

**OFFICIAL MINUTES OF TUALATIN CITY COUNCIL WORK SESSION FOR
SEPTEMBER 12, 2011**

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

Absent: Councilor Wade Brooksby; Councilor Frank Bubenik

Staff Present: City Manager Sherilyn Lombos; City Engineer Mike McKillip; Police Chief Kent Barker; Community Development Director Alice Rouyer; Operations Director Dan Boss; Community Services Director Paul Hennon; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Assistant to the City Manager Sara Singer; Senior Planner William Harper; Project Engineer Dayna Webb; Executive Assistant Maureen Smith

1. CALL TO ORDER

Mayor Ogden called the work session to order at 5:36 p.m.

2. *Downtown Building Signs Update*

City Manager Sherilyn Lombos noted this is an update on proposed revisions to Downtown Building Signs being considered.

Senior Planner Will Harper gave a brief review of the sign amendment to date. Council held a previous discussion in July about the proposed options on signs for downtown core area businesses. A concern had been raised stemming from that discussion by Barrington Development on the adequacy of signage allowed for upper floor tenants of multi-story buildings and the limitations inherent in the "sign band" requirements for wall signs, etc., resulting in continuance of the hearing to allow time for more review.

The Tualatin Planning Advisory Committee (TPAC) reviewed the proposed Downtown Sign Program in July, and voted 6-1 to recommend that Council approve PTA-11-08 as proposed. It is scheduled to return to TPAC at their October meeting. The program was also presented to the Chamber of Commerce Economic Development Task Force on July 25, which was well attended by businesses.

Senior Planner Harper went on to explain what types of changes are proposed. The sign types allowed in addition to "wall signs" that were proposed in Version I include blade, shingle, and directory-style wall signs (in place of one wall sign), and canopy-mounted building identification signs (one per multi-level building). The types of signage that would not be allowed on the upper story of buildings was also reviewed. Planning Manager Aquilla Hurd-Ravich noted that the proposal that is presented does not include the option of businesses outside the downtown core area to have a shingle and wall sign, but only for one or the other.

Council discussed being allowed to have small blade (shingle) sign, in addition to the shop signs in other businesses than the downtown core. Council suggested not to have an either/or for signage outside the downtown area businesses. It was suggested there could be a type of "building sign" branding, other than having signage for each tenant of a building. Staff explained that the building owner would determine where and what signage would be placed. Some concern was expressed about the signage and visual impact, and while it could be a matter of scale versus quantity, concern remained. It was asked and explained that the TPAC member that voted against the proposal thought the options were fine, but size, scope and scale were concerns that came up.

City Manager Lombos summarized the discussion and said staff will take the issue back and address the concerns mentioned, and not looking to amplify more signs. Also noted Council's interest in expanding to other businesses besides the downtown core. Staff will plan to bring back in ordinance form at the October 24, 2011 Council meeting.

3. *Transportation System Plan*

Project Engineer Dayna Webb gave an update on the Transportation System Plan (TSP). Most of the public outreach is finishing up with a few more events that staff will be attending in the coming months. Staff is continuing to collect comments and working on gathering comments from the non-english speaking community. Comments received from the interactive map on the TSP website (www.tualatintsp.org) has increased steadily over the past few months, and applications for the Transportation Task Force are starting to come in. The Task Force will provide advice, guidance and recommendations on City projects, and the deadline for turning in an application is October 7, 2011.

City Manager Lombos noted the addition of another Tualatin Planning Advisory Committee (TPAC) member to the Task Force membership, and the Chamber of Commerce's request to add a medium business member. She also noted that comment was raised about adding a designated Community Involvement Organization (CIO) representative, and that it replace one of the citizen representatives slots. City Manager Lombos said staff is interested in Council feedback on the make-up of the task force members. It was asked and explained that a representative from Tualatin Tomorrow is part of the membership list as the visioning project includes a transportation component.

Discussion followed on the membership of the task force and whether there would be a better coordinated response from the CIOs if there is a dedicated position. There was discussion on the number of citizen-based positions and the likelihood that CIO members will end up on the Task Force anyway. Mention was also made of not increasing the size of the Task Force, and that it is a sizeable time commitment for people to make.

Council decided to convert one citizen representative slot as a designated CIO representative but otherwise leave the membership as presented. It was mentioned and discussed whether the Community Involvement Committee (CIC) comprised of three councilors that interviews City advisory committee applicants, will interview the entire Task Force membership. It was decided that the CIC will interview the two business and four citizen positions.

4. Council Meeting Agenda Review, Communications & Roundtable

Council reviewed the Consent Agenda with no comments or changes.

5. ADJOURNMENT

The work session adjourned at 7:01 p.m.

Sherilyn Lombos, City Manager



Maureen Smith, Recording Secretary



**OFFICIAL MINUTES OF THE TUALATIN CITY COUNCIL MEETING FOR
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Present: Mayor Lou Ogden; Council President Monique Beikman; Councilor Wade Brooksby; Councilor Joelle Davis; Councilor Nancy Grimes; Councilor Ed Truax

Absent: Councilor Frank Bubenik

Staff Present: City Manager Sherilyn Lombos; City Engineer Mike McKillip; Police Chief Kent Barker; Community Development Director Alice Rouyer; Community Services Director Paul Hennon; Finance Director Don Hudson; Planning Manager Aquilla Hurd-Ravich; Assistant to the City Manager Sara Singer; Senior Planner William Harper; Project Engineer Dayna Webb; Library Manager Abigail Elder; Teen Program Specialist Julie Ludemann; Executive Assistant Maureen Smith

A. CALL TO ORDER

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

Pledge of Allegiance was led by Councilor Brooksby.

B. ANNOUNCEMENTS

1. Swearing-in of Police Officer - *Jeremy Rankin*

Police Chief Kent Barker introduced and swore-in new police officer Jeremy Rankin, and gave a brief background on Officer Rankin, who returned to Tualatin after moving back to Oregon.

2. Nomination and Selection of Police Captain Larry Braaksma to Attend the FBI National Academy

Police Chief Barker said he was honored to announce that Captain Larry Braaksma will be attending the FBI National Academy at Quantico, Virginia. The program is known for its ten week program of leadership, management, and training; less than one-half of one percent of those nominated are selected to attend the Academy Program. Captain Braaksma is among the 250 participants chosen and one of three attending from Oregon.

3. Tip-A-Cop Fundraiser Event Announcement

Police Chief Barker announced the Tip-a-Cop Fundraiser event, to be held at Applebee's on Thursday, September 22, 2011, from 5:00 p.m. to 9:00 p.m. Donated tips are in support of the Oregon Special Olympics.

4. Tualatin Youth Advisory Council Monthly Report

Tualatin Youth Advisory Council (YAC) members were present and also introduced were the new members for this school year. A PowerPoint was given reviewing summer events that the YAC participated in and the upcoming events in the Fall.

Mayor Ogden encouraged the YAC to get involved in the working groups to be formed as part of the City's Transportation System Plan update.

5. Dog Park Event Announcement

Teen Program Specialist Julie Ludemann presented information on an upcoming event to be held at the Tualatin Dog Park. "The Great Peanut Butter Lick-Off" is on Wednesday, September 21, 2011 at 6:00 p.m. and is free for all dogs and owners to attend.

Ms. Ludemann also noted a "Friends of the Dog Park" group is forming and will be meeting on Thursday, September 28, 2011, 7:00 p.m. at the Tualatin Heritage Center. Anyone interested is invited to attend.

C. CITIZEN COMMENTS

This section of the agenda allows citizens to address the Council 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.

None.

D. CONSENT AGENDA

The Consent Agenda will be enacted with one vote. The Mayor will first ask staff, the public and Councilors 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, 1) Items Removed from the Consent Agenda. The entire Consent Agenda, with the exception of items removed from the Consent Agenda to be discussed, is then voted upon by roll call under one motion.

MOTION by Council President Monique Beikman, SECONDED by Councilor Joelle Davis to adopt the Consent Agenda as read.

Vote: 6 - 0 MOTION CARRIED.

1. Approval of the Minutes for the Work Session and Meeting of August 22, 2011.

2. Resolution No. **5064-11** to Approve an Intergovernmental Agreement with the City of Durham to Provide Municipal Court Services
3. Resolution No. **5065-11** Approving and Authorizing the Mayor and City Recorder to Sign an Intergovernmental Agreement with the Regional Water Providers Consortium relating to Data Sharing Among Water Providers
4. Resolution No. **5066-11** Amending the City of Tualatin Fee Schedule and Rescinding Resolution No. 4968-10
5. Approval of a Change of Ownership Liquor License Application for Bambuza Vietnam Grill
6. Community Involvement Committee Recommendations for Appointments to City Advisory Committees and Appointment of Municipal Judges Pro Tem

E. SPECIAL REPORTS

1. Summer GREAT (Gang Resistance Education And Training) Program Wrap-Up

Police Officer Eric French gave a PowerPoint presentation on the GREAT (Gang Resistance Education and Training) summer program wrap-up. He is one of three School Resource Officers (SROs) that staff the program, in addition to recreation leaders, and a School District liaison. The national program has been offered by the City since 1993. There are one and two-week sessions offered for students entering 6th through 9th grades. It is funded by the City and user fees, as well as donations. Fees are kept low and financial aid is also available. A classroom curriculum is taught during the school year for students entering 6th through 9th grades. The summer program is intended to enhance life and social skills and to make them aware of alternatives to gang involvement, alcohol, tobacco, and drug abuse, as well as recreational opportunities to promote physical fitness, develop skills, and encourage teamwork.

Council thanked everyone involved in another successful year of the GREAT program.

2. Summer Library Reading Program Wrap-Up

Tualatin Library Manager Abigail Elder and Librarian Jaime Thoreson gave a PowerPoint presentation about the Library's Summer Reading program. The program was a great success and surpassed last year's numbers, and the adult summer reading registration was the highest in Washington County.

eBooks are also available for check out, with the availability of downloading books through a statewide library consortium through the "Library to Go" program on the County website at www.wcccls.org. The downloaded books are handled the same as regular books. Library staff are available to help use the service and classes on how to use eBooks will be offered in October. The Library also publishes an eNewsletter, accessible through the City's website at www.ci.tualatin.or.us.

F. PUBLIC HEARINGS – *Legislative or Other*

G. PUBLIC HEARINGS – *Quasi-Judicial*

H. GENERAL BUSINESS

1. Transportation System Plan: Resolution No. **5067-11** Authorizing a Task Order with CH2M Hill, Inc. for Technical Planning to Support the Project

Transportation System Plan: Resolution No. **5068-11** Authorizing a Personal Services Agreement with JLA Public Involvement to Support the Project

City Manager Sherilyn Lombos noted General Business Items H-1, Authorizing a Task Order with CH2M Hill for technical planning, and H-2, Authorizing a Personal Services Agreement with JLA Public Involvement for public involvement in support of the Transportation System Plan project are separate items and contracts, but will be presented as one report, with administrative approval done separately.

City Engineer Mike McKillip and Project Engineer Dayna Webb gave a presentation on the next phase of the City's Transportation System Plan (TSP) update. An update has not been done since 2001 and the City wanted to have a new approach by looking at identifying problems, weigh options available, and determine solutions to arrive at a community-led TSP. Staff is now to the point where the technical teams have been selected and we are ready to begin moving ahead on the project.

The first phase was the selection in January of consultant JLA Public Involvement, which was a clear choice by the selection group. The selection of technical consultant CH2M Hill was reviewed. A Request for Qualifications (RFQ) was done and three responses were received. Two consultants were interviewed with the selection group choosing CH2M Hill as the best firm that would meet the needs of Tualatin.

The schedule has been reviewed and continues to be updated. Staff is also continuing to receive comments on the website and taking public input. City Engineer McKillip reviewed the timeline of the process and said it will be broken into three phases: frame the conversation, deliberation and discussion, and options and recommendations, giving a brief explanation of what would take place in each of the phases.

Formation of the Transportation Task Force is proceeding, and staff is currently accepting applications. Technical teams are ready to proceed, and all public outreach shall continue on. Councilors Beikman, Brooksby and Davis will be part of the soon to be formed task force. There will also be "working groups" that will participate. Staff will continue with presenting monthly updates to Council on the project.

With the community-based needs assessment currently happening, it was asked about the participation of the working groups. City Engineer McKillip said the groups will form in the second phase, which would allow for what was learned from the first phase to be presented in the second phase. Discussion followed on the process of forming the work groups and their role. It was asked and answered that the work groups should be getting started by the end of January.

Staff recommends that the Council accept the scope and direct the City Manager to enter into a contract with CH2M Hill, Inc. for the Transportation System Plan technical planning, and to accept the scope and direct the City Manager to enter into a contract with JLA Public Involvement for the Transportation System Plan public involvement.

PUBLIC COMMENTS

Toni Anderson, 17790 SW Cheyenne Way, Tualatin, OR , asked about notification of the Task Force application process as she was just made aware of it, and if it will be on "InfoAlert" and the website, etc. Project Engineer Webb reviewed all the various avenues of notification that were used to get the information out to the public. It was asked and noted that the deadline is October 7 for turning in the Task Force application. Ms. Anderson mentioned her concern about citizen members on the Task Force being "outvoted" on an issue. Mayor Ogden said the Task Force is for the total comments and concerns from all Task Force members, not a "voting" type of decision-making.

Jan Giunta, 17655 SW Shawnee Trail, Tualatin, OR , thanked Council for the inclusion of a dedicated Citizen Involvement Organization (CIO) position on the Task Force membership, in addition to the citizen members. Ms. Giunta said Council has the CIO's involvement and support.

Kathy Newcomb, 17515 SW Cheyenne Way, Tualatin, OR , spoke on the TSP discussion held during the Work Session regarding citizen representation on the Transportation Task Force. She believes the Tualatin Planning Advisory Committee (TPAC) has been overlooked, and that geographic representation needs to be addressed as part of Goal 1 of the Statewide Planning Land Use Goals. Ms. Newcomb suggested the Task Force membership be redone, and that the citizen representative be chosen by the Citizen Involvement Organizations (CIOs).

COUNCIL DISCUSSION

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes to accept the scope and direct the City Manager to enter into a contract with CH2M Hill, Inc. for the Transportation System Plan Technical Planning.

Vote: 6 - 0 MOTION CARRIED.

MOTION by Council President Monique Beikman, SECONDED by Councilor Nancy Grimes to accept the scope and direct the City Manager to enter into a contract with JLA Public Involvement for the Transportation System Plan Public Involvement.

Vote: 6 - 0 MOTION CARRIED.

2. Ordinance No. **1332-11** Relating to the Tualatin Planning Advisory Committee (TPAC); Reducing the Number of Members; and Amending TDC 2.060 PTA-11-06
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MOTION by Councilor Truax, SECONDED by Council President Beikman for a first reading by title only. MOTION by Councilor Truax, SECONDED by Council President Beikman for a second reading by title only. MOTION CARRIED. The poll was unanimous. *[Bubenik absent.]* MOTION by Councilor Truax, SECONDED by Council President Beikman to adopt the ordinance. MOTION CARRIED .

3. Ordinance No. **1333-11** Relating to Land Use Approval Periods; and Amending TDC 32.080, 32.090, 36.160, 36.240, and 73.056 (PTA 11-05)
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MOTION by Councilor Truax, SECONDED by Council President Beikman for a first reading by title only. MOTION by Councilor Truax, SECONDED by Council President Beikman for a second reading by title only. MOTION CARRIED. The poll was unanimous. *[Bubenik absent.]* MOTION by Councilor Truax, SECONDED by Council President Beikman to adopt the ordinance. MOTION CARRIED.

I. ITEMS REMOVED FROM CONSENT AGENDA

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

J. COMMUNICATIONS FROM COUNCILORS

Council President Beikman said she and Mayor Ogden attended a National League of Cities (NLC) meeting as part of the Local Wellness Policies project regarding reducing "childhood obesity" and came back with some valuable information. Tualatin has already begun with the participation in the Walk + Bike to School Day event.

K. EXECUTIVE SESSION - None.

L. ADJOURNMENT

MOTION by Council President Monique Beikman, SECONDED by Councilor Ed Truax to adjourn the meeting at 8:27 p.m.

Vote: 6 - 0 MOTION CARRIED.

Sherilyn Lombos, City Manager



Maureen Smith / Recording Secretary