



City of Tualatin

18880 SW Martinazzi Avenue
Tualatin, Oregon 97062-7092
Main 503.692.2000
TDD 503.692.0574

Approved By Tualatin City Council

Date 03/10/2008

Recording Secretary J. Kirby

TUALATIN CITY COUNCIL WORK SESSION MINUTES OF FEBRUARY 11, 2008

PRESENT: Mayor Lou Ogden; Councilors Monique Beikman, Bob Boryska, Chris Barhyte, Jay Harris, Donna Maddux [*arrived at 5:10 p.m.*], and Ed Truax; Sherilyn Lombos, City Manager; Brenda Braden, City Attorney; Mike McKillip, City Engineer; Doug Rux, Community Development Director; Paul Hennon, Community Services Director; Kent Barker, Police Chief; Dan Boss, Operations Director; Don Hudson, Finance Director; Eric Underwood, Development Coordinator; Carina Christensen, Assistant to the City Manager; Cindy Hahn, Assistant Planner; and Maureen Smith, Recording Secretary

ABSENT: None.

[Unless otherwise noted, MOTION CARRIED indicates all in favor.]

A. CALL TO ORDER

Mayor Ogden called the work session to order at 5:00 p.m. and recessed at 5:01 p.m.

The Council portion of the work session reconvened at 5:49 p.m.

B. PRESENTATIONS, ANNOUNCEMENTS, SPECIAL REPORTS

1. Single Family Dwelling Standards

Assistant Planner Cindy Hahn presented a PowerPoint presentation. Staff was given direction from Council to pursue design standards to address unarticulated, blank walls on single family housing. The *attached* PowerPoint addresses Policy Considerations, Applicability, Purpose, Objectives, and Levels of Review. Ms. Hahn reviewed the two levels of single-family architectural review: Level I, Clear and Objective standards, and Level II, Discretionary.

Discussion followed. Council wanted to be certain there would be flexibility in the process to have the ability to retool if need be. Staff said they could revisit with Council after the standards have been in place for a certain amount of time, and review any issues that may have arisen during that time. Ms. Hahn explained that if the criteria does not fit in Level I, it would then move to Level II, discretionary guidelines. All Council present concurred with the Level I criteria as presented by staff.

Council asked if the Home Builders Association (HBA) has been given an opportunity to review the proposed standards. Staff will review with the HBA before taking back to the Tualatin Planning Advisory Committee (TPAC) for their recommendation.

Staff is recommending these standards apply only to single family new construction and remodels for the purpose of an accessory unit. It was asked about having this apply to additions, not only an accessory unit. City Manager Sherilyn Lombos said when this issue is presented to TPAC, major remodeling, and applicable percentages can be discussed.

Staff will return to Council in April or May for approval.

A break was taken from 6:07 p.m. to 6:15 p.m.

3. Transient Update

Police Chief Kent Barker gave an update on the effectiveness of the recent ordinances passed by Council dealing with unacceptable behavior by homeless-transient individuals, particularly specific individuals. The ordinances were established in June 2007 which prohibited public alcoholic beverage consumption, urinating or defecating in public, nudity, camping on public property, and providing penalties and severability.

Chief Barker briefly reviewed camping-trespassing issues. The current practice is an individual can be arrested for trespassing on private/public property. The Police Department has been working with property owners, obtaining a "trespass letter" from a property owner to use for frequent locations. Establishment of a camping "permit" would allow camping if a permit was obtained. This would require administration of a permit process. Staff does not believe there is a problem, and will continue to work with Oregon Department of Transportation (ODOT) officials on various places that are having problems with transient camping and also work on cutting down and trimming back landscaping, etc. for visibility.

Staff recommends continuing with the ordinances in place, and not establish a permit process for camping on private property. Brief discussion followed. Council said they appreciated staff responsiveness to this issue and the progress that has been made as a whole.

4. November 2008 Bond Measure Update

Community Services Director Paul Hennon briefly presented information on the proposed recreation bond measure for the November 2008 ballot. Thousands of residents came together during the Tualatin Tomorrow process to develop a community vision. An ad hoc committee was formed to study proposed facilities, capital and operating costs, and funding sources for a new recreation center, sports fields, and bicycle and pedestrian trails within the Tualatin River Greenway. After the study is complete in May, the City Council will then decide whether to put a funding measure on the November 2008 general election. The ad hoc committee first met on February 7, 2008.

City Manager Lombos said in the past few weeks discussion has been raised on whether the senior center programs and activities could be moved and be part of the proposed community center. Mr. Hennon said with the current senior center uses it would mean that a full service kitchen would need to be part of the proposed community/ recreation center. There would also need to be at least one dedicated space for seniors, with the rest of the space shared. Whether the seniors would be interested in a joint use facility was discussed, and if it would be a good idea in the long run. Staff will look more closely at the dedicated space issues and whether it would be workable as the process moves along. Also, staff would like to focus on the fields that the Tigard-Tualatin School District (TTSD) will commit to at this point, and not spend an effort on the ones they are not willing to commit to now. Council asked that any proposed fields be up to high level standards, such as providing irrigation, etc.

Staff will bring back more information to the Council at the next meeting, and the next ad hoc committee meeting is scheduled for March 7, 2008.

C. CITIZEN COMMENTS

None.

D. CONSENT AGENDA

The Consent Agenda was reviewed by the Council.

E. PUBLIC HEARINGS – Legislative or Other

N/A

F. PUBLIC HEARINGS – Quasi-Judicial

N/A

G. GENERAL BUSINESS

N/A

H. ITEMS REMOVED FROM CONSENT AGENDA

N/A

I. COMMUNICATIONS FROM COUNCILORS

Councilor Boryska noted he attended the recent Washington County Coordinating Committee (WCCC) meeting.

J. EXECUTIVE SESSION

None.

K. ADJOURNMENT

The work session adjourned at 7:00 p.m.

Sherilyn Lombos, City Manager

Recording Secretary

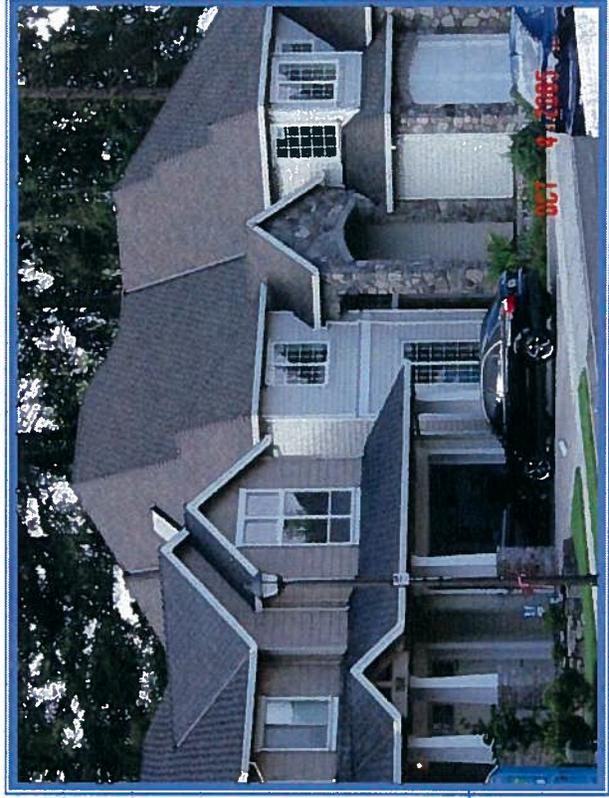


Single-Family Dwelling Design Standards

PTA 06-05



February 11, 2008





Policy Considerations



Given the direction from Council to pursue single-family design standards to address blank walls visible from the front, side and rear:

1. To what type of construction should the design standards apply (new construction, additions, etc.)?
2. Do the draft purpose and objectives appropriately reflect Council's goals in pursuing single-family design standards?
3. What Level I (Clear & Objective) design elements (in a menu of roof and wall features) and Level II (Discretionary) design criteria should be included?
4. What is the timeline for decision and implementation?



Applicability



Single-family design standards may apply to:

1. New single-family dwelling construction.
2. An addition to a single-family dwelling.
3. An addition to a single-family dwelling for the purpose of creating an accessory dwelling unit that results in an increase to the gross floor area of the structure.
4. Remodel of a single-family dwelling.

Staff recommends the standards under consideration apply only to #1 and #3.



Purpose



Single-family design standards are intended to:

- Promote functional, safe, innovative and attractive buildings that are compatible with the surrounding environment. This concerns the building form including articulation of walls, roof design, materials, and placement of elements such as windows, doors, and identification features.



Objectives



Single-family structures shall be designed, to the maximum extent practicable, to:

- Enhance Tualatin through the creation of attractively designed housing and streetscapes.
- Encourage originality, flexibility and innovation in structure design.
- Avoid stark unarticulated building facades and encourage sufficient relief in facades of dwellings to avoid a single block or box appearance by mixing contrasting vertical and horizontal elements in the roof and walls of structures.



Objectives



- Provide continuity in design by utilizing architectural materials and style employed on the front façade on the remaining sides of the structure.
- Discourage monotonous, drab, unsightly, dreary and inharmonious development.
- Provide guidelines for good design at reasonable costs and with multiple options to achieve the purposes of single-family structure design.



Levels of Review



Two levels of Single-family Architectural Review:

- Level I (Clear & Objective); and
- Level II (Discretionary).



Level I (Clear & Objective)



Application and Review Procedure:

- Ministerial decision
- Administrative approval by Community Development Director if all design standards are met
- Variances prohibited
- Apply for Level II (Discretionary) review if unable to meet Level I design standards



Dwellings shall provide:



- Windows that occupy at least 15% of the wall plane, excluding the roof and any windows in a garage door.
- Front façade. At least 3 of the roof design elements and at least 5 of the wall design elements.
- Each remaining side of dwelling. At least 2 of the roof design elements and at least 4 of the wall design elements.



Roof Design Elements



- Dormer, such as hipped, gabled, shed, or eyebrow dormer design.
- Pitched or sloping roof, such as a gable or hip roof.
- Roof overhang or eave of at least 8 inches.





Roof Design Elements



- Variation in roof pitch, height of roof planes, or roof orientation, such as in a roof with multi-level eaves.

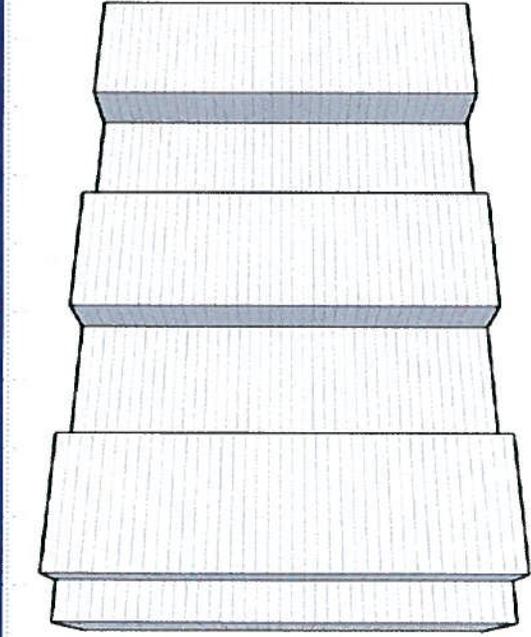




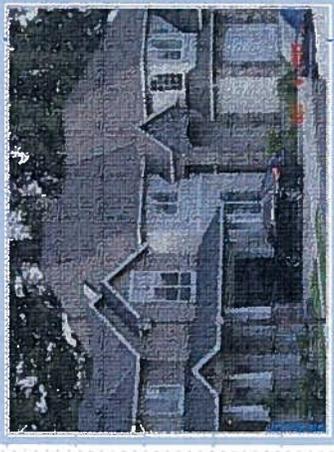
Wall Design Elements



➤ On the front façade, recessed entry at least 2 feet behind the wall plane and at least 8 feet wide.

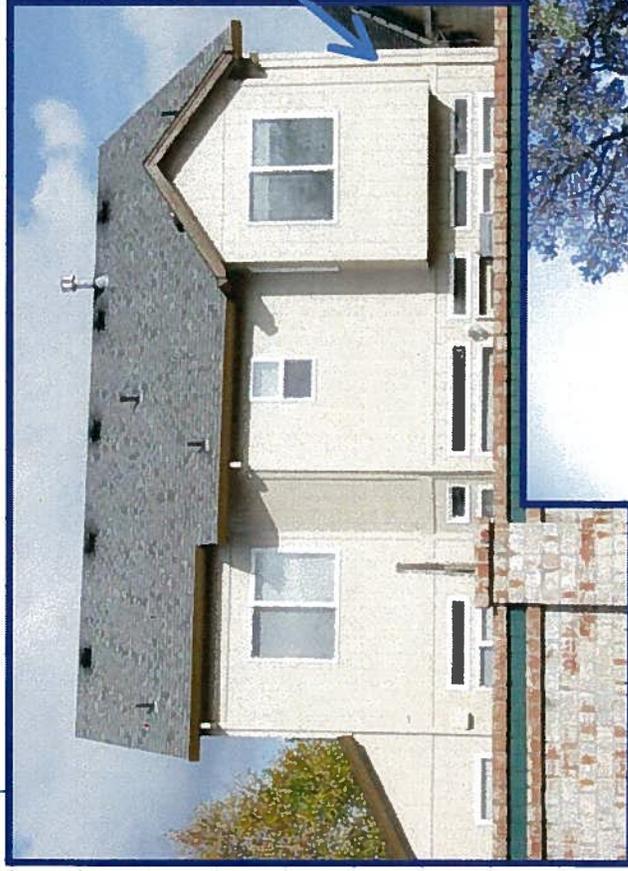


➤ At least 2 vertical offsets, either projecting or recessed, of at least 16 inches in depth and 8 feet long.

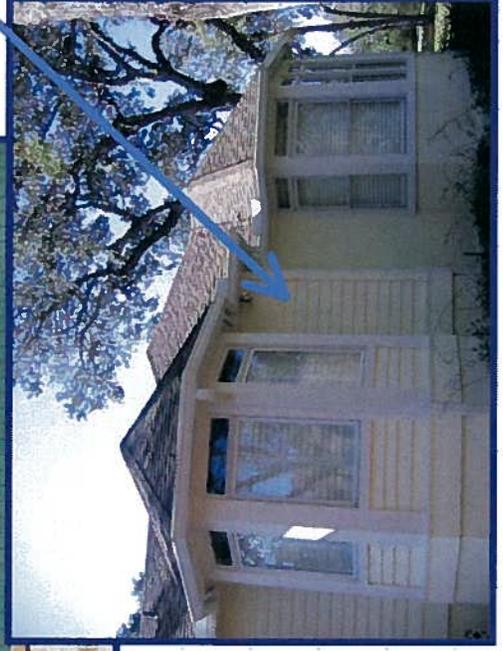




Wall Design Elements



➤ Horizontal offset, either projecting or recessed, of at least 16 inches in depth.

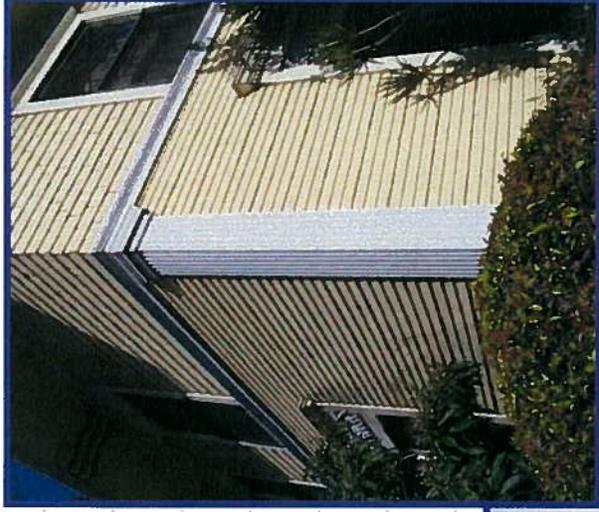


➤ Bay window, which projects at least 12 inches outward from the wall plane and forms a bay or alcove in an interior room of the dwelling.

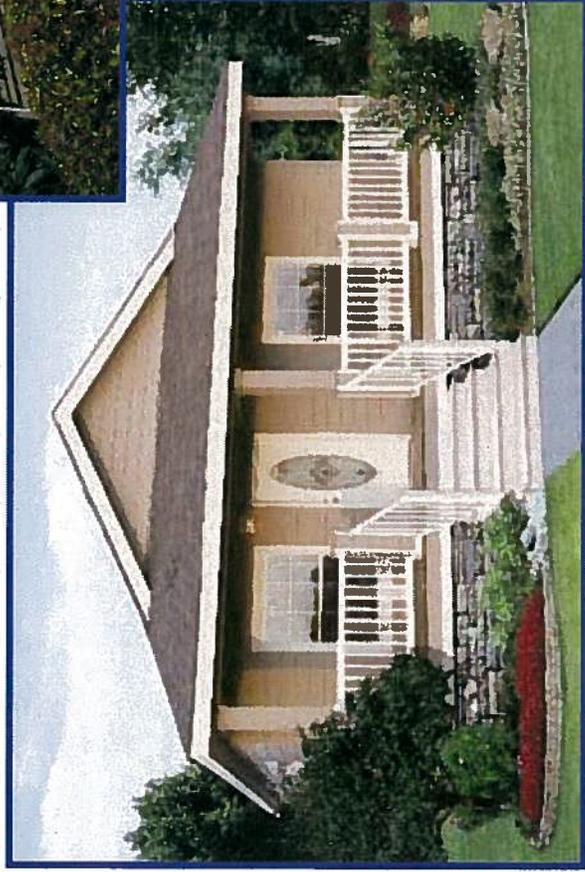




Wall Design Elements



- Column or pilaster, either complete or engaged, and in the wall plane, at a change in wall plane, or at a corner of the dwelling.



- Covered porch at least 36 square feet in area and at least 4 feet deep.



Wall Design Elements



- Balcony, which projects from the wall plane and is enclosed by a railing or parapet.
- Exterior chimney of brick, stone, composite masonry or similar materials.



Wall Design Elements



➤ Window trim or surround at least 4 inches wide that completely surrounds the window.

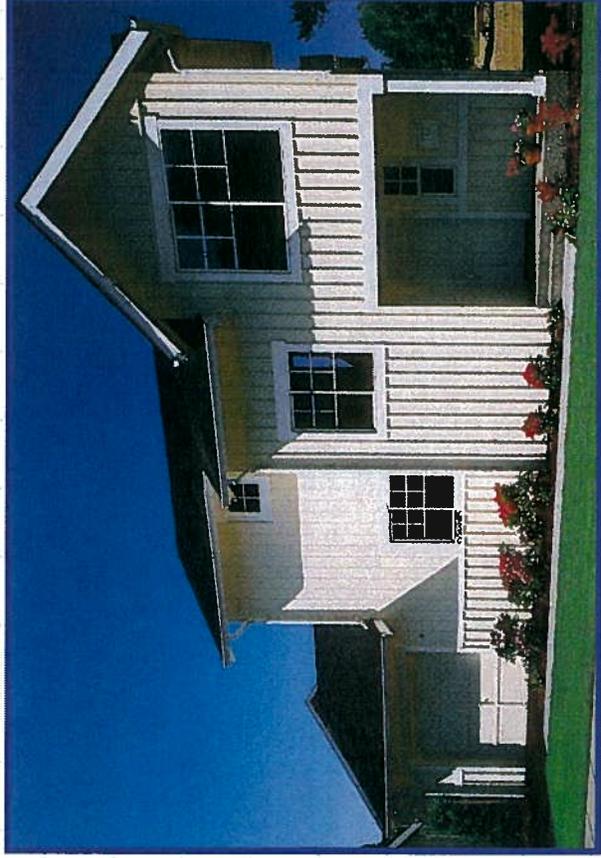
➤ Window grids or windows with multi-paned sashes.



Wall Design Elements



- Variation in wall cladding, wall-surface pattern, or decorative materials such as shakes, shingles, brick, stone or other similar.





Level II (Discretionary)

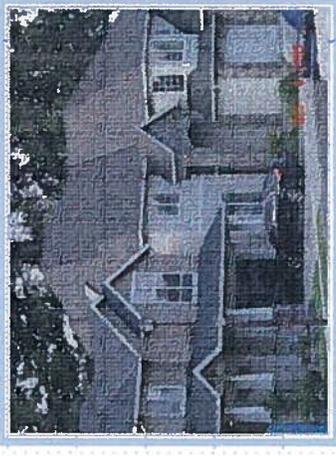


Application and Review Procedure:

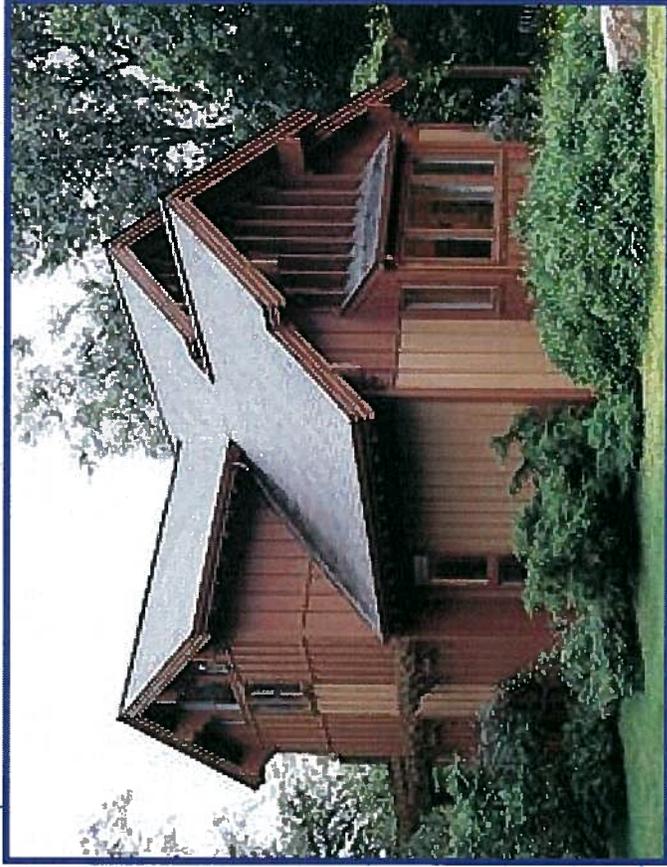
- Limited land use decision
- Administrative approval by Community Development Director if all design criteria are met
- Must demonstrate consistency with the objectives of the specific standard from which relief is sought in light of the discretionary guidelines
- Allows for creativity and flexibility in design



Discretionary Guidelines



- All roofs should be pitched or sloping and articulated by use of such elements as dormers, gables, overhands or eaves, and should have variations in roof pitch, height of roof planes, or roof orientation that create visual interest and void monotony in appearance.

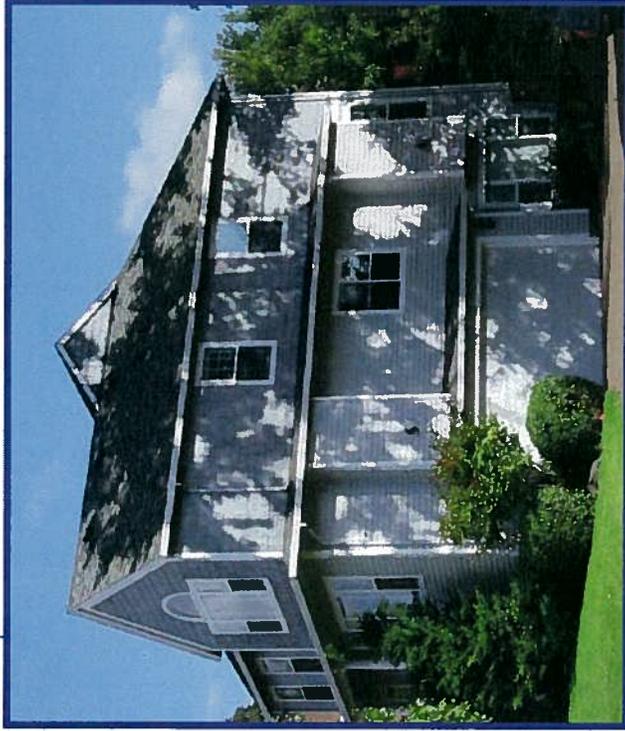




Discretionary Guidelines



- Architectural articulation and other design elements, such as balconies, porches, dormers, bay windows, vertical or horizontal offsets, variations in cladding, or moldings should be used on all sides of the dwelling to avoid stark unarticulated building facades, to minimize the scale and visual impact of a continuous flat wall surface, and to create a sense of visual interest for passersby and neighboring property owners.

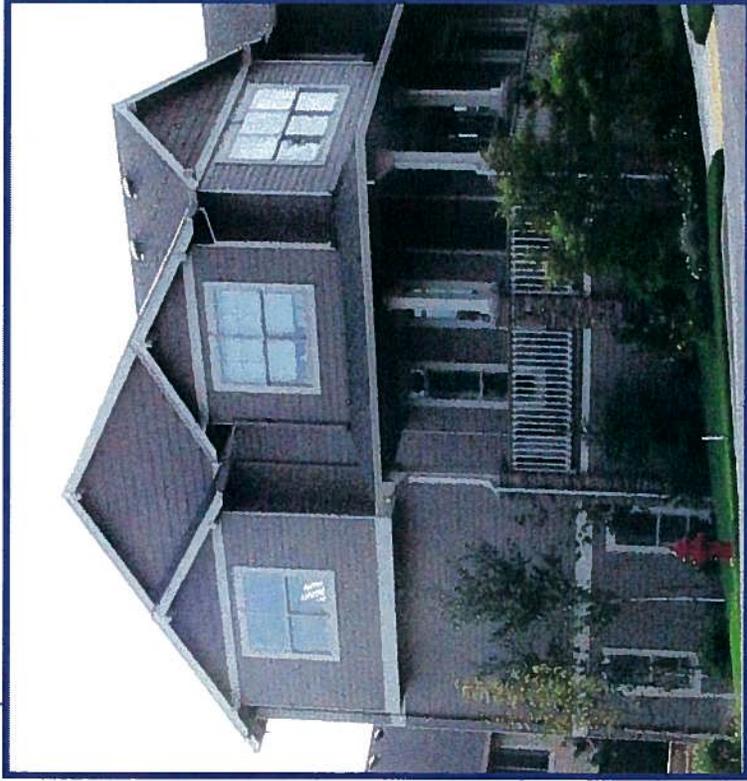




Discretionary Guidelines

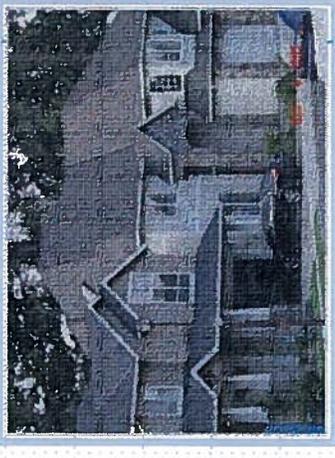


- The architectural character (i.e., exterior materials, architectural articulation, design elements, etc.) of the front façade of the dwelling should be utilized on all sides of the structure to create a unified appearance and to avoid a single block or box appearance.





Discretionary Guidelines



- New dwellings should be designed and situated on a property in order to create and maintain a visual sense of harmony with surrounding development and should not overwhelm the scale of surrounding development.
- The overall architectural design of the dwelling should foster a compatible, positive relationship with the scale and character of the street, and the scale and character of surrounding existing development.



Desired Outcomes



1. Agreement on the type of construction to which the design standards will apply.
2. Agreement on the purpose and objectives for single-family design standards.
3. Agreement on Level 1 (Clear & Objective) design elements and Level II (Discretionary) design criteria that should be included.
4. Timeline for decision, and schedule.



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Date: 03/10/2008
Recording Secretary: [Signature]

TUALATIN CITY COUNCIL MINUTES OF FEBRUARY 11, 2008

PRESENT: Mayor Lou Ogden; Councilors Chris Barhyte, Monique Beikman, Bob Boryska, Jay Harris, Donna Maddux, and Ed Truax; Sherilyn Lombos, City Manager; Brenda Braden, City Attorney; Doug Rux, Community Development Director; Mike McKillip, City Engineer; Paul Hennon, Community Services Director; and Maureen Smith, Recording Secretary

ABSENT: None.

Mayor Ogden called the meeting to order at 7:05 p.m.

[Unless otherwise noted, MOTION CARRIED indicates all in favor.]

A. CALL TO ORDER

Councilor Barhyte led the pledge of allegiance.

B. PRESENTATIONS, ANNOUNCEMENTS, SPECIAL REPORTS

1. *Swearing-in of Police Officers – Bryan Belcher, Jill Chapman, Tamara Lewis*
Police Chief Kent Barker said seven new officers have been hired to resignations, etc. The three officers tonight are “lateral” officers that have come from other agencies. Chief Barker swore in new police officers Bryan Belcher, Jill Chapman, and Tamara Lewis.
2. *Tualatin Youth Advisory Council Update*
Representatives from the Tualatin Youth Advisory Council (YAC) gave a brief presentation on recent activities. The YAC did a survey on the proposed ballot measure, and also they will be focusing on a “Green Week” project during April. The YAC also asked for donations of blankets during the recent cold weather, and all will be donated to the “Caring Closet.”

Mayor Ogden mentioned the YAC’s “Green Week” project may coincide with the Arbor Week program and suggested the YAC check with staff to coordinate any events, etc. Mayor Ogden also mentioned the upcoming Chamber “Celebrate Tualatin” program’s theme is “green” and suggested the youth get together with the Chamber with any coordination.

3. *Community Action Organization Presentation – Jerralynn Ness, Executive Director*
Jerralynn Ness presented information on the Community Action Organization (CAO). CAO is a countywide nonprofit organization that has been delivering services since it was formed in 1965. Services are provided to low income families that others aren’t able to provide. Ms. Ness noted that Mayor Ogden has been a member of their board for the last 12 years, and Councilor Beikman will also be part of their board.

Ms. Ness presented a video to the Council entitled "Hope, Help and Change" about the various people it helps and services they provide. Ms. Ness also distributed an informational packet to Council on CAO's services, etc. She noted that in the last five years assistance has nearly doubled, and the largest number of families served is for energy assistance, which they have served nearly 8,000 families a year in energy assistance. There were also 40 families in Tualatin this past year, that asked for rent assistance, a strategy used to prevent homelessness. Ms. Ness also mentioned their involvement with the Head Start program, in particular with the Coffee Creek Women's Correctional Facility.

Mayor Ogden thanked Ms. Ness for all of CAO's good works and assistance to the community.

4. *Heritage Center Annual Report Presentation*

Larry McClure, Norm Parker, and Lindy Hughes, representatives from the Tualatin Historical Society (THS) were present to give an annual report on the Heritage Center. Ms Hughes was recently hired as the first actual paid employee of the Heritage Center. Also present was architect Todd Kroeger, for development of Phase II of the Heritage Center.

Norm Parker, Tualatin Historical Society president, gave a brief review of the Historical Society, which has grown to 200 members over the years. Three City Councilors are members of the THS, and they are always looking to garner more members. The THS appreciates the effort and assistance the City has made to open the Heritage Center two years ago.

Larry McClure, director of the Heritage Center, and Lindy Hughes, assistant director, reviewed Heritage Center activities of the past year, and noted there was a 20% increase in use of the Heritage Center. The Center has also done well in the financial side of their venture. A brief PowerPoint was presented reviewing many of the activities, functions, etc. that have taken place in the past year. The Center's goal for the coming year is to develop a patio and garden west of the building, and they are almost to their goal for funding of this project. Mr. McClure said they are asking for Council's approval of this project. It was noted that the Tualatin Parks Advisory Committee (TPARK) has also reviewed this project.

Mayor Ogden gave kudos to the THS for all their work and dedication.

C. CITIZEN COMMENTS

Joy Basse, SW Tualatin Road, Tualatin, OR, owner/director Rainbow Valley Resource Den, was present and thanked Council and staff for the ordinances that were passed that have assisted in addressing the homeless issue. Ms. Basse read a letter in support of tenants and their need to have habitable places to live without landlord retaliation. Ms. Basse said tenants are being forced to live in conditions that are unsafe and unfit, and she wanted to make Council aware of this issue to get the full picture of what is taking place.

Mayor Ogden noted that there are occupancy standards are in place, and that there is minimum standards that are required. City Manager Lombos said this issue will be discussed at the February 25, 2008 Council work session in regards to rental housing standards, etc.

Mayor Ogden thanked Ms. Basse and appreciated all her efforts in the community.

D. CONSENT CALENDAR

City Manager Lombos noted an appointment is needed for Council representation on the upcoming Arbor Week Committee. Councilor Barhyte volunteered with Councilor Maddux as needed for backup.

MOTION by Councilor Truax, SECONDED by Councilor Maddux to adopt the Consent Agenda as amended and read.

1. Approval of Minutes for the Meeting of January 14, 2008
2. Resolution No. 4750-08 Authorizing Construction of a Retaining Wall Within a Sanitary Sewer Easement
3. Resolution No. 4751-08 Authorizing the Sale of the City's General Obligation Refunding Bonds
4. Resolution No. 4752-08 Accepting Deeds of Dedication and Easements Associated With the SW Herman Road Improvement Project
5. Resolution No. 4753-08 Accepting Public Improvements for All Star Mini Storage (aka Tualatin Storage)
6. Approval of a Change of Ownership Liquor License Application for Tualatin Chevron
7. Proposed Renaming of a Portion of SW Boones Ferry Road to SW McEwan Road
8. Acceptance of 2007 Heritage Center Annual Report
9. Establishment of an Ad Hoc Committee to Coordinate the 2008 Arbor Week Celebration
10. Resolution No. 4754-08 Approving Contract with Krueger International for Library Shelving and Furniture
11. Resolution No. 4755-08 Authorizing an Amendment to the Regional Water Providers Consortium Intergovernmental Agreement (IGA) Relating to Disclosure of Sensitive Information
12. Citizen Involvement Committee Appointments

MOTION CARRIED.

E. PUBLIC HEARINGS – *Legislative or Other*

1. Hearing Measure 37 Claim, Pascuzzi, Located at 10755 / 10835 / 11045 SW Tualatin-Sherwood Road (M37-06-04)
[CONTINUED from September 10, 2007]

Mayor Ogden opened the public hearing.

Assistant Planner Cindy Hahn presented the staff report and noted the request from the applicant requesting he would like to withdraw his Measure 37 claim M37-06-04.

Staff recommends that the Council consider the Applicant's request for withdrawal, close the public hearing, and direct staff to notify the applicant of acceptance and close case file M37-06-04.

Mayor Ogden closed the public hearing.

MOTION by Councilor Truax, SECONDED by Councilor Harris to accept the Applicant's withdrawal of Measure 37 claim M37-06-04, close the case file, and notify the Applicant accordingly. MOTION CARRIED.

F. PUBLIC HEARINGS – *Quasi-Judicial*

None.

G. GENERAL BUSINESS

1. Ordinance No. 1252-08 Related to Amending the Multi-Family Design Standards for Lands Within the Mixed Use Commercial Overlay District (MUCOD); Amending TDC 73.130 and 73.190 (PTA-07-06)

MOTION by Councilor Truax, SECONDED by Councilor Boryska for a first reading by title only. MOTION by Councilor Truax, SECONDED by Councilor Boryska for second reading by title only. The poll was unanimous. MOTION CARRIED. MOTION by Councilor Truax, SECONDED Councilor Boryska to adopt the ordinance. MOTION CARRIED.

H. EXECUTIVE SESSION

None.

I. ITEMS REMOVED FROM CONSENT AGENDA

No items were requested to be removed from the Consent Agenda.

J. COMMUNICATIONS FROM COUNCILORS

None.

K. ADJOURNMENT

The meeting adjourned at 8:17 p.m.

Sherilyn Lombos, City Manager

Recording Secretary