



# MEMORANDUM CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council  
**FROM:** Sherilyn Lombos, City Manager   
**DATE:** February 15, 2008  
**SUBJECT:** Work Session for February 25, 2008

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**Work Session will begin at 5:00 p.m.**

There are four items to be discussed at this work session:

**1) 5:00 p.m. (30 min) – Council-Appointed Advisory Committee Structure.** The City Council has expressed interest in examining the advisory committee structure and the process for appointing (and reappointing) advisory committee members. The discussion will focus on our current committees, the current committee appointment process, research on other city models, and finally on some policy questions the Council might wish to consider. Attached is a memo from Carina Christensen.

**Action requested:** Direction from the Council on whether to adjust or revise the current process in any way.

**2) 5:30 p.m. (45 min) – Residential Housing Standards.** Last August the Council discussed the issue of overcrowding and inadequate property maintenance in some rental properties in Tualatin. Council expressed interest in addressing both the interior and exterior condition of rental property and the exterior of owner-occupied property. The discussion will focus on rental property maintenance only with exterior standards to be brought back and discussion in the future. Attached is a memo from Brenda Braden that describes several other city models and policy issues for Council's consideration.

**Action requested:** Direction from the Council on implementing a rental housing maintenance program and the components of such a program.

**3) 6:15 p.m. (30 min) – November 2008 Bond Measure Update.** Staff will give a brief update of the progress since the last Council meeting. A preview of the issues to be discussed at the March 6<sup>th</sup> Ad Hoc Committee meeting will be presented and discussed.

**Action requested:** No specific direction is requested.

**4) 6:45 p.m. (10 min) – Council agenda review & Council communications.**

**Action requested:** Council review the agenda for the February 25<sup>th</sup> City Council and Development Commission meetings.

Other items of interest:

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. There are several key dates to note:

- February 18 (Monday) – Presidents' Day – City Offices Closed.
- February 28 (Thursday), 11:30 am – Mayor's State of the City address – Tualatin Country Club.
- March 14 (Friday), 6:30 pm – Police Awards Banquet – Hazelbrook School.
- March 29 (Saturday), 11:30 am – Dedication of Wildlife Center at the Wildlife Refuge
- April 17 (Thursday), 5:30 pm – Celebrate Tualatin – Tualatin Country Club.

108<sup>th</sup> Avenue/Ibach Street – Marilyn Street Update: Attached is a memo from Mike McKillip and Kaaren Hofmann regarding the street project on 108<sup>th</sup>. If you have any questions or concerns or would like to give further input, please let me know.

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

Attachments:

- A. Memorandum for the Council-appointed advisory committee structure discussion.
- B. Memorandum for the residential housing standards discussion.
- D. Tualatin Calendar of Events (February – May).
- E. Upcoming meeting and work session items (February – May).
- F. Memorandum regarding the 108<sup>th</sup> Avenue street project.



# MEMORANDUM

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager 

**FROM:** Carina Christensen, Assistant to the City Manager

**DATE:** February 25, 2008

**SUBJECT:** COUNCIL-APPOINTED ADVISORY COMMITTEE STRUCTURE

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The Council has expressed interest in examining the advisory committee structure and process of committees for which the Council makes appointments. This memo presents four areas of discussion around this topic. First, it describes the details of each committee. Second, it reports on the current advisory committee appointment process. The memo next describes the rules and structure of Tualatin's committees. Fourth, the memo presents other city models for review. Finally, it poses some policy questions that the Council may wish to ponder.

### **I. Committee Details**

There are currently seven advisory committees for the City of Tualatin: Budget Committee, Core Area Parking District Board, Tualatin Arts Advisory Committee, Tualatin Planning Advisory Committee, Tualatin Parks Advisory Committee, Tualatin Library Advisory Committee and the Urban Renewal Advisory Committee. In addition there is the Architectural Review Board, which is not strictly an advisory committee. It has the authority to make decisions that are binding unless a decision is appealed to the Council.

#### Architectural Review Board:

The Architectural Review Board (ARB) consists of seven members. The ARB conducts hearings, reviews plans and determines compliance in the following areas: site development, architecture, and landscaping (except single family dwellings). It also assists the City in establishing policies that help implement the Americans with Disabilities Act. The ARB also has three alternate positions and is the only board that requires professional registrations such as a Registered Architect, Registered Landscape Architect and Engineer.

The Tualatin Development Code establishing the Architectural Review Board states that members must serve two-year terms. The ARB meets at 7:00 p.m. as needed. It also

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meets not less than seven days or more than twenty-one days from the expiration date of a request for review (appeal). The current list of members is attached on page nine.

### Budget Committee

The City Council and up to an equal number of citizen appointees, which for Tualatin is seven, make up the Budget Committee. The Budget Committee is charged with the responsibility of reviewing the City budget, holding public budget hearings and establishing and approving the amount and/or rate of property taxes to be imposed. Ultimately the Budget Committee is responsible for approving the budget. The Committee typically meets in May and June in time to approve the budget so the City Council can adopt the budget prior to June 30<sup>th</sup>. The current list of members is attached on page ten.

### Core Area Parking District Board

The Core Area Parking District Board serves in an advisory capacity to the City Council on policy matters affecting the Core Area Parking District. These include location and design of new lots, existing lot improvements, regulations and maintenance, and capital outlays. The Board consists of six citizens and one City Councilor. According to the Municipal Code, five of the members must own, operate or occupy business premises in the District. The Municipal Code states that board members serve three-year terms and may not serve more than two consecutive terms unless a vacancy cannot be filled for six months or more. In addition to the regular members of the Board, the City Council may appoint not more than one ex officio member under the age of 18 years, who shall serve a one-year term, which may be renewed for one additional year.

The Board meets at 12:00 noon on the Wednesday following the third Monday of the month and as needed. The current list of board members is attached on page eleven.

### Tualatin Arts Advisory Committee

The Tualatin Arts Advisory Committee was created to "encourage greater opportunities for recognition of arts in Tualatin; to stimulate private and public support for programs and activities in the arts; and to strive to ensure excellence in the public arts collection" (Tualatin Municipal Code, chapter 11-5-010). The Committee's responsibilities include reviewing, advising and making recommendations to the City Council on all matters involving public arts and the cultural development of the City. It prepares, recommends, and, upon approval by the City Council, implements policies for proposed gifts, exhibitions, and loans of artwork to the City, for de-accessioning materials, and for handling citizen concerns; the committee assesses the collection of public art at least every ten years and explores and recommends funding sources to support the arts program. It provides assistance to activities and organizations in the community that provide art programs and encourages or conducts public programs to further the development of public awareness of the arts (TMC, chapter 11-5-070).

No later than December of each year, the Committee must file a report with the City Council detailing the Committee's activities of the previous year. Seven citizens serve on the committee. They serve three-year terms and cannot serve for more than two consecutive terms. At least two members must have professional arts backgrounds and

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no more than two members can reside outside the city limits. It meets on the 3<sup>rd</sup> Tuesday of every month at 6:30 p.m. The current list of members is attached on page twelve.

### Tualatin Planning Advisory Committee

The Tualatin Planning Advisory Committee (TPAC) reviews, advises and makes recommendations to City Council on matters affecting land use planning and the City's Comprehensive Plan. TPAC's main responsibilities include land use, economic development, public facilities and historic resources. It also serves as the committee for citizen involvement in the Land Conservation and Development Commission planning process. It must submit an annual report to the Council no later than April 1<sup>st</sup>. The Municipal Codes states that "The Annual Report shall include a survey and report of the Committee's activities 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" (Chapter 11-1-080).

TPAC consists of nine members. They serve three-year terms and cannot serve for more than two consecutive terms. No more than three members may reside outside the City. Those members who do reside outside the City must live within the Urban Growth Boundary of the City of Tualatin. One member may be less than 18 years of age but serves for one-year terms. TPAC meets at 7:00 p.m. on the second Thursday of every month. The current list of members is attached on page thirteen.

### Tualatin Parks Advisory Committee

The Tualatin Parks Advisory Committee reviews, advises and makes recommendations to the staff and City Council on matters affecting public parks and recreational activities. These include immediate and long range planning, land acquisition, development, and recreational programming. It also advises Council on Urban Forestry policy. The Committee must present an annual report, detailing the activities of the previous year, to the City Council no later than February 1<sup>st</sup> (TMC, Chapter 11-2-090).

The committee meets at 6:00 p.m. on the second Tuesday of every month. It consists of seven citizens, of which no more than two may reside outside the City limits. Not more than one member may be under 18 years of age. This member serves one-year terms and cannot serve for more than two consecutive terms. The committee members serve three-year terms and may not serve for more than two consecutive terms. The current list of committee members is attached on page fourteen.

### Tualatin Library Advisory Committee

The Tualatin Library Advisory Committee advises the Library Director regarding operational policies. It makes recommendations to the City Council regarding services and facilities and hears and considers complaints about library policies or materials. The Committee is required to file with the City Council an annual report of its activities, due no later than April 1<sup>st</sup>.

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Seven citizens make up the library committee with one member who can be under the age of 18. The citizen under the age of 18 serves one-year terms while the remaining members serve three-year terms. The committee meets at 6:30 p.m. the first Tuesday of every month. The current list of members is attached on page fifteen (15).

### Urban Renewal Advisory Committee

The Urban Renewal Advisory Committee “recommends and makes suggestions to the [Tualatin Development] Commission for the adoption of or amendment to an Urban Renewal Plan, a project plan or any plan or project implementation proceeding affecting an urban renewal area” (Tualatin Municipal Code, Chapter 11-7-040). The Committee is required to file with the Commission an annual report of its activities, due no later than April 1<sup>st</sup>.

The Committee consists of seven members. The Municipal Code states that no fewer than two members shall be business owners, property owners or residents whose property or business is located within the Urban Renewal Agency boundaries. At least three additional members shall be residents of Tualatin. The code does not allow for citizens under the age of 18 to serve on this committee. The current list of members is attached on page sixteen.

### **II. Current Advisory Committee Appointment Process**

The current advisory committee appointment process begins when an open seat becomes available on a committee. The city staff coordinator then places a recruitment announcement in the newsletter. Interested individuals can obtain an application via the Internet or by contacting the staff coordinator. The staff coordinator then schedules a meeting with the Citizen Involvement Committee but usually waits until there are three applications.

### Citizen Involvement Committee

The applications are then turned over to the Citizen Involvement Committee (CIC). Three council members sit on the Citizen Involvement Committee. Currently, councilors Barhyte, Boryska and Maddux sit on the committee with Mayor Ogden as an alternate. Committee membership is reviewed every two years or so, always after an election with a newly seated council.

The Citizen Involvement Committee interviews each candidate at a prescheduled appointment with each interview lasting approximately 15-20 minutes. The CIC then makes a recommendation to the Council for appointment. History has shown that the Council rarely rejects the recommendations of the CIC.

### **III. Advisory Committee Rules & Structure**

Terms for advisory committee members can vary depending on the committee, but the majority of the committees have a three-year requirement with a limit of two consecutive terms. The Urban Renewal Advisory Committee and Core Area Parking District Board have a difficult time finding qualified citizens; thus, they are allowed to serve longer. Some members are on their seventh and ninth terms. Other committees have had

problems filling their professional member slots as well, i.e. arts and ARB. Although those ordinances say that a member can only serve two consecutive terms, that requirement has been overlooked when the committees have been in a quorum crunch or the City hasn't been successful in recruiting new professional members.

For reappointment, the City sends out a letter inquiring as to whether the individual would like to apply for another term. The committee member is not required to interview with the CIC again, and if he or she expresses interest in serving another term is not required to fill out an application.

The Tualatin Municipal Code contains the legal information on each of the committees and boards, which were created by ordinance. This information is lengthy and, therefore, was not attached. However, it can be found online at this link <http://www.ci.tualatin.or.us/departments/legal/TMC.cfm?munilD=TMC11>.

#### **IV. Other City Models**

Information was gathered from the following cities regarding their advisory committee processes. Each city varies in size from approximately 400 to 47,000 residents.

- Mount Vernon, Washington
- Wilsonville, Oregon
- Ashland, Oregon
- Newberg, Oregon
- Wake Forest, North Carolina
- Tigard, Oregon
- Wheeler, Oregon
- Toledo, Oregon
- Forest Grove, Oregon
- Garibaldi, Oregon
- Harrisburg, Oregon
- Sweet Home, Oregon
- Hood River, Oregon

#### Similarities to Tualatin

After speaking to these cities and researching their respective advisory committee processes, a few similarities arose. Each of the cities stresses the need for simplicity in the advisory committee processes. Many cities have a difficult time getting applications and residents to sit on the committees. They do not want to create a complicated system that may deter residents from applying. The majority of the cities, including Tualatin, have a simple application that mainly asks for residency information and why the applicant wants to be on the committee.

All of the cities, except for Harrisburg, appoint members by the City Council. Most of the cities researched also interview candidates with the full council. However, the Mayor interviews candidates in three of the cities listed.

#### Differences from Tualatin

Among the cities researched, distinctions arose. The majority of cities do not have a sub-committee that interviews candidates. Instead, the City Council typically interviews candidates and reviews applications. A majority vote by the full council appoints the new

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members. However, in three of the cities researched, the Mayor interviews the candidates but the Council still appoints.

Some of the cities also have a formal re-appointment process. Among these cities, members must undergo the same original application process again. Ashland goes one step further and involves the city staff liaison and the committee on which the member currently sits. Feedback received from Ashland reports that this system is desirable for them because the Council gets information on how the committee member has been serving the City and what his or her current committee members think of the applicant's participation.

Other distinctions of note include training programs and joint meetings. Hood River has its Planning Commission attend a half-day planning session with the Planning Director. The City also pays for members to take LOC sponsored courses and new members are encouraged to attend a council meeting when the Council plans to discuss planning issues. Wilsonville also has a training session for its Development Review Board and Planning Commission members.

In Mount Vernon, Washington, each major committee (five of them) holds a joint meeting with the Council once or twice a year in addition to the committee's regular meetings. And one city, Wake Forest, North Carolina, attaches an ethics guidelines form to its application which applicants are responsible to follow while serving on a committee.

### **V. Policy Questions**

The following policy questions may assist the Council in reviewing Tualatin's advisory committee process and structure.

- Would the Council like to have a re-appointment process that requires the current member to re-apply and undergo the interview process again?
- Are there more creative ways to get citizens involved in committees?
- Is the Citizen Involvement Committee a value-added component of the process?
- Should the staff liaison for each committee be involved with the interview process?
- Should any of these committees be merged?
- What are the Council's thoughts on joint meetings with advisory committees?
- Does the Council want to change the process in any way?

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**Attachments:**

- A. City Advisory Committee Matrix (p. 8)
- B. Architectural Review Board Member List (p. 9)
- C. Budget Committee Member List (p. 10)
- D. Core Area Parking District Board Member List (p. 11)
- E. Tualatin Arts Advisory Committee Member List (p. 12)
- F. Tualatin Planning Advisory Committee (p. 13)
- G. Tualatin Park Advisory Committee (p. 14)
- H. Tualatin Library Advisory Committee (p. 15)
- I. Urban Renewal Advisory Committee (p. 16)
- J. Wake Forest Ethics Guidelines (p. 17)
- K. Wilsonville Training Memo (p. 18)

**Advisory Committee Matrix**

City	Council Appointments / Interviews	Mayor Interviews	Sub-Committee	Training Program	No Personal Interview	Formal Re-Appointment Process	Joint Meetings
Wilsonville, OR	X			X			
Ashland, OR		X				X	
Newberg, OR	X				* X		
Tigard, OR	X		X				
Wheeler, OR	X					X	
Toledo, OR							
Forest Grove, OR	X					X	
Garibaldi, OR	** X						
Harrisburg, OR		X					
Sweet Home, OR	X		X				
Hood River, OR	X			X		X	
Mount Vernon, WA	X	X					X
Wake Forest, NC	*** X					X	

\* Process is changing

\*\* Full council schedules a special meeting to interview

\*\*\* Council interviews during the work session

**ARCHITECTURAL REVIEW BOARD**

		APPOINTED DATE	EXPIRATION DATE	FULL TERM SERVED
1. Chairman:	Bob Boryska 9535 SW Cherry Ln, Tual OR 97062 503.691.8955 H, 503.625.9700 W <a href="mailto:bboryska@aol.com">bboryska@aol.com</a>	Until replaced		
2. Architect:	John Medvec 10185 SW Siletz Dr, Tual OR 97062 503.885.2972 H, 503.221.0150 W <a href="mailto:johnm@ygh.com">johnm@ygh.com</a>	10/11/04 06/12/06	06/30/06 06/30/09	Partial First
3. Engineer:	John Howorth 4780 SW Joshua St. Tualatin, OR 97062 503.742.8982 H, 503.419.2500 W <a href="mailto:john.howorth@wrgdesign.com">john.howorth@wrgdesign.com</a>	7/26/05	06/30/09	Partial
4. Landscape Architect:	Robert Perron 1945 SW Stephenson Portland, OR 97219 503.244.4444 H, 503.223.2266 W <a href="mailto:robert@perroncollaborative.com">robert@perroncollaborative.com</a>	03/12/07	06/30/09	Partial
5. Lay Member:	Marianne Germond 17935 SW Shawnee Tr, Tual OR 97062 503.692.6138 H <a href="mailto:mgermond@dslnorthwest.net">mgermond@dslnorthwest.net</a>	11/22/04 07/25/05	6/30/05 06/30/08	Partial First
6. Lay Member:	David Lyman 18648 SW 91 <sup>st</sup> Ter, Tual OR 97062 503.692.1617 H, 503.827.0505 W <a href="mailto:dlyman@wphinc.com">dlyman@wphinc.com</a>	01/13/03	6/30/04 6/30/07 6/30/10	Partial First Second
7. Lay Member:	Nick Collins 8700 SW Stono Dr, Tual OR 97062 503.692.0124 H, 503.226.2921 W <a href="mailto:nickc@pae-engineers.com">nickc@pae-engineers.com</a>	10/13/01 12/9/02	6/30/02 6/30/04 6/30/07	Partial First Second

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**ALTERNATES**

1. Architect: Skip Stanaway, 5040 SW Greenwood Circle, Tualatin, OR 97062, 503-691-0985H, 503-222-1917W, expires 6/30/09
  2. Engineer:
  3. Landscape Architect: Brian Wethington, 9029 N Van Houghten, Portland, OR 97204, 603-998-4947H, 503-222-1639W exp 6/30/09
- CHAIRMAN ALTERNATE: Chris Barhtye, 5702 SW Calusa Loop Until Replaced 692-1047 H,

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**BUDGET COMMITTEE**

	APPOINTED DATE	EXPIRATION DATE	FULL TERM SERVING
1. Michael Stansfield 8501 SW Iroquois 562-787-2631 C <a href="mailto:Michael.Stansfield@ge.com">Michael.Stansfield@ge.com</a>	12/11/06	12/31/08	Partial
2. Emilie Kroen 8366 SW Dakota Drive 503.692-2799 H 503.234-9851 X2446 B <a href="mailto:ekroen@yahoo.com">ekroen@yahoo.com</a>	04/14/03 10/10/05	12/31/05 12/31/08	First Second
3. John L. Nerski 8320 SW Chelan St. 503.692.1780 H 503.793.4527 C <a href="mailto:jnerski@aol.com">jnerski@aol.com</a>	09/13/04 10/10/05	12/31/05 12/31/08	Partial First
4. Kathleen Newcomb 17515 Cheyenne Way 503.692.5227 H <a href="mailto:kathynewc@aol.com">kathynewc@aol.com</a>	01/08/01 03/11/02 12/13/04	12/31/01 12/31/04 12/31/07	Partial First Second
Paul Sivley 5190 SW Wichita St Tualatin, OR 97062 503.502.3385 W 503.691.2737 H <a href="mailto:p.sivley@comcast.net">p.sivley@comcast.net</a>	10/22/07	12/31/10	First
5. Kevin Dull 20097 SW 54 <sup>th</sup> Avenue 503.692.9301 H 503.797.1786 W 503.502.3092 C <a href="mailto:dullk@metro.dst.or.us">dullk@metro.dst.or.us</a>	04/11/05 12/31/09	12/31/06	Partial First
6. Lynn Larson 8925 SW Iowa Dr. 503-274-2849 W 503-885-8424 H <a href="mailto:llarsen@tkw.com">llarsen@tkw.com</a>	09/25/06 12/31/10	12/31/07	Partial First
7. Terri Ward 20541 SW 103 <sup>rd</sup> Avenue 503.692.7246 H 503.692.1949 W <a href="mailto:terri@thewardgroupllc.com">terri@thewardgroupllc.com</a>	01/09/06	12/31/06 12/31/09	Partial First

Committee to consist of the City Council and a like number of City residents. 7 members - 3 year terms

**CORE AREA PARKING DISTRICT BOARD**

	APPOINTED DATE	EXPIRATION DATE	FULL TERM SERVED
1. Monique Beikman 22760 SW 87 <sup>th</sup> Place 503-612-6925 H email: smbeikman@verizon.net	1/2007	UNTIL REPLACED	
2. Dr. William Jordan P O Box 411 Sherwood OR 97140 503.692.6535 B	10/25/99 08/11/03 01/09/06	12/31/02 12/31/05 12/31/08	Partial First Second
3. Vacant		12/31/07	
4. Vacant		12/31/08	
5. Josh Roberts 10370 SW Siletz Dr. 503.913-4221 (C) 503.652.7000 (W) 24joshrob@comcast.net	12/11/07	12/31/10	First
6. Dale Richards 12655 SW North Dakota Street Tigard OR 972223 503.780.4375 B (Cell)	1/13/03	12/31/04 12/31/07	Partial First
7. Ryan T. Miller c/o Miller Insurance P O Box 638 Tualatin OR 97062 503.692.6580 B email: RMiller@millersince1886.com	5/10/99	12/31/01 12/31/04 12/31/07 12/31/10	First Second Third Fourth

Alternate Council member  
 Bob Boryska

**CORE AREA PARKING DISTRICT BOARD REQUIREMENTS - 7 Members, 3-year terms**

1 - Council member

6 - Members who must own, operate or occupy a business in the district whenever possible. By ordinance, the Chairman of the Core Area Parking District Board is an ad hoc member of the Urban Renewal Advisory Committee.

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**TUALATIN ARTS ADVISORY COMMITTEE**

	<u>APPOINTED DATE</u>	<u>EXPIRATION DATE</u>	<u>FULL TERM SERVED</u>
1. Buck Braden 17965 SW Shawnee Trail Tualatin, OR 97062 503.692.3126 H/B <a href="mailto:buckbraden@comcast.net">buckbraden@comcast.net</a>	07/25/05	03/31/07 03/31/10	Partial First
2. Vacant		03/31/09	Partial
3. Rosemary Hodgson 20850 SW 87 <sup>th</sup> Ct. 503.692.3476 H <a href="mailto:martynhodgson@comcast.net">martynhodgson@comcast.net</a>		03/31/05 03/31/08	Partial
4. Ron Ranson 21285 SW Wyndam Hill Ct. 503-638-1516 H/B <a href="mailto:ron@ronranson.com">ron@ronranson.com</a>	09/25/06	03/31/09	Partial
5. Arthur Barry 20869 SW 103 <sup>rd</sup> Dr. 503.692-1658 H <a href="mailto:dnabarry@comcast.net">dnabarry@comcast.net</a>	09/25/06	03/31/09	Partial
6. Vacant	03/31/10		
Richard Hager 9050 SW Arapaho 503.692.0786 H & B <a href="mailto:richardhager7@aol.com">richardhager7@aol.com</a>	12/08/03	03/31/04 03/31/07	First Second
7. Vacant		03/31/08	Partial

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Council Liaison

Donna Maddux  
Tualatin City Council Member  
503.312.6251 B  
[maddux1@comcast.net](mailto:maddux1@comcast.net)  
503.691.3060

Staff

Paul Hennon, Community Services Director  
City of Tualatin  
18880 SW Martinazzi Ave.  
Tualatin, OR 97062  
[phenon@ci.tualatin.or.us](mailto:phenon@ci.tualatin.or.us)

Becky Savino, Management Analyst  
City of Tualatin  
18880 SW Martinazzi Ave.  
Tualatin, OR 97062  
503.691.3062  
[bsavino@ci.tualatin.or.us](mailto:bsavino@ci.tualatin.or.us)

Committee Reduced to seven members effective 12/27/06. Five members shall be Tualatin residents. Two members shall be professional artists.

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**TUALATIN PLANNING ADVISORY COMMITTEE**

		APPOINTED DATE	EXPIRATION DATE	FULL TERM SERVING
1.	Jim Harvey (Vice-Chair) 19775 SW 48 <sup>th</sup> Ave, Tual OR 97062 503691.1943 H 503.627.3340 B <a href="mailto:harvey.jim@comcast.net">harvey.jim@comcast.net</a>	02/09/02 10/10/05	8/31/05 8/31/08	First Second
2.	Guy Wherity 18400 SW 86 <sup>th</sup> Ave., Tual OR 97062 503.885.9660 (H) 503.885.8242 (W) <a href="mailto:kaki03_1@comcast.net">kaki03_1@comcast.net</a>	10/10/05	08/31/08	First
3.	Joe Lipscomb 8720 SW Tualatin Road #205 503.692.2899 (H) <a href="mailto:marymjospeh@verizon.net">marymjospeh@verizon.net</a>	10/10/05	08/31/08	First
4.	Paul Sivley 5190 SW Wichita St, Tual OR 97062 503.691.2738 H 503.502.3385 B <a href="mailto:p.sivley@comcast.net">p.sivley@comcast.net</a>	10/22/07	8/31/10	Partial
5.	Gunnar Olson 19075 SW 57 <sup>th</sup> Ave, Tual OR 97062 503.307-2222 cell <a href="mailto:gunnar.olson.st2v@statefarm.com">gunnar.olson.st2v@statefarm.com</a>	06/14/04	8/31/07 8/31/10	Regular First
6.	David Adent (Chair) 20335 SW Comanche Ter, Tual OR 97062 503.692.4879 H 503.598.7131 B <a href="mailto:dadent@cisco.com">dadent@cisco.com</a>	06/11/01	8/31/03 8/31/06 8/31/09	Partial First Second
7.	Curtis Thiessen 20700 SW Kawanda Ct, Tual OR 97062 503.692.8219 H 503.885.7324 B <a href="mailto:curtis.thiessen@kp.org">curtis.thiessen@kp.org</a>	01/13/03 10/10/05	8/31/05 8/31/08	Partial First
8.	William Hawley 9472 SW Hume Ct., Tual OR 97062 503-312-3938 (c) 503-692-6452 (H) <a href="mailto:wwhawley@yahoo.com">wwhawley@yahoo.com</a>	12/11/06	8/31/07 8/31/10	Partial First
9.	Nic Herriges 22420 SW Grahams Fry Rd, Tual OR 97062 503-691-0134 H 503.968.4913 O	01/28/04	8/31/04 8/31/07 8/31/10	Partial First Second

**TUALATIN PARK ADVISORY COMMITTEE**

	APPOINTED DATE	EXPIRATION DATE	FULL TERM SERVING
1. William (Bill) Hawley 9472 SW Hume Ct. 503.692.6452 H 503.312.3938 C <a href="mailto:wwhawley@yahoo.com">wwhawley@yahoo.com</a>	09/25/06 10/22/07	2/28/07 2/28/10	Partial First
2. D.J. Ricardo DeAustria Jr. 8187 SW Ponca Ct. 971-246-0057 H 503-906-3802 W <a href="mailto:djdeaustr@ur.com">djdeaustr@ur.com</a>	09/25/06	2/28/08	Partial
3. Debbie Findlay Wightman 21780 SW 103 <sup>rd</sup> Ct. 502.692.4590 H 503.692.7080 B 503.799.6889 Cell <a href="mailto:Tualatindw@comcast.net">Tualatindw@comcast.net</a>	3/08/04 10/22/07	2/28/07 2/28/10	First Second
4. Vacant		2/28/10	Partial
5. Vacant		2/28/08	Partial
6. Don Funk 7439 SW Tenino Lane 503.885.2413 <a href="mailto:bigdinnw@aol.com">bigdinnw@aol.com</a>	8/11/03	2/28/05 2/28/08	Partial First
7. Travis Dunford 9783 SW Alsea Drive 503.692.5263 <a href="mailto:i.mspidey2@verizon.net">i.mspidey2@verizon.net</a>	12/08/03	2/28/05 2/28/08	Partial First

5 members, five shall reside inside the City, while two members may reside outside the City. No more than one member may be under 18 years of age.

**TUALATIN LIBRARY ADVISORY COMMITTEE**

		APPOINTED DATE	EXPIRATION DATE	FULL TERM SERVING
1.	Marissa Houlberg 9789 SW Coquille Ct 503.691.2530 H 503.692.4162 B <a href="mailto:marissa@houlbergdevelopment.com">marissa@houlbergdevelopment.com</a>	10/22/07	10/31/10	First
2.	Marge Congress 7123 SW Sagert St #103 503.427-0962 H <a href="mailto:maven34s@yahoo.com">maven34s@yahoo.com</a>	02/26/07	10/31/09	Partial
3.	Elizabeth O'Brien 17035 SW 108 <sup>th</sup> Ave. (outside CL) 503.692.9309 H 503.761.6605 B <a href="mailto:tibby@ainw.com">tibby@ainw.com</a>	01/26/04 06/12/06	10/31/05 10/31/08	Partial First
4.	Vacant		10/31/08	
5.	Terry Novak 11174 SW Oneida St. 503-691-7856 H 503-413-0933 B <a href="mailto:tnovak@novakarchitecture.com">tnovak@novakarchitecture.com</a>	09/25/06	10/31/09	First
6.	Alexander Pierce 9655 SW Killarney Lane 503-925-5317 H 503-715-3478 B <a href="mailto:Alexander.pierce@gmail.com">Alexander.pierce@gmail.com</a>	09/25/06 09/10/07	10/31/07 10/31/10	Partial First
7.	Frank Bubenik 17445 SW 107 <sup>th</sup> Ave 503.692.1544 H 503.691.5706 B <a href="mailto:frank.bubenik@verizon.net">frank.bubenik@verizon.net</a>	11/22/04 09/10/07	10/31/07 10/31/10	Partial First

7 members

MEMORANDUM: Advisory Committee Structure

February 25, 2008

Page 16 of 18

**URBAN RENEWAL ADVISORY COMMITTEE**

	APPOINTED DATE	EXPIRATION DATE	FULL TERM SERVING
1. Hubert H. Nukes 18120 SW Cheyenne Way 503.692.1708 H (Retired)	05/13/85	4/30/88	First
	04/11/88	4/30/91	Second
	08/12/91	4/30/94	Third
	06/14/94	4/30/97	Fourth
	05/27/97	4/30/00	Fifth
	05/22/00	4/30/03	Sixth
	06/14/04	4/30/06	Seventh
	12/11/06	4/30/09	Eighth
2. David Benedict 19180 SW 51 <sup>st</sup> 503.691.6864 H 503.872.1539 B email: <a href="mailto:dbenedict@mail.kindercare.com">dbenedict@mail.kindercare.com</a>	11/14/95	4/30/97	Partial
	05/27/97	4/30/00	First
	10/08/01	4/30/03	Second
	06/14/04	4/30/06	Third
	10/22/07	4/30/10	Fourth
3. Joyce Boss 21887 SW Columbia Drive 503.276.7542 B 503.612.9375 H email: <a href="mailto:jboss@tripwire.com">jboss@tripwire.com</a>	11/10/03	4/30/05	Partial
	07/25/05	4/30/08	First
4. Vacant		4/30/10	
5. Josh Roberts 19369 SW Siletz Dr. 503.913.4221 C 503.652.7000 24joshrob@comcast.net	12/11/07	4/30/09	Partial
6. Althea Pratt-Broome (Chairperson) P. O. Box 236 503.692.4006 H	2/23/81	4/30/84	First
	08/27/84	4/30/87	Second
	05/11/87	4/30/90	Third
	05/14/90	4/30/93	Fourth
	05/11/93	4/30/96	Fifth
	06/24/96	4/30/99	Sixth
	01/24/00	4/30/02	Seventh
	06/14/04	4/30/05	Eighth
	07/25/05	4/30/08	Ninth
		4/30/08	Tenth
7. Terry Novak 11174 SW Oneida St. 503-413-0933 W 503-691-7856 H email: <a href="mailto:tnovak@novakarchitecture.com">tnovak@novakarchitecture.com</a>	09/25/06	4/30/09	Partial

\*By Ordinance, the Chairperson of the Core Area Parking District Board is an ad hoc member of URAC. Committee reduced from nine members to seven members 9/23/02. No less than two members shall be business owners, property owners or residents whose property or business is located within the Urban Renewal Agency Boundaries. 3 members must be Tualatin residents. (Ord. 1245-07) 08/30/2007

**Ethics Guidelines for Town Advisory Boards and Council**  
*(Please check if you agree)*

\_\_\_\_ Yes, if appointed, I pledge to comply with the following ethics guidelines for advisory boards and commissions as adopted by the Board of Commissioners. Members of advisory boards and councils shall not discuss, advocate, or vote on any matter in which they have a conflict of interest or an interest which reasonably might appear to be in conflict with the concept of fairness in dealing with public business. A conflict of interest or a potential conflict occurs if a member has a separate, private, or monetary interest, either direct or indirect, in any issue or transaction under consideration. Any member who violates this provision may be subject to removal from the board or council.

If the advisory board or council member believes he/she has a conflict of interest then that member should ask the advisory board or commission to be recused from voting. The advisory board or council should then vote on the question on whether or not to excuse the member making the request. In cases where the individual member or the advisory board or council establishes a conflict of interest, then the advisory board or council member shall remove themselves from the voting area.

Any advisory board or council member may seek counsel of the Town Attorney on questions regarding the interpretation of these ethics guidelines or other conflict of interest matters. The interpretation may include a recommendation on whether or not the advisory board or council member should excuse himself/herself from voting. The advisory board or council member may request that the Town Attorney respond in writing.

Prior to being appointed to an advisory board/council, it is recommended that you attend a meeting of the advisory board/council in which you have an interest. This helps each applicant to be more aware of the work of the advisory board/council. If you have attended a meeting of an advisory board/council, please indicate the date:

\_\_\_\_\_

Please provide a brief statement outlining why you wish to serve on the Advisory Board(s) or Council you have indicated or attach a resume.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Wilsonville Memorandum for Training**  
Planning Division Memorandum

Date: January 11, 2007

To: **Development Review Boards**  
**Planning Commission**

**Panel A**

Bryan Smith  
Sukhwant Jhai  
Kristin Koetz  
Eric Postma  
John Schenk

**Panel B**

Phyllis Straight-Millan  
Monica Keenan  
Albert Levit  
Jim Sandlin  
Bernard Smith

**Planning Commission**

Richard Goddard  
Sue Guyton  
Steven Hurst  
Craig Faiman  
Robert Meyer  
Yvonne Peck  
Ray Phelps

From: Sally Hartill, Project Coordinator

Re: **Development Review Board/Planning Commission**  
**Training Workshop**  
**Monday, January 22, 2007 6:00 P.M. – 8:30 P.M.**  
**Light supper will be served**

We have scheduled a training workshop for the Development Review Board and Planning Commission members on Monday, January 22, 2007. A number of new members have been appointed. This will be a get-acquainted time for the board members and commissioners and staff, materials that are used when reviewing projects and making decisions will be distributed, and training on various segments of the land-use decision making process will occur. We will also provide the rosters of names and contact information and the scheduled meeting dates for 2007. January 22<sup>nd</sup> would be the regularly scheduled DRB Panel B meeting night; in this case, we will be conducting the training/work session.

We will serve a light supper that evening. We are looking forward to meeting with all of you on the 22<sup>nd</sup>. Please call me at 503 570-1575 or email me at [hartill@ci.wilsonville.or.us](mailto:hartill@ci.wilsonville.or.us) if you will be unable to attend or if you have any questions. Thank you!

c: Paul Lee, Assistant City Attorney  
Michael Bowers, Community Development Director  
Sandi Young, Planning Director  
Blaise Edmonds, Manager of Current Planning  
Chris Neamtzu, Manager of Long Range Planning



# STAFF REPORT

## CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager 

**FROM:** Brenda Braden, City Attorney 

**DATE:** February 25, 2008

**SUBJECT:** Rental Housing Standards

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### ISSUE BEFORE COUNCIL

Staff is seeking direction from Council as to whether Tualatin should establish a rental-housing program, and if so, which program model Council prefers.

### BACKGROUND

Tualatin has approximately 6,000 rental properties, including 5,300 multifamily and an estimated 700 single-family residences.

Last August Council discussed the emerging problem of overcrowding and inadequate property maintenance in some rental properties in Tualatin. Council expressed interest in addressing both the interior and exterior condition of rental property and the exterior of owner-occupied property. This report deals with only the rental property maintenance. Exterior standards will be brought to Council for discussion in a few weeks and will be proposed to apply to both rental and owner-occupied residential properties.

There was Council consensus that Tualatin should limit the number of occupants allowed to occupy a unit based on the livable square footage per unit. Based upon a hypothetical 1500 sq. ft. unit (subtracting 375 sq. ft. from habitable space for closets, bathrooms, garages, halls, attics, and utility rooms) Council recommended allowing 8, which is the same standard that Salem has adopted and the lowest in the region. Tigard and Beaverton would allow 9 and Portland 14 in the same 1500 sq. ft. space.

Staff provided a list of key provisions from other cities' codes for rental property maintenance. Those provisions include:

- Requiring current service for electricity, water, sanitary sewer and weekly removal of trash.
- Roofs that don't leak.

- Chimneys, stovepipe and vent pipes that are in good repair and don't allow noxious gases to accumulate.
- Adequately supported foundations
- Exterior walls and weather-exposed surfaces that are free of holes or breaks or other conditions likely to admit water or dampness into the dwelling's interior.
- Safe stairs and porches, with firmly fastened handrails in good repair required for stairs with more than four risers.
- Windows and doors in good repair, substantially weather tight, and a minimally adequate number to serve the space.
- 
- Requiring a heat source adequate to keep the space at 68 degrees.
- Requiring exteriors to be kept free from the accumulation of rubbish and garbage.

Cities adopt their own rental property maintenance ordinances for two reasons. First, the state Landlord/Tenant Act is a lengthy process that is difficult for many tenants to follow without the assistance of an attorney. Because there are few tenants with attorneys and the City has little or no ability to intervene, the problems often continue unabated. Second, by having a property maintenance ordinance in place, cities have the opportunity to keep properties within their cities from deteriorating, thereby helping to maintain property values and community livability.

Council asked staff to bring back information on rental property maintenance programs used by other cities to determine which, if any, might be used in Tualatin. Staff reviewed several programs from other cities. The three discussed in this memo represent the most intensive program, recently adopted by Gresham; a middle approach used by Salem; and a complaint-driven program used by Corvallis since 1999.

## **DISCUSSION**

### **1. City of Gresham**

Although the City of Gresham had a rental property license and fee of \$25 before December 2007, it recently enacted a program that requires a random annual inspection of a statistical sample of one-third of the rental properties within the City to address problems the City is having with some older properties. The City raised its fees to \$50 per year for 1-2 residential rental units, on a sliding scale down to \$30 for units in excess of 201 in number to cover the costs of the program. City staff knows of approximately 16,000 rental properties within the City.

Gresham's program is housed in its development services. The program will allow anonymous complaints as well as those wishing follow-up information with complaints taking priority over the annual inspections. While Gresham's intent is to obtain voluntary compliance, there are procedures to enforce the program. If an inspected unit fails to pass inspection, the City may inspect additional units on that property. In addition, if a property fails to pass inspection, the City may revoke the rental license. It is then unlawful for the unit to be occupied until all repairs have been made and the unit reinspected.

Because Gresham has no municipal court, if a property owner is cited for violations, those cases will be heard in Circuit Court.

Gresham expects to hire 3-4 housing inspectors once the program is fully up and running. It expects to have annual expenses of \$675,000, all of which will be paid from the fees. This includes internal city service charges, vehicles, support staff and legal fees to handle the cases.

## **2. City of Salem**

The City of Salem regulates rental properties of three or more units. Each property is charged an annual fee, which currently runs from \$12 per unit for units with 3-10 units down to \$4 per retirement apartment unit. These fees fully fund the City's inspection program, which is housed in the Building and Safety Division.

Salem's program requires an inspection of each of the covered properties every 5 years. New properties are inspected for the first time 5 years after they open. They do not inspect Section 8 or HUD housing since those programs have their own inspection programs. Although Salem has had only one inspector in the past to perform all the inspections, it is about to add another due to the growth in the number of rental units from 10,000 to about 19,000. In most cases the inspector can complete 6-10 inspections per hour in the larger complexes.

The inspector will also respond to a complaint after 30 days if a tenant has followed the Landlord/Tenant Act and the landlord has failed to correct the problem.

If a problem exists, the landlord is given a corrections notice. If the landlord fails to fix the problem, the penalties include up to a \$250 per day fine and the City Council can take the property owner's license away and close down the apartments.

## **3. City of Corvallis**

The City of Corvallis requires an annual license for all rental properties, except manufactured dwellings. There are approximately 11,000 rental units in the City. The current fee is \$8 per unit with exemptions for certain low-income housing. The fees fully fund the program.

Corvallis's program is complaint-driven and focused on obtaining compliance. The inspector is a 3/4-time position that handles all the complaints and paperwork. Corvallis requires all complainants to contact their landlords first with their complaints made in writing. If the landlord does not fix the problem within 10 days, the tenant provides a copy of the letter to the inspector who then follows up, first with a letter or phone call. The inspector indicated that because of this process, his job consists largely of talking on the telephone to get the problems addressed, which almost always works. In each

of the last 6 years, the inspector has had only 5 or 6 actual inspections of properties where the landlord had refused or failed to respond to the City inspector's letter.

The penalty for failure to comply with the ordinance is up to a \$250 per day fine. That recently resulted in the first actual case going to municipal court with a \$5500 fine being imposed.

## **DISCUSSION**

Based on the information staff received from other cities, it appears that if Tualatin were to adopt the complaint-driven Corvallis model, the City would need a half-time housing inspector.

If it were to adopt the Salem model with all units scheduled for inspection every five years, the City would need a 3/4 time housing inspector to inspect Tualatin's 5300 rental units or a fulltime inspector if the inspections occurred more often.

Since Gresham's program is still being implemented, they do not know how many inspectors they will need but it will be more than Salem's two. Tualatin would likely need at least one fulltime inspector to implement Gresham's model.

The salary for a 1/2-time employee would be in the \$22,000-23,000 range.

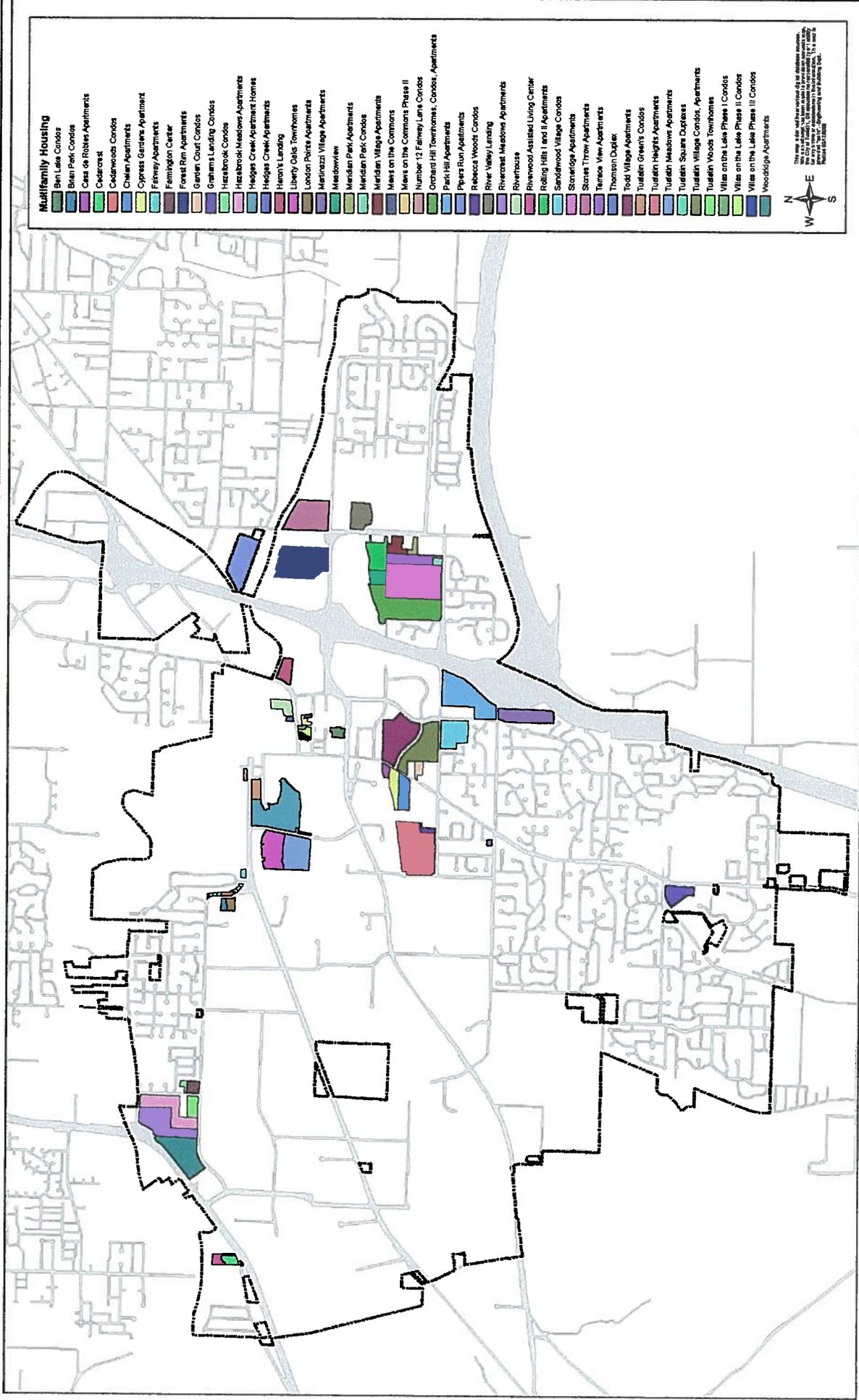
To implement any of the above programs, Tualatin would first have to establish a rental property license, similar to a business license, and set a fee. There would need to be a public information and education plan to make both landlords and tenants aware of the new licensing requirements and procedures.

## **ISSUES FOR COUNCIL**

If Council wishes to implement a rental housing maintenance program:

1. Should single-family rentals be included or just duplexes and larger?  
What about rental manufactured homes?
2. Which model should Tualatin adopt:
  - a. Complaint-driven with no scheduled inspections;
  - b. Inspections scheduled every year, two years, three years, five years and respond to complaints; or
  - c. A statistical number of randomly selected properties inspected annually with a complaint response component?
3. Does Council want to suggest additional components to those listed in this report?
4. Should penalties for violations be fines only or should the rental license be subject to revocation if property owners are not responsive?

# Multifamily Housing Inventory



# TUALATIN CALENDAR

## February

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1</b> 7:30a Chamber Networking AM, Haggen's 4:00p Ribbon Cutting/Open House Lee/Easman Design Studio, 18035 SW Lower Boones Ferry Road	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b> 6:30p TLAC	<b>6</b> 8:00a Oregon Employment Dept. Open House, 7995 SW Mohawk Street 1:15p Tualatin Historical Soc 4:00p Special Work Session re: Transportation 5:30p Alive After 5, River Valley Senior Community 19200 SW 65th Avenue	<b>7</b> 6:30p GO 08 Ad Hoc Committee Meeting @ Senior Center	<b>8</b> 7:30a Chamber Networking AM, Heritage Center, 8750 SW Sweek Drive	<b>9</b>
<b>10</b>	<b>11</b> 5:00p Work Session 7:00p Council/TDC Mtg	<b>12</b> 6:00p TPARK	<b>13</b> 9:45a Sr. Center Steering Committee 7:00p ARB (if necessary)	<b>14</b> 7:00p TPAC	<b>15</b> 7:30a Chamber Networking AM, ClubSport, 8120 SW Lower Boones Ferry Road	<b>16</b>
<b>17</b>	<b>18</b> Presidents' Day Holiday CITY OFFICES CLOSED LIBRARY OPEN 12:30-8:30	<b>19</b> 6:30p American Cancer Society Relay for Life Kick Off Party, Players Restaurant, 17880 SW Lower Boones Ferry Road Lake Oswego 6:30p TAAC	<b>20</b> 12:00p Core Area Parking District Council Chambers 5:30p Alive After Five, Pacific Continental Bank, 7111 SW Nyberg Road 6:30/7:30p Tualatin Tomorrow VIC Meeting, & VIC Steering Committee	<b>21</b>	<b>22</b> 7:30a Chamber Networking AM, IDG Mortgage, 18662 SW Boones Ferry Road	<b>23</b>
<b>24</b>	<b>25</b> 5:00p Work Session 7:00p Council/TDC Mtg	<b>26</b>	<b>27</b> 7:00p ARB, Trammel Crow (Itel Property); Council Chambers	<b>28</b> 11:30a Chamber Luncheon @ Country Club 7:00p URAC Meeting, Council Chambers	<b>29</b> 7:30a Chamber Networking AM, TBA 4:30pm Retirement Reception for Sgt. Bob Petersen @ Police Dept.	

2008

# TUALATIN CALENDAR

## March

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b>	<b>4</b> 6:30p TLAC	<b>5</b> 1:15p Tualatin Historical Soc 5:30p Alive After Five, Umpqua Bank, 18757 SW Martinazzi Avenue 7:00p ARB (if necessary)	<b>6</b> 6:30p G0 08 Ad Hoc Committee Meeting @ Senior Center	<b>7</b> 7:30a Chamber Networking AM, Wine Styles, Nyberg Woods, 7009 SW Nyberg Street	<b>8</b>
<b>9</b>	<b>10</b> 5:00p Work Session 7:00p Council/TDC Mitg	<b>11</b> 6:00p TPARK	<b>12</b> 9:45a Sr. Center Steering Committee 6:30p Tualatin Tomorrow VIC Meeting, Council Chambers 7:30p TT VIC Steering Committee	<b>13</b> 7:00p TPAC	<b>14</b> 7:30a Chamber Networking AM, Oregon Employment Dept., 7995 SW Mohawk Street 6:30pm Police Dept. Awards Banquet @ Hazelbrook School	<b>15</b>
<b>16</b>	<b>17</b>	<b>18</b> 6:30p TAAC	<b>19</b> 5:30p Alive After Five, Rumours Day Spa, 19245 SW Martinazzi Avenue 7:00p ARB (if necessary)	<b>20</b>	<b>21</b> 7:30a Chamber Networking AM, Pacific Continental Bank, 7111 SW Nyberg Street	<b>22</b>
<b>23</b>	<b>24</b> 5:00p Work Session 7:00p Council/TDC Mitg	<b>25</b>	<b>26</b> 7:00p ARB (if necessary)	<b>27</b> 11:30a Chamber Luncheon @ Country Club	<b>28</b>	<b>29</b> 11:30a - 12:30p Dedication of Wildlife Center at Tualatin River Wildlife Refuge
<b>30</b>	<b>31</b>					

2008

# TUALATIN CALENDAR

## April

## 2008

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
		<b>1</b>	<b>2</b> 1:15p Tualatin Historical Soc  7:00p ARB (if necessary)	<b>3</b>	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b> 9:30 & 10:30a Arbor Day Toddler Storytime	<b>9</b> 10a Arbor Day Preschool Storytime  7:00p ARB (if necessary)	<b>10</b> 10:30a Arbor Day Family Storytime 6:30p GO 08 Ad Hoc Committee Meeting @ Senior Center 7:00p TPAC	<b>11</b>	<b>12</b> 12:00p - 3:00p YAC Green Week Event, Tualatin Commons
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> 5:30p Celebrate Tualatin @ Country Club  7:00p Urban Renewal Advisory Committee, Council Chambers	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b> 11:30a Chamber Luncheon @ Country Club	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			
			7:00p ARB (if necessary)			
			7:00p ARB (if necessary)			

# May

<i>Sun</i>	<i>Mon</i>	<i>Tue</i>	<i>Wed</i>	<i>Thu</i>	<i>Fri</i>	<i>Sat</i>
				<b>1</b>	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b> 1:15p Tualatin Historical Soc 7:00p ARB (if necessary)	<b>8</b> 7:00p TPAC	<b>9</b>	<b>10</b>
<b>11</b>	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b> 6:30p GO 08 Ad Hoc Committee Meeting @ Senior Center	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b> 5:00p Work Session 7:00p Council/TDC Mtg Crawdaddy Open Golf Tournament, Tualatin Country Club	<b>20</b>	<b>21</b> 12:00p Core Area Parking District Board, Council Chambers 7:00p ARB (if necessary)	<b>22</b> 11:30a Chamber Luncheon @ Country Club	<b>23</b>	<b>24</b>
<b>25</b>	<b>26</b> Memorial Day Holiday Observed CITY OFFICES CLOSED LIBRARY CLOSED	<b>27</b> Note Council meeting date change 5:00p Work Session 7:00p Council/TDC Mtg	<b>28</b> 7:00p ARB (if necessary)	<b>29</b>	<b>30</b>	<b>31</b>

2008

**WORK SESSION ITEMS**

**PowerPoint?**  
Yes

1. Town Center Presentation

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2.

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3.

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4.

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5.

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**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

1.

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2.

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3.

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**CONSENT CALENDAR ITEMS**

1.

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2.

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3.

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4.

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5.

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6.

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7.

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8.

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**PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial**

**PowerPoint?**

1.

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2.

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**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

1.

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2.

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3.

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**EXECUTIVE SESSION ITEMS**

1.

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**MEETING DATE: Monday, March 10, 2008**

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**WORK SESSION ITEMS**

**PowerPoint?**

1. CURD Milestones for Increasing Maximum Indebtedness; preliminary project list – *Comm. Dev.*

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2. Bond Measure Update

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3.

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4.

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5.

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**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

1. Tualatin Youth Advisory Council Update

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2. Tigard-Tualatin Resource Center Update – Catherine West, Exec. Director

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3.

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**CONSENT CALENDAR ITEMS**

1. Change Order No. 3 Green Lot (Commission) *Comm. Dev.*

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2. Update Public Works Construction Code (Engineering)

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3.

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4.

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**PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial**

**PowerPoint?**

1.

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2.

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3.

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**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

1. Development Agr City of Tualatin/Trammell Crow Residential - **Tentative** (*Comm. Dev.*)

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2.

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3.

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4.

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**EXECUTIVE SESSION ITEMS**

1.

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**MEETING DATE: Monday, March 24, 2008**

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**WORK SESSION ITEMS**

**PowerPoint?**

1. Bond Measure Update

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2.

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3.

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4.

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5.

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**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

1. WashCo Fair Grounds Revitalization Task Force presentation (10 minutes)

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2. Tree City USA and Growth Award Presentation

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3. Proclamation Designating April 6-12, 2008 as Arbor Week

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**CONSENT CALENDAR ITEMS**

1. Acceptance of Urban Renewal Advisory Committee (URAC) Annual Report -*Commission (Comm. Dev.)*

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2. Acceptance of Tualatin Planning Advisory Committee (TPAC) Annual Report (*Comm. Dev.*)

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3.

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4.

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**PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial**

**PowerPoint?**

1.

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2.

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3.

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**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

1. Ordinance Parking Time Regulations City Center (*Comm. Dev.*)

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2. Ordinance Core Area Parking District Time Regulations (*Comm. Dev.*)

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3. Ordinance Core Area Tax Rate (*Comm. Dev.*)

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4.

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**EXECUTIVE SESSION ITEMS**

1.

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**WORK SESSION ITEMS**

**PowerPoint?**

1. Bond Measure Update

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2.

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3.

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4.

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5.

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**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

1. Tualatin Youth Advisory Council Update

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2.

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3.

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**CONSENT CALENDAR ITEMS**

1. Resolution Fee Schedule Update (*Comm. Dev.*)

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2. Award of Bid 124<sup>th</sup> Avenue (Commission) –**Tentative** (*Comm Dev*)

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3.

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4.

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**PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial**

**PowerPoint?**

1. PTA-06-05 Single Family Design Standards - **Tentative**

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2. CUP-08-01 Watchman's Dwelling Tualatin Storage LLC

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**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

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**EXECUTIVE SESSION ITEMS**

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**WORK SESSION ITEMS**

**PowerPoint?**

1. Bond Measure Update

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**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

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**CONSENT CALENDAR ITEMS**

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**PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial**

**PowerPoint?**

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**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

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**EXECUTIVE SESSION ITEMS**

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**CONSENT CALENDAR ITEMS**

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**PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial**

**PowerPoint?**

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**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

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**EXECUTIVE SESSION ITEMS**

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**WORK SESSION ITEMS**

**PowerPoint?**

1. Bond Measure Update

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**PRESENTATIONS / ANNOUNCEMENTS / SPECIAL REPORTS**

**PowerPoint?**

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**CONSENT CALENDAR ITEMS**

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**PUBLIC HEARINGS – Legislative, Other, Quasi-Judicial**

**PowerPoint?**

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**GENERAL BUSINESS ITEMS (not consent)**

**PowerPoint?**

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**EXECUTIVE SESSION ITEMS**

1.

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# MEMORANDUM CITY OF TUALATIN

**TO:** Honorable Mayor and Members of the City Council

**THROUGH:** Sherilyn Lombos, City Manager

**FROM:** Michael McKillip, City Engineer  
Kaaren Hofmann, Civil Engineer

**DATE:** February 25, 2008

**SUBJECT:** SW 108<sup>th</sup> Avenue Ibach Street - Marilyn Street Update

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## PURPOSE

The purpose of this memorandum is to update the Council on status of this project. We will continue proceeding on the direction outlined below unless we hear direction to change at the 2/25/08 meeting.

## BACKGROUND

The City's current year budget contains funds for a project to realign the curve in SW 108<sup>th</sup> Avenue between Ibach Street and Marilyn Street and to construct the full build out of the street to meet City standards (curbs, sidewalks, bike lanes, etc). From an engineering perspective, there were several alignment options for this street; those include:

1. Construct the road in the 'original' 35 mph location (Exhibit 1);
2. Construct the road near where it is today (Exhibit 2); or
3. Construct the road somewhere in the middle (Exhibit 3).

This project also includes completing the street between the Garden Corner and Ibach Street.

We knew that there will be consequences to realigning the street and we noted that we wanted to take a holistic approach to this project to make sure we don't create other problems that will need to be solved later. We have been looking at some additional measures as part of this project to address that issue. Some ideas that were received at the Open House included:

- Speed humps

- Stop signs
- Blinking lights at the crosswalk in the road
- Paint bike lanes
- Bump outs

## **CURRENT STATUS**

On December 10, 2007, the City Council gave direction to go forward with designing the street to match the '35 mph' design criteria. It was noted then that this does not mean that the speed limit on the street will be increased from the existing 30 mph. The City Council also indicated that the traffic calming aspects of this project should continue to be evaluated.

After evaluating the options available, we have determined that the best option that addresses the concerns raised by the neighborhood include:

1. Stop signs to be installed on SW 108<sup>th</sup> Avenue at SW Ibach Street.
2. Extensive landscaping along the roadside in the curved location to provide a visual narrowing of the roadway. This will be designed to as to not create a security problem for the pedestrians.
3. Installation of 6 crosswalks throughout this corridor – at SW Nelson Street, at the top of the hill, 2 at SW Ibach Street, at the accessway north of Ibach Street and at SW Willow Drive (see attached exhibit). These crosswalks will be visibly different than the surrounding asphalt (probably concrete). The edges will be constructed to provide a tactile warning along with a visual warning that there is something unique about this area.

We did evaluate the possibility of installing a pedestrian refuge/median at the SW Ibach Street/SW 108<sup>th</sup> Avenue intersection and found that the turning movements cannot be accommodated if one is installed in this location.

Although these measures do not meet standard engineering warrants or City policies, they will improve aesthetics and give visual clues about potential pedestrian activity in the area.

## **NEXT STEPS**

We will send a letter to the neighborhood to allow them the opportunity to comment on the design. As long as there are no concerns with the proposed design, we are anticipating on being out to bid in March.

Construction should start in the Summer of 2008.

**Attachments:**      A.      Traffic Calming Plan

