signage and, secondly, staff is requested to prepare a report to TPAC on a matrix and how Tualatin's ordinance compares to other cities including permitting/non permitting and parameters of where signs can be placed, how many, size/type and adopted time restrictions.

WORK SESSION ITEMS

PowerPoint?

1. 1st Budget Committee meeting - FY 2009/10 (60m)

2. Fee Schedule Update – Land Use Fees (Comm. Dev)

3.

4.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. Proclamation – Law Enforcement Memorial Week (Police)

2. Proclamation – Public Works Week (Eng)

yes

3. Proclamation – EMS Week May 17 – 23, 2009

4. Update on Whistle-Free Zone

CONSENT CALENDAR ITEMS

1. Reso – CUP-09-01 Stafford Hills Racquet/Fitness Club (if necessary)

2. Reso – Awarding Bid for Norwood Pump Station

3. Reso - Approving Ratification of CBA – Tualatin Employees Assoc.

4.

5.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1.

2.

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. Presentation/discussion ODOT I-5 Preservation project, sound walls, schedule

2. Reso – Requesting Election on Clackamas County Library District (and Annexing)

3.

4.

5.

EXECUTIVE SESSION ITEMS

1.

MEETING DATE: Monday, May 18, 2009
2nd Budget Committee Meeting (food not provided)

start time: 6:30p
Location: Chambers

SPECIAL WORK SESSION ITEMS

PowerPoint?

1. FY 2009/10 Budget Presentation

2. Public Hearing on the budget

MEETING DATE: Wednesday, May 20, 2009
3rd Budget Committee Meeting (IF NEEDED) (food not provided)
Location: Council Chambers

start time: 6:30p

SPECIAL WORK SESSION ITEMS

PowerPoint?

1. FY 2009/10 Budget Presentation

2.

3.

WORK SESSION ITEMS

PowerPoint?

1. CURD Maximum Indebtedness (Comm. Dev.)

2. PTA – Phase 3 Tree Regulations (Comm. Dev.)

3. Connector project – Alternative 7 – next steps and discussion of corridors

4. Urbanization Forum Draft Reso (Comm. Dev.)

5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1.

2.

3.

CONSENT CALENDAR ITEMS

1. Resolution Fee Schedule Update – Land Use Fees (Comm. Dev.)

2. Award of Bid – I-5 Landscape Project (Ops)

3. Reso – Awarding AC water line replacement contract - Indian Woods/Indian Meadows

4.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. IMP 09-01 JAE Industrial Master Plan - *Quasi-Judicial* (Comm. Dev.)

2.

3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1.

2.

3.

4.

5.

EXECUTIVE SESSION ITEMS

1.

WORK SESSION ITEMS

PowerPoint?

1. ASR
2. Water Update (Eng)
3. Phase 2 Fences Follow Up (Comm Dev)
4. Historic Regulations Holistic Review Follow-up (Comm. Dev.)
- 5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

- 1.
- 2.
- 3.

CONSENT CALENDAR ITEMS

1. Reso – Urbanization Forum (Comm. Dev.)
- 2.
- 3.
- 4.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. Development Agreement Marquis/TTSD/City Old Element Schl (Comm. Dev.)
2. PMA 09-01 Marquis RL to RML **Quasi-Judicial** (Comm. Dev.)
3. Public Hearing – State Revenue Sharing **Other** (Finance)

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

- 1.
- 2.
- 3.
- 4.
- 5.

EXECUTIVE SESSION ITEMS

- 1.

MEETING DATE: Tuesday, June 9, 2009
Special Work Session (food provided)

start time: 5p
Location: Meridian Park Hospital

SPECIAL WORK SESSION ITEMS

PowerPoint?

1. Tour of hospital and talk by hospital CAO

2. Open – agenda-less meeting

WORK SESSION ITEMS

PowerPoint?

1. _____
2. _____
3. _____
4. _____
5. _____

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. Tualatin Tomorrow Presentation – GLC

2. _____
3. _____

CONSENT CALENDAR ITEMS

1. _____
2. _____
3. _____
4. _____

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. PTA 09-01 Phase 2 Fences *Legislative* (Comm. Dev.)

2. _____
3. _____

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. _____
2. _____
3. _____
4. _____
5. _____

EXECUTIVE SESSION ITEMS

1. _____

WORK SESSION ITEMS

PowerPoint?

1. CURD Maximum Indebtedness Financial Analysis TDC – Comm. Dev. *(Tentative)*
- 2.
- 3.
- 4.
- 5.

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

- 1.
- 2.
- 3.

CONSENT CALENDAR ITEMS

- 1.
- 2.
- 3.
- 4.

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

- 1.
- 2.
- 3.

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. Tualatin Tomorrow – Annual Report
- 2.
- 3.
- 4.
- 5.

EXECUTIVE SESSION ITEMS

- 1.

WORK SESSION ITEMS

PowerPoint?

1. _____
2. _____
3. _____
4. _____
5. _____

PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS

PowerPoint?

1. _____
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3. _____

CONSENT CALENDAR ITEMS

1. _____
2. _____
3. _____
4. _____

PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial

PowerPoint?

1. PTA Historic Regulations (*Legislative*) Comm. Dev. (Tentative)
2. _____
3. _____

GENERAL BUSINESS ITEMS (not consent)

PowerPoint?

1. _____
2. _____
3. _____
4. _____
5. _____

EXECUTIVE SESSION ITEMS

1. _____

May

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1 7:30a Chamber Networking @ Artistic Photographic, 7002 SW Nyberg Road 9:00am - 1:30pm YAC Project FRIENDS	2
3	4	5 6:30p TLAC	6 Mike out - conf.	7 12p Friends of Library 6:45p Clackamas County C-4 Meeting @County Develop. Services Building	8	9 8:30a-4:00p Portland Model Power Boat Association at Lake at Tualatin Commons 10-2:00 Bulky Waste Day @ Allied in Wilsonville
10	11 5:30p Work Session - Budget Committee 7:00p Council/TDC Mtg	12 6:00p TPARK	13 5:00p Metro Policy Advisory Committee 6:30p Tualatin Tomorrow VIC Steering Committee Meeting, Council Chambers	14 7:00p TPAC	15 7:30a Chamber Networking @ State Farm Insurance, 8491 SW Warm Springs Carina out	16 10-2:00 Yard Debris Drop off @ Grimm's
17	18 Chamber Crawdaddy Open Time TBA 6:30p Budget Committee Mtg Carina out	19 1-3:45p Public Works Event @ Hazelbrook 6:30p TAAC	20 12:00p Core Area Parking District Board, Chambers 6:30p Budget Committee Mtg (if needed)	21	22 12-1 Public Works Week BBQ @ TCP	23
24	25 Memorial Day Holiday CITY OFFICES CLOSED	26 5:00p Work Session 7:00p Council/TDC Mtg	27 5:00p Metro Policy Advisory Committee	28 11:30a Chamber Luncheon @ Country Club	29 7:30a Chamber Networking @ Azumano Travel, 16200 SW Pacific Highway Suite G Tigard	30 10a-2p Spring Fling @ Tualatin Commons
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2009

June

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
		6:30p TLAC		6:45p Clackamas County C-4 Meeting @County Develop. Services Building		8:30a-4:00p Portland Model Power Boat Association at Lake at Tualatin Commons
7	8	9	10	11	12	13
	5:00p Work Session 7:00p Council/TDC Mitg	6:00p TPARK	5:00p Metro Policy Advisory Committee 6:30p Tualatin Tomorrow VIC Meeting, Location TBA			10:00a -Midnight Relay for Life (THS Artificial Turf Field)
14	15	16	17	18	19	20
Midnight - 10:00a Relay for Life (THS Artificial Turf Field) 8:30a-4:00p Portland Model Power Boat Association at Lake at the Commons	8:00a - Willowbrook fences up at Browns Ferry	6:30p TAAC				
21	22	23	24	25	26	27
	5:00p Work Session 7:00p Council/TDC Mitg		5:00p Metro Policy Advisory Committee	11:30a Chamber Luncheon @ Country Club		
28	29	30				
	8:00a - First day of Willowbrook Camp at Browns Ferry					

2009

July

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
			1	2 6:45p Clackamas County C-4 Meeting @County Develop. Services Building	3 Independence Day Holiday CITY OFFICES CLOSED LIBRARY OPEN	4 LIBRARY CLOSED
5	6	7 6:30p TLAC	8 5:00p Metro Policy Advisory Committee	9	10 11:45a Senior Center Anniversary Celebration 6:30p Concerts on the Commons	11 8:30a-4:00p Portland Model Power Boat Association at Lake at Tualatin Commons
12	13 5:00p Work Session 7:00p Council/TDC Mtg	14 6:00p TPARK	15	16 7:00p Urban Renewal Advisory Committee, Council Chambers	17 6:30p Concerts on the Commons	18 7:00a-6:00p Oregon Emerald Cup – Boat races on Lake at Tualatin Commons
19	20 5:00p Work Session 7:00p Council/TDC Mtg	21 6:30p TAAC	22 5:00p Metro Policy Advisory Committee	23 11:30a Chamber Luncheon @ Country Club	24 12-9p Artsplash 6:30p Concerts on the Commons	25 10a-9p Artsplash
26 10a-4p Artsplash	27 5:00p Work Session 7:00p Council/TDC Mtg	28	29	30	31 6:30p Concerts on the Commons	

2009