



**OFFICIAL AGENDA OF THE TUALATIN DEVELOPMENT COMMISSION
FOR APRIL 23, 2012**

A. CALL TO ORDER

B. ANNOUNCEMENTS

C. CITIZEN COMMENTS

*This section of the agenda allows citizens to address the Commission regarding any issue not on the agenda. The duration for each individual speaking is limited to **3** minutes. Matters requiring further investigation or detailed answers will be referred to City staff for follow-up and report at a future meeting.*

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Chairman will first ask the staff, the public and Commissioners if there is anyone who wishes to remove any item from the Consent Agenda for discussion and consideration. The matters removed from the Consent Agenda will be considered individually at the end of this Agenda under H) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed to be discussed under "Items Removed from the Consent Agenda," is then voted upon by roll call under one motion.

1. Approval of the Minutes for the Meeting of February 27, 2012 and Meeting of April 9, 2012

2. Resolution No. **596-12** Authorizing a Revocable Permit for a Public Information Kiosk for the Tualatin Chamber of Commerce located on Tualatin Development Commission property within the Core Area Parking District "White Lot" (2S124BC 01501)

E. SPECIAL REPORTS

F. PUBLIC HEARINGS

G. GENERAL BUSINESS

H. ITEMS REMOVED FROM CONSENT AGENDA

Items removed from the Consent Agenda will be discussed individually at this time. The Chairman may impose a time limit on speakers addressing these issues.

I. COMMUNICATIONS FROM COMMISSIONERS

J. EXECUTIVE SESSION

K. ADJOURNMENT



APPROVED BY TUALATIN DEVELOPMENT
COMMISSION
Date 4-23-2012
Recording Secretary M. Smith

STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: Maureen Smith, Deputy City Recorder

DATE: 04/23/2012

SUBJECT: Approval of the Minutes for the Meeting of February 27, 2012 and Meeting of April 9, 2012

ISSUE BEFORE THE COMMISSION:

The issue before the Commission is to approve the minutes of the Meeting of February 27, 2012 and the Meeting of April 9, 2012.

RECOMMENDATION:

Staff respectfully recommends that the Commission adopt the attached minutes.

FINANCIAL IMPLICATIONS:

There are no financial impacts associated with this item.

Attachments: A - Meeting Minutes of February 27, 2012
B - Meeting Minutes of April 9, 2012



**OFFICIAL MINUTES OF TUALATIN DEVELOPMENT COMMISSION FOR
APRIL 9, 2012**

Present: Chairman Lou Ogden; Commission President Monique Beikman; Commissioner Joelle Davis; Commissioner Wade Brooksby; Commissioner Frank Bubenik; Commissioner Nancy Grimes; Commissioner Ed Truax

Staff Present: City Manager Sherilyn Lombos; City Attorney Brenda Braden; Police Chief Kent Barker; Operations Director Dan Boss; Community Development Director Alice Rouyer; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Management Analyst Ben Bryant

A. CALL TO ORDER

Chairman Ogden opened the meeting at 8:11 p.m.

B. ANNOUNCEMENTS - None.

C. CITIZEN COMMENTS - None.

E. SPECIAL REPORTS

F. PUBLIC HEARINGS

G. GENERAL BUSINESS

Urban Renewal Report Discussion *(moved from the Work Session Agenda)*

Community Development Director Alice Rouyer and Management Analyst Ben Bryant presented the Urban Renewal Report and the draft advisory committee report. Director Rouyer reviewed the report and the remaining work to be done. At the end of FY 2012/13 there will be \$450,000 in the Central Urban Renewal District (CURD) and approximately \$3 Million in the Leveton District. There may be road improvements, parking enhancements, or other projects. There may be additional project that the Commission may want to explore. There also may be projects identified through the Transportation System Plan (TSP) process that the Commission will want to consider. Staff has researched how long can the remaining funds be kept, and based on legal advice, the funds can be kept indefinitely.

Commission President Beikman commented she would like to hold off until the end of the TSP process, but will likely want to consider park and ride facilities. Chair Ogden said transportation is a pressing need for that area and it will be important to see the outcomes of the TSP and Linking Tualatin projects. Commissioner Truax said he would be interested in knowing the cost in the Central District of paving the old Hanegan lot and looking at potential property acquisitions. There could be some redevelopment in the district and the Commission may want some funds to support that development.

Staff made note that the Urban Renewal Advisory Committee (URAC) did not meet in 2011, and is recommending the committee transition to inactive status as there are no dollars coming in. Commissioners were in agreement to place the committee on inactive status.

- H. **ITEMS REMOVED FROM CONSENT AGENDA**
- I. **COMMUNICATIONS FROM COMMISSIONERS - *None.***
- J. **EXECUTIVE SESSION - *None.***
- K. **ADJOURNMENT**

MOTION by Commission President Monique Beikman, SECONDED by Commissioner Nancy Grimes
to adjourn the meeting at 8:23 p.m.

Vote: 7 - 0 MOTION CARRIED

Sherilyn Lombos, Administrator



_____/ Maureen Smith, Recording Secretary



STAFF REPORT

TUALATIN DEVELOPMENT COMMISSION

APPROVED BY TUALATIN DEVELOPMENT
COMMISSION
Date 4-23-2012
Recording Secretary M. Smith

TO: Honorable Chairman and Members of the Commission

THROUGH: Sherilyn Lombos, City Manager

FROM: William Harper, Senior Planner
Alice Rouyer, Community Development Director

DATE: 04/23/2012

SUBJECT: Resolution Authorizing a Revocable Permit for a Public Information Kiosk for the Tualatin Chamber of Commerce located on Tualatin Development Commission property within the Core Area Parking District "White Lot" (2S124BC 01501)

ISSUE BEFORE THE COMMISSION:

A request for a revocable permit authorizing the placement of an information kiosk and paver surface on Tualatin Development Commission property. The location is adjacent to the Tualatin Chamber of Commerce office entrance and a public walkway in the Core Area Parking District "White Lot."

The kiosk and paver pad will be constructed and maintained by the Tualatin Chamber of Commerce and is intended to provide visitors with information about the Tualatin community. The kiosk will not interfere with the White Lot public parking nor obstruct pedestrian use of the public walkways in the parking lot or to the Chamber of Commerce office entrance.

RECOMMENDATION:

Staff recommends the Development Commission consider the attached resolution for adoption.

EXECUTIVE SUMMARY:

- This is not a legislative or quasi-judicial action, but a permit authorization.
- The applicant is Linda Moholt, CEO of the Tualatin Chamber of Commerce. The Chamber of Commerce is a tenant in the building owned by Haberman Properties, LLC with an address of 18791 SW Martinazzi Avenue (2S1 24BC 1503). Other building tenants include the Hot Seat Restaurant and professional offices.

The Haberman property adjoins the Core Area Parking District "White Lot" public parking facility on property owned by the Tualatin Development Commission (Tax Lot 2S124BC 1501)(Attachments B and C). The proposed revocable permit would allow a Chamber of Commerce Kiosk to be located in a White Lot landscape planter that adjoins the Haberman property and the entrance to the Chamber of Commerce tenant space on the west side of the Haberman building.

The Haberman property and the subject "White Lot" property are in the CC (Central Commercial) Planning, in the Central Urban Renewal District (CURD) Block 20, the Central Design District (CDD), and the Core Area Parking District (CAPD) (Attachment C).

- As proposed in the April 4, 2012 letter, the Tualatin Chamber of Commerce seeks to construct a three-sided outdoor kiosk near the entrance to the Chamber of Commerce offices (Attachment A). The kiosk would display information about the community that would be available to visitors and the public to access 24/7. Currently, the Chamber of Commerce displays some of this information inside the offices, with access available during business hours.

The proposed location is in an existing White Lot landscape planter adjacent to the Chamber of Commerce entrance walkway on the west side of the Haberman Building and adjacent to the White Lot pedestrian walkway that extends from SW Seneca Street on the south to SW Boones Ferry Road on the north (Attachments B and C). The existing landscaping is a simple groundcover in this area and the location is near an existing White Lot pole lamp that provides lighting for the walkways and parking. No conflict or interference with the White Lot pedestrian walkways and parking areas is anticipated.

- The proposed kiosk is a three-sided metal framed structure, approximately 7 ft. in height, and would be placed on an 8-10 ft. square pervious paver pad that adjoins the pedestrian walkways. (Attachment D -Kiosk design, Plan view). Visitors and users will walk up to and around the kiosk on existing walkways and on the proposed all-weather paver surfaces. No change to the landscaping outside the paver area is proposed.

A building permit is required for the kiosk. Architectural Review is not required for this improvement to the Development Commission property and Core Area Parking District White Lot.

As per the terms of the proposed Revocable Permit, the Chamber of Commerce will be responsible for all upkeep and maintenance of the Kiosk and the area surrounding it and maintaining insurance coverage for the kiosk area. At such time the Chamber of Commerce decides to leave the existing tenant space in the Haberman Building, the Revocable Permit will need to be renewed by the Chamber or another party, or the Revocable Permit will expire and the kiosk removed.

- Revocable permits have been issued in the past for improvements in the White Lot including the freestanding monument sign for Mews II on SW Boones Ferry Road.

OUTCOMES OF DECISION:

Approval of the request will result in the following:

1. Allows the applicant to construct the kiosk and paver pad in the White Lot landscape area adjacent to the pedestrian walkways.
2. The terms of the Revocable Permit require the Tualatin Chamber of Commerce to be responsible for the maintenance and liability associated with the kiosk and allows the City to require the kiosk to be removed at the applicant's expense.
3. The action is consistent with the issuance of revocable permits for improvements in the Core Area Parking District public lots and on Tualatin Development Commission property. There are no conflicts with White Lot use or improvements.

Denial of the request will result in the following:

1. The kiosk will not have the authorization of the Tualatin Development Commission to be placed in the White Lot planter and no building permits will be issued for the location.

ALTERNATIVES TO RECOMMENDATION:

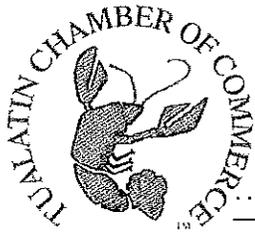
The alternatives to the staff recommendation for the Development Commission are:

- Approve the requested revocable permit with or without conditions.
- Deny the request for the revocable permit.
- Continue consideration of the requested permit and return to the matter at a later date.

FINANCIAL IMPLICATIONS:

Approving or denying the requested permit will not result in financial outlays by the City of Tualatin. Funds have been budgeted in Community Development to process revocable permits.

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- Attachments:**
- A - Chamber of Commerce Letter
 - B - Vicinity Map
 - C - Site Plans and Aerial View
 - D - Kiosk Images
 - E - Kiosk Diagram
 - F - Revocable Permit
 - G - Resolution for Revocable Permit



... business and community working together

Will Harper
City of Tualatin
18880 SW Martinazzi Ave.
Tualatin, OR. 97062
April 4, 2012

Dear Will,

The Tualatin Chamber of Commerce recently received a Tourism Grant from the Washington County Visitor's Association centered on enhancing visitor elements from the Ice Age. The Grant provided funding for the Chamber to install an Outdoor Kiosk to display upcoming events and to distribute brochures, maps and other community materials.

As discussed earlier, we have chosen a three sided kiosk with bulletin boards on two sides and acrylic brochure holders on the third side. We are requesting a permit from the City of Tualatin to install the kiosk on the landscaped property located in front of the Chamber office on the left hand side, beneath the pole light. We have provided a picture of the three-sided kiosk along with dimensions. It has a center pole for securing to the ground. We will also be constructing an ADA compliant pad around the kiosk out of water permeable stone pavers.

Your guidance and assistance with this project has been greatly appreciated. Please let me know if you will need any further information to proceed in the permitting process.

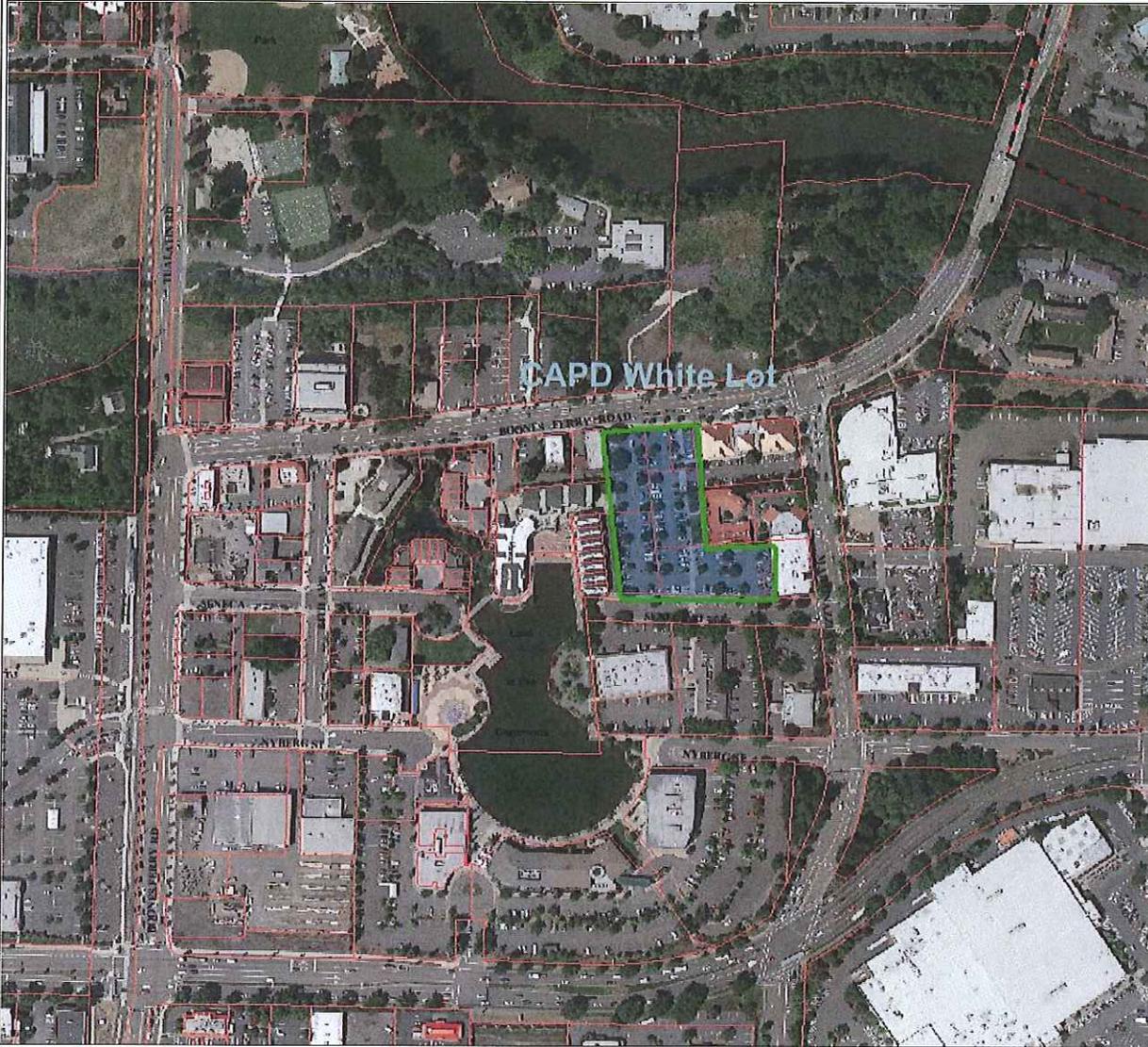
Sincerely,

Linda Moholt

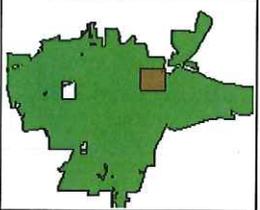
P.O. Box 701
Tualatin, OR 97062
18791 SW Martinazzi Ave.

Phone: 503/692-0780
Fax: 503/692-6955
chamber@tualatinchamber.com
www.tualatinchamber.com

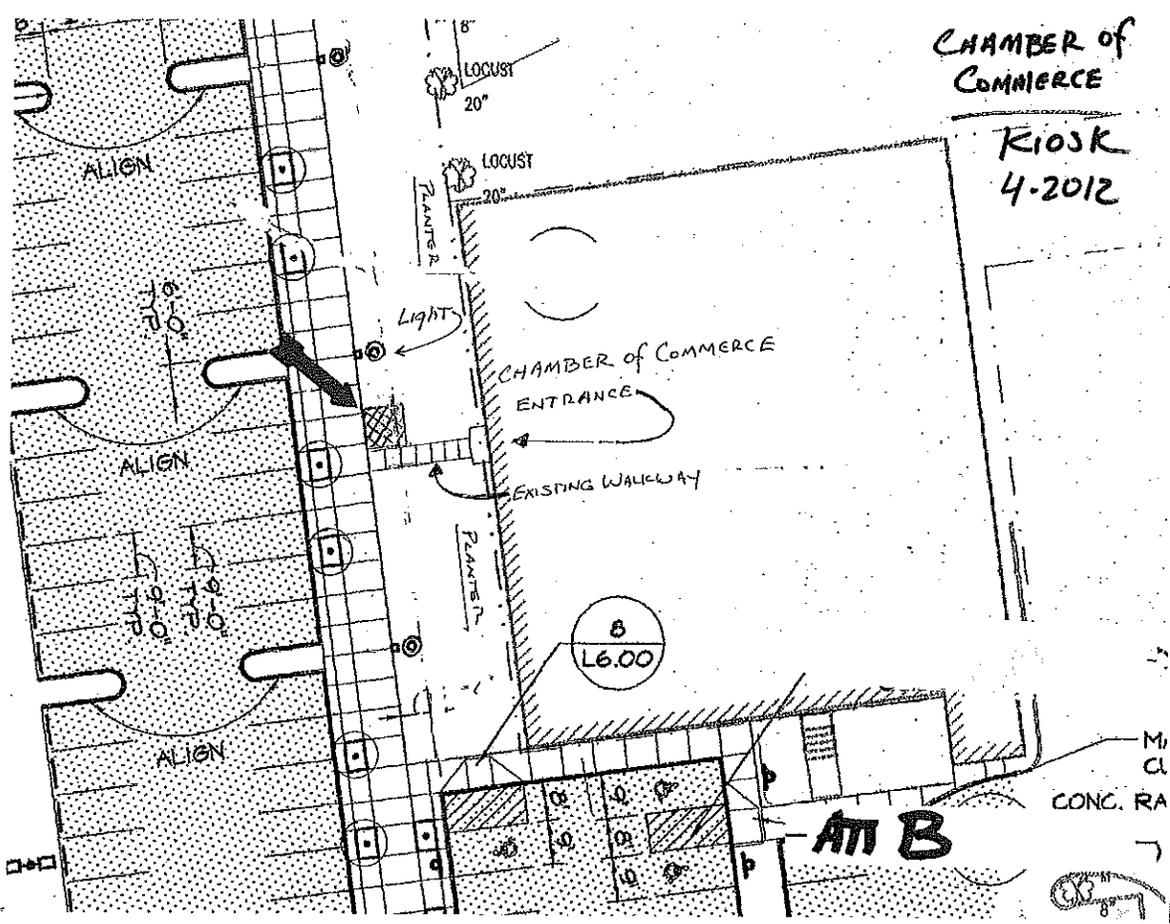
Area of Interest



TUALGIS 



Scale 1:3,390
1 in = 283 ft



CHAMBER of
COMMERCE

KIOSK
4-2012

8'
LOCUST
20"

LOCUST
20"

LIGHT

CHAMBER of COMMERCE
ENTRANCE

EXISTING WALKWAY

8
L6.00

ALIGN

8'-0"
8'-0"
8'-0"
8'-0"

ALIGN

ALIGN

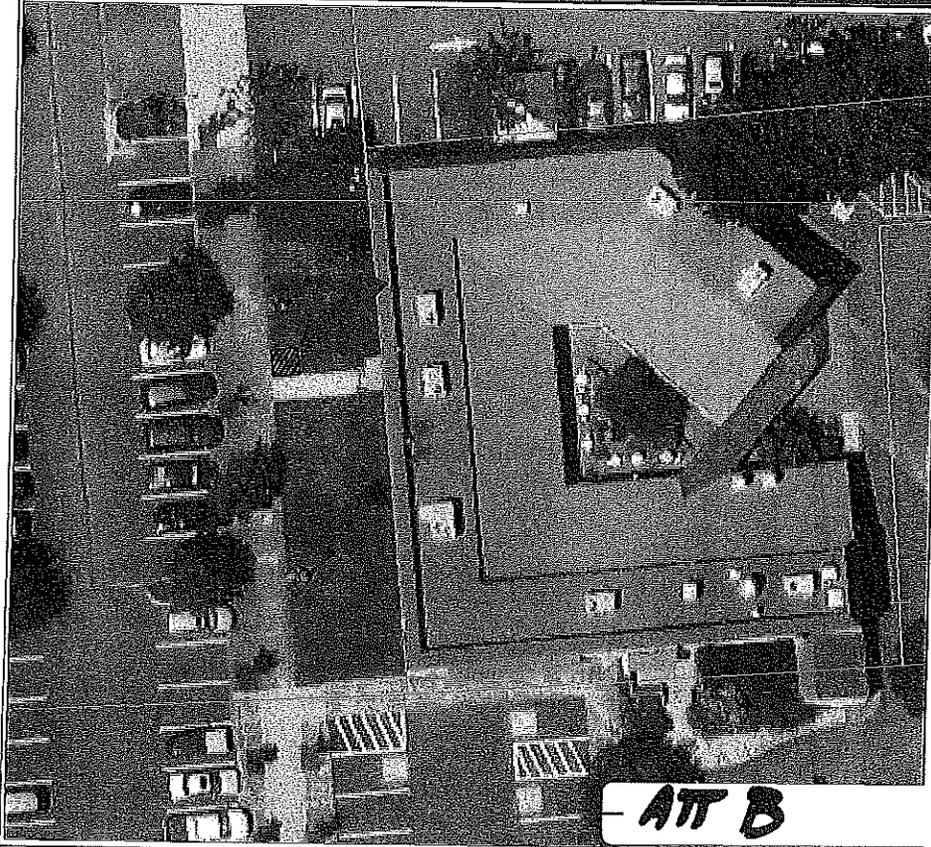
M.
C.I.

CONC. RA

ATT B

CS

Area of Interest



TUALGIS



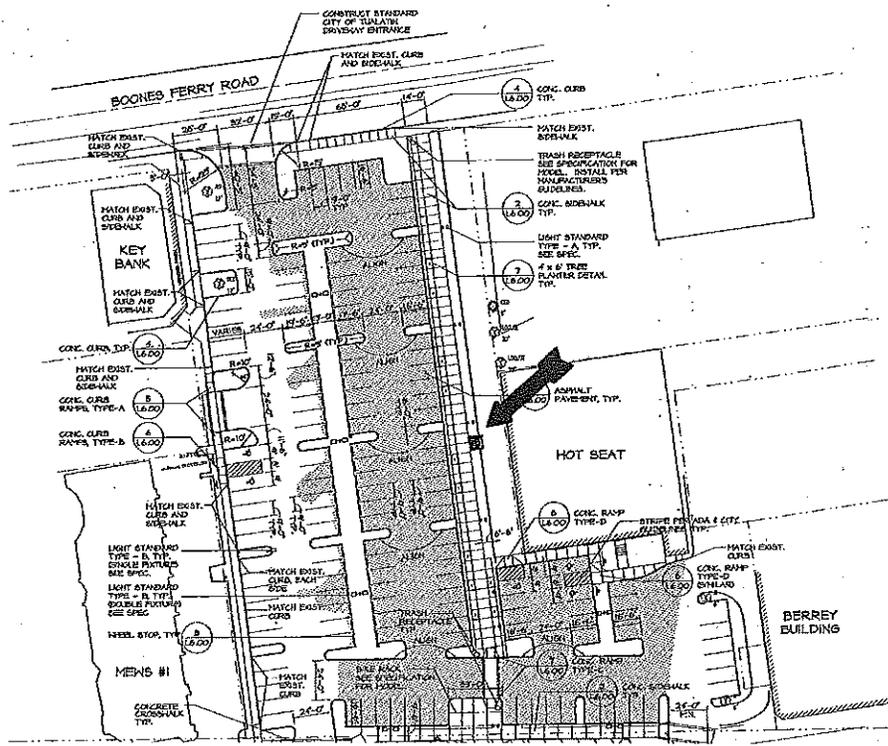
CHAMBER of
COMMERCE

KIOSK
4-2012



Scale 1:283
1 in = 24 ft

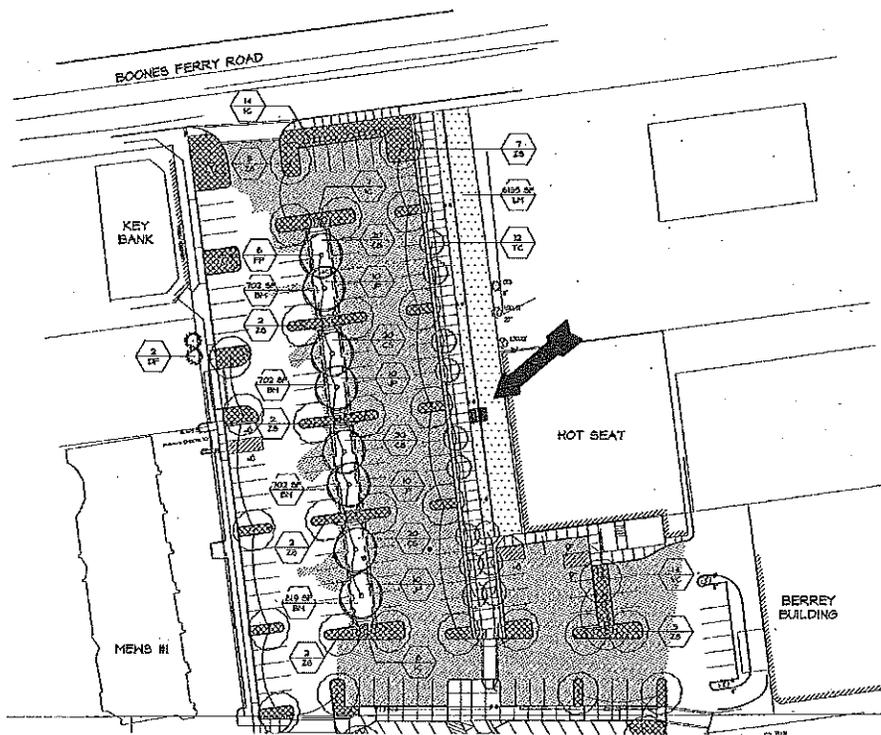
ATT B



GENERAL NOTES:

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF TULSA'S PUBLIC WORKS CONSTRUCTION CODE AND SPECIFICATIONS AS APPLICABLE. A 48-HOUR NOTICE SHALL BE GIVEN BY THE CONTRACTOR PRIOR TO COMMENCING CONSTRUCTION.
2. PRIOR TO ANY CONSTRUCTION LOCATIONS OF EXISTING UTILITIES SHALL BE VERIFIED BY THE CONTRACTOR. 14 IN. ACTUAL COVERAGE DEPTHS FROM THOSE SHOWN ON THE PLANS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.
3. ORGANIC AND UNDESIRED MATERIAL SHALL BE REMOVED FROM THE CONSTRUCTION AREA AS DIRECTED BY THE ENGINEER.
4. CONTRACTOR TO LEAVE ALL AREAS OF PROJECT FREE OF DEBRIS AND UNUSED CONSTRUCTION MATERIAL.
5. ALL FILL AREAS SHALL BE STRIPPED OF ORGANIC MATERIAL. FILL SHALL BE PLACED IN 6" LIFTS AND COMPACTED TO 95% RELATIVE HUMIDITY DENSITY ACCORDING TO ASTM D-1557 STANDARDS. BASE ROCK IN THE PARKING LOT SHALL BE COMPACTED TO THE SAME STANDARDS. UNDESIGNED AREAS SHALL BE COMPACTED TO 90%. THE CITY WILL PROVIDE DENSITY TESTING AS DIRECTED.
6. THE CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER IN WRITING OF ANY OBVIOUS DEFECTS OR DISCREPANCIES IN THE PLANS IDENTIFIED DURING CONSTRUCTION. PLAN REVISIONS AND CHANGES SHALL NOT BE MADE UNLESS IDENTIFIED DURING CONSTRUCTION. PLAN REVISIONS AND CHANGES MUST BE APPROVED BY THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION. THE CONTRACTOR SHALL NOT CONSTRUCT ANY FACILITIES IDENTIFIED DURING CONSTRUCTION UNLESS THEY ARE IDENTIFIED BY THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY IN WRITING OF ANY OBVIOUS DEFECTS OR DISCREPANCIES IN THE PLANS IDENTIFIED DURING CONSTRUCTION. PLAN REVISIONS AND CHANGES SHALL NOT BE MADE UNLESS IDENTIFIED DURING CONSTRUCTION. PLAN REVISIONS AND CHANGES MUST BE APPROVED BY THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.
7. DIMENSIONS ARE GIVEN FROM FACE OF CURB, TYPICAL.

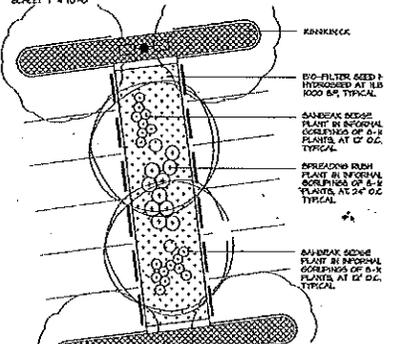
**CHAMBER
COMMERCE
KIOSK
4.2012**



PLANT SCHEDULE

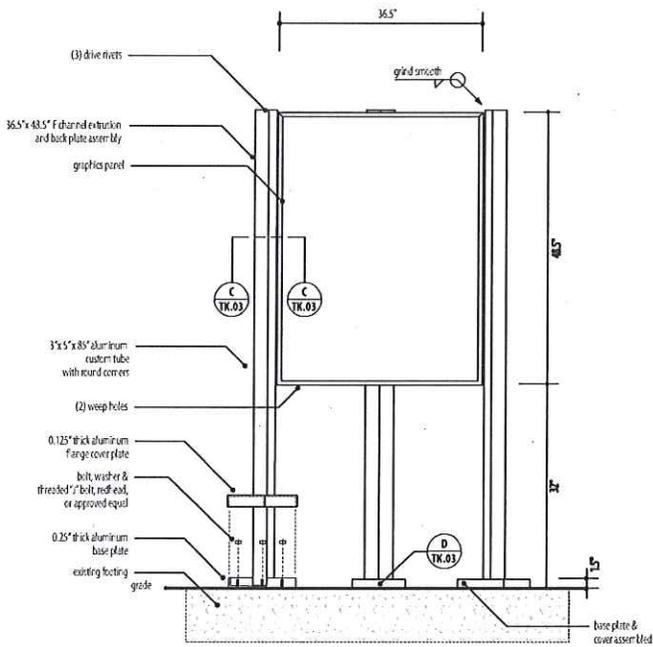
QTY	KEY	Related Name COMMON NAME	SPACING APP. DATE	SIZE	COMMENT
TREES					
21	ZO	Zelkova serotina 'Green View' GREEN WADE ZELKOVA	AS SHOWN	2" cal.	BIB
19	TC	Tilia cordata 'Chocoma' CHANCELLOR LINDEN	AS SHOWN	2" cal.	BIB
6	FP	Fraxinus pennsylvanica Urban URBANE ASH	AS SHOWN	2" cal.	BIB
1	DP	Thuja occidentalis DOUGLAS FIR	AS DIRECTED BY LANDSCAPE ARCHITECT	4'-0" H.	BIB
SHRUBS					
43	IC	Ilex crenata 'Convex' CONVEX JAPANESE HOLLY	42" O.C.	3 gal.	Container
BIOSWALE PLANTS					
40	JP	Juncus patens SPRINGBROOK RUSH	36" O.C. Groups of 8-10	N/A	Edging See also
40	CB	Carex stipula SAWDEAK SEDGE	24" O.C. Groups of 8-10	N/A	Stem rod See also
2025 of 50 ea.	BIO-SWALE	BIO-SWALE MIX Rhus copallina - CALIFORNIA WALNUT (OOD) Rhus glabra - GLOSSY LEAFLET (OOD) Fragaria virginiana - NATIVE RED STRAWBERRY Ligustrum lucidum - LARGE-LEAVED LIGUSTRUM	1 ea. / 1000 sq ft	N/A	Hydrozone
GROUNDCOVER - ALTERNATE #1					
5094 sq ft	CS	Columbinella densiflora SPRINGBROOK COTONEASTER	36" O.C.	1 gal.	
4450 sq ft	CS	Archibuteo ovata PANDANUS	36" O.C.	1 gal.	

TYP. BIO-SWALE LAYOUT (ENLARGED P)

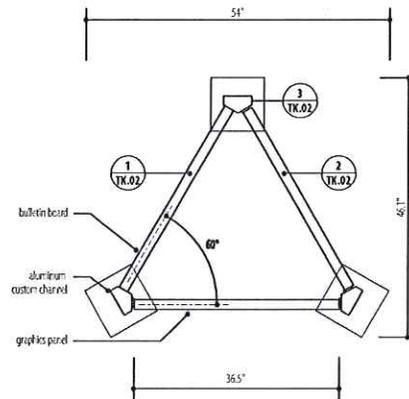


Proposed Chamber of Commerce Kiosk





1 exhibit with flange and boot mount, front elevation
 scale: 0.75" = 1'-0"



2 exhibit with flange and boot mount, plan view
 scale: 0.75" = 1'-0"

Sea Reach Ltd.

166 reynolds street telephone 503.843.2055
 stevedun facsimile 503.843.2744
 crosby 9/378 email info@seareach.com

client national park service
 contact r. elody-wolf, director of operations
 230 zachary tyler street
 hapers ferry, WV 25425
 phone 304.535.6495
 email r.elody-wolf@nps.gov
 project tuskegee institute
 code SEA-0576

notes

36" x 48" tri block

scale 0.75" = 1'-0"

by pt

date 02.25.09

revisions

page TK.01

RESOLUTION NO. 596-12

RESOLUTION AUTHORIZING A REVOCABLE PERMIT TO ALLOW INSTALLATION OF A PUBLIC INFORMATION KIOSK IN THE LANDSCAPED AREA ADJACENT TO PERMITTEE'S ENTRY WALKWAY LOCATED IN THE TUALATIN WHITE PARKING LOT

WHEREAS the attached Revocable Permit is for the purpose of allowing installation of a public information kiosk in the landscaped area adjacent to permittee's entry walkway located in the Tualatin White Parking Lot; and

WHEREAS the Tualatin Development Commission owns the property the permittee is requesting to install the public information kiosk; and

WHEREAS the permittee, the Tualatin Chamber of Commerce, requests the installation of the public information kiosk.

BE IT RESOLVED BY THE TUALATIN DEVELOPMENT COMMISSION, THE URBAN RENEWAL AGENCY OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The attached Revocable Permit is approved and the Chairman is authorized to sign the permit for the purposes stated in this Resolution.

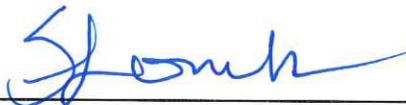
Section 2. This Revocable Permit will be automatically revoked after the Public Information Kiosk is complete.

INTRODUCED AND ADOPTED this 23rd day of April, 2012.

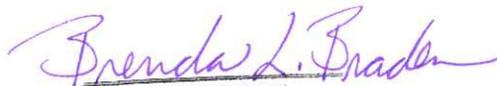
TUALATIN DEVELOPMENT COMMISSION, the
Urban Renewal Agency of the City of Tualatin

BY  _____
Chairman

ATTEST:

BY  _____
Administrator

APPROVED AS TO LEGAL FORM


CITY ATTORNEY

REVOCABLE PERMIT

The TUALATIN DEVELOPMENT COMMISSION, the Urban Renewal Agency of Tualatin, Oregon ("Owner") grants to the Tualatin Chamber of Commerce ("Permittee"), a revocable permit to use the real property located in the City of Tualatin, Washington County, State of Oregon, for the purposes and subject to the conditions stated:

See Exhibits "A" (Assessor's Map showing Subject portion of ROW) and "B" (Assessors Map) that are attached and incorporated by this reference.

The general location of the area is shown on Exhibit "C" (Vicinity Map). This permit is granted to the Permittee for the specific and limited purpose of the installation of a public information kiosk in the landscaped area adjacent to Permittee's entry walkway as generally depicted in Exhibit "D" (Site Plan; Elevation Plan).

This permit is granted subject to the following conditions:

(1) Permittee shall not construct, place or locate or allow others to construct, place or locate any structures within the permit area described in Exhibits "A", "B" and "D-Staff Report and Site Plan" except for improvements approved by City;

(2) Permittee shall keep and maintain the areas free from all conditions that create a risk of injury or damage to those lawfully using the area, and shall indemnify and hold the City, its officers, agents and employees harmless from any claims for injury, damage or loss of whatsoever nature arising out of or related to the use of the permit area.

(3) At all times during the term of this permit, Permittee shall obtain and continue to carry public liability and property damage insurance in a responsible company with limits of not less than \$500,000.00 for injury to one person, \$1,000,000.00 for injury to two or more persons in one occurrence, and \$100,000.00 for damage to property (or, a single premium and limits policy providing the same coverages) issued by a company or companies authorized to issue such policies in Oregon and naming the City as an insured on said policy or policies of insurance. Certificates evidencing such insurance and bearing endorsements requiring ten (10) days written notice to City prior to any change or cancellation shall be furnished to the City prior to Permittee's occupancy of the permit area.

(4) Permittee shall obtain building permits and other applicable permits for the kiosk structure and paver surface depicted on Exhibit "D" at Permittee's expense.

(6) Permittee shall provide all necessary maintenance and repair of the walkways, landscaping, and irrigation located adjacent to and within the Revocable Permit area during construction and during on-going maintenance of the kiosk and paver surfaces to the satisfaction of the City.

(7) Permittee shall provide Owner with a minimum of 30 days notice of Permittee's leaving its tenant space at 18791SW Martinazzi Avenue and shall remove the subject kiosk and paver pad and restore landscaping as approved by the Owner.

This Permit may be revoked by the City upon:

(1) A determination of the Development Commission that the Permittee has violated or failed to satisfy any of the conditions of this permit, or

(2) Upon determination by the Development Commission that the permit area is required for public purposes, the City Council shall provide written notice of revocation that shall be effective, without further action of either party, 120 days after the date of the notice.

If the Development Commission declares a revocation of this permit under subparagraph (1), the written declaration shall be mailed to Permittee at the Permittee's address shown on the records of the Washington County Department of Assessment and Taxation. The revocation shall be effective ten (10) days after the date of the written declaration. All rights and interests of the Permittee shall automatically terminate upon the effective date of the revocation.

Prior to the effective date of revocation of this permit, the Permittee, at its expense, shall cause all improvements to be removed from the permit area if so requested in the Declaration of Revocation and re-establish area to its pre-existing condition.

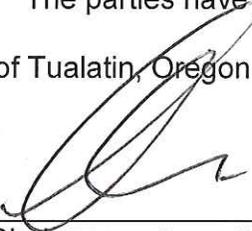
This Permit is granted for the benefit of and the heirs, successors in interest and assigns of the Permittee who shall be bound by the conditions of this Permit.

The parties have executed this permit on the date indicated below.

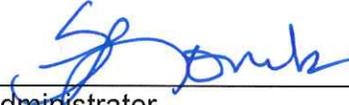
City of Tualatin, Oregon

Name

Tualatin Chamber of Commerce

BY  4-23-2012
Chairman, Lou Ogden Date

BY _____
Date

BY  4-23-2012
Administrator Date

APPROVED AS TO LEGAL FORM


CITY ATTORNEY