



OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION FOR DECEMBER 9, 2013

Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby; Councilor Frank Bubenik; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Staff Present: City Manager Sherilyn Lombos; City Attorney Sean Brady; Police Chief Kent Barker; Assistant City Manager Alice Rouyer; Community Services Director Paul Hennon; Finance Director Don Hudson; Deputy City Manager Sara Singer; Planning Manager Aquilla Hurd-Ravich; Deputy City Recorder Nicole Morris; Information Services Manager Lance Harris; Associate Planner Cindy Hahn; Engineering Manager Kaaren Hofmann; Maintenance Services Division Manager Clayton Reynolds; Management Analyst Ben Bryant; Public Works Director Jerry Postema

CALL TO ORDER

Mayor Ogden called the meeting to order at 5:00 p.m.

1. **2015-2019 Capital Improvement Plan**

Engineering Manager Kaaren Hofmann and Assistant City Manager Alice Cannon presented the 2015-2019 Capital Improvement Plan (CIP). The purpose of the plan is to create an overall picture of the City's infrastructure systems and long range plan. The CIP coordinates projects and purchases greater than \$10,000 which fall into five categories including utilities, facilities and equipment, parks and recreation, and transportation. The CIP evaluates needs, prioritizes schedules, and alternate financial capacity in annual budgets. Manager Hofmann presented the project summary by category for the next five years.

Councilor Grimes asked if the \$80,000 set aside for Neighborhood Transportation Solutions is covering all requested projects. Manager Hofmann stated this year's dollars are fully committed and no projects were turned away.

Councilor Davis asked about the process for requesting Neighborhood Transportation Solutions. Manager Hofmann noted information is available on the city's website and anyone can request a project.

Councilor Truax would like to see the 105th/Blake Street design project moved up on list. Mayor Ogden and Councilor Davis concurred.

Manager Hoffman presented a sample project worksheet. She noted each project has a worksheet that lists specific information including funding sources and descriptions. Projects to be included in the FY 14/15 budget were reviewed. Next steps include the final CIP being distributed and inclusions in the FY 14/15 budget.

Mayor Ogden presented concern with the Police Department roof needing

replacement.

Mayor Ogden presented concerns regarding how the general fund is being affected by these projects. He would like to see a sinking fund for CIP projects put in place. City Manager Lombos explained that options for a sinking fund will be presented during the budget cycle.

2. *Linking Tualatin – Draft Code Amendments*

Associate Planner Cindy Hahn, Planning Manager Aquilla Hurd-Ravich, and Assistant City Manager Alice Cannon presented draft amendments to the Industrial Business Park overlay. Associate Planner Hahn presented background on the Linking Tualatin Plan including its adoption and actions for implementation. Tonight's discussion will focus on preparing code changes which will allow greater flexibility and support transit use. The purpose of the Industrial Business Park overlay is to recognize and accommodate the changing industrial commercial marketplace by allowing small scale mixed uses through the Architectural Review process. Associate Planner Hahn stated possible code changes will allow additional flexibility by making minor modifications to the standards for the overlay. The intent of these changes is to provide mixed uses that support employees in these areas.

Planner Hahn presented possible code amendments including expanded permitted uses, removing minimum site size thresholds, simplification of mixed use percentages, and limiting 80 foot setbacks to retail on SW Tualatin-Sherwood Road and from residential districts. Next steps include returning to the Planning Commission for recommendations on the Plan Text Amendment (PTA) in January. Those recommendations will be presented to Council at a public hearing in February.

Councilor Davis asked about allowing drive-up windows in this overlay district. Planner Hahn stated the language does not specify the use of drive-ups. Planning Manager Hurd-Ravich said staff could look into drive-up windows as a conditional use for the area.

Councilor Truax asked about past conversations protecting industrial land for industrial uses only. Assistant City Manager Cannon stated it is a matter of balancing industrial land with the needs of the employees who work in these areas. She noted when the amendments are prepared staff will research past conversations regarding the industrial areas and bring the information back.

3. *Medical Marijuana Dispensaries*

Deputy City Manager Sara Singer presented background information on HB 3460 regarding Medical Marijuana Dispensaries. She noted the Oregon Health Authority (OHA) will have rules in place to license and regulate dispensaries by January 31, 2014 and applications will be accepted starting March 1, 2014. Options for regulating dispensaries in the city were presented.

Mayor Ogden stated last spring he attended a League of Oregon Cities board meeting where there was discussion regarding medical marijuana dispensaries. It was mentioned that several cities had banned dispensaries through the business

license process. He then brought this information back to work session and at that time there was Council support to proceed with banning dispensaries. Mayor Ogden asked the Council if there is a desire to ban dispensaries or how the Council would like to go about regulating them.

Councilor Davis stated she would like to see the Council regulate dispensaries through the zoning process. She believes that the city could make the zoning regulations complex enough that it would be more appealing for dispensaries to locate elsewhere.

Councilor Davis asked about placing a moratorium on dispensaries until the Council can put zoning restrictions in place. She expressed the City should not rush the process, and a moratorium could allow more time to examine the issues. City Attorney Sean Brady stated that the Council could go through the Plan Text Amendment (PTA) process to put a moratorium in place or go thru the business license process.

Council gave direction to proceed with researching the process for adopting a temporary moratorium to allow council time to look at other options for regulating medical marijuana dispensaries.

4. *Crawfish Festival*

Community Services Director Paul Hennon briefed the Council on the transition of management for the Crawfish Festival. He noted recruitment of a new management entity is underway. Two proposals have been received and interviews for interested parties will be held this week. The first party, Class Act, proposed minor program enhancements, similar in-kind resources from the city, and a first right of refusal after three years. The second party, Social Media NW, proposed major program enhancements, larger in-kind resources and financial backing from the city, and a five year contract. He noted the intent of the interviewing committee is to authorize an agreement by the end of the year.

City Manager Lombos asked the Council if they were interested in keeping funding and in-kind services at the same level or if there was interest in increasing funding. Council consensus was to hear specifics on where the funding would be going before making a decision.

5. *Tualatin Tomorrow*

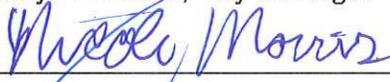
Deputy City Manager Sara Singer updated the Council on the Tualatin Tomorrow Vision and Strategic Action Plan update. She provided information on the process, upcoming public involvement events and the next steps for plan adoption. The project was organized into three phases and the committee is at the end of phase two. The Community Priorities Survey will be open until January 6th and will be followed by a Community Forum held on January 29th. The updated Vision Action Plan will come back to Council in February for adoption.

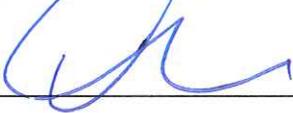
6. *Council Meeting Agenda Review, Communications & Roundtable.*

ADJOURNMENT

The work session adjourned at 6:46 p.m.

Sherilyn Lombos, City Manager


_____ / Nicole Morris, Recording Secretary


_____ / Lou Ogden, Mayor