



**A. CALL TO ORDER**

**B. PRESENTATIONS, ANNOUNCEMENTS, SPECIAL REPORTS**

**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 (Item Nos. 1 – 2)**

**Page No.**

*The Consent Agenda will be enacted with one vote. The Chairman will first ask the staff, the public and the 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 "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 of the Work Session and Meetings of January 11, 2010 .....  
and February 8, 2010
2. Change Order No. 6 to the Contract Documents for Construction of the SW Herman.....  
Road Project

**E-F. PUBLIC HEARINGS**

*None.*

**H. GENERAL BUSINESS**

*None.*

**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**



# STAFF REPORT

## TUALATIN DEVELOPMENT COMMISSION

Approved by Tualatin  
Development Commission  
Date 2-22-10  
Recording Sec. [Signature]

**TO:** Honorable Chairman and Members of the Commission

**FROM:** Sherilyn Lombos, Administrator [Signature]

**DATE:** February 22, 2010

**SUBJECT:** APPROVAL OF THE WORK SESSION AND MEETING MINUTES OF  
JANUARY 11, 2010 AND FEBRUARY 8, 2010

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**ISSUE BEFORE THE COMMISSION:**

The issue before the Commission is to approve the minutes for the Work Session and Meeting minutes of January 11, 2010 and February 8, 2010.

**RECOMMENDATION:**

Staff respectfully recommends that the Commission adopt the attached minutes.

**FINANCIAL IMPLICATIONS:**

There are no financial impacts associated with this item.

**Attachments:** Minutes

# **TUALATIN DEVELOPMENT COMMISSION**

18880 S.W. MARTINAZZI AVENUE  
TUALATIN, OR 97062-7092

503 / 692-2000

Approved by Tualatin  
Development Commission  
Date 2-22-10  
Recording Sec MSM



## **TUALATIN DEVELOPMENT COMMISSION WORK SESSION MINUTES OF JANUARY 11, 2010**

**PRESENT:** Chairman Lou Ogden; Commissioners Chris Barhyte, Monique Beikman, Joelle Davis, Jay Harris, Donna Maddux, and Ed Truax; Sherilyn Lombos, Administrator, Mike McKillip, City Engineer; Brenda Braden, City Attorney; Kent Barker, Police Chief; Dan Boss, Operations Director; Maureen Smith, Recording Secretary

**ABSENT:** None.

### **A. CALL TO ORDER**

Chairman Ogden called the Development Commission Work Session to order at 5:10 p.m. and recessed at 6:15 p.m.

The Work session was reopened at 7:58 p.m. and adjourned at 7:59 p.m.

### **B. PRESENTATIONS, ANNOUNCEMENTS, SPECIAL REPORTS**

#### **1. *Tualatin-Sherwood Road Landscape Improvement Project***

Administrator Sherilyn Lombos began by introducing all present, which included the consultant and some members of the Tualatin-Sherwood Road Ad Hoc Committee that was formed from several of the City's advisory committees.

Development Coordinator Eric Underwood presented information on the project and gave a brief background on how the project came to the point it is now. Staff recommends the Tualatin Development Commission consider the Tualatin-Sherwood Road Ad Hoc Committee recommendation regarding lighting, landscape improvements and gateway feature design concepts associated with the Tualatin-Sherwood Road Landscaping project.

Consultant Carol Reed, from Mayer/Reed presented the three concepts and explained what each concept would entail and types of trees and native species of trees that will be chosen. Ms. Mayer also displayed renderings of the gateway project concept ideas.

Gary Thompson, ad hoc committee member and member of the Arts Advisory Committee, was present and gave a brief presentation. The committee wants to make a great project and to have a proposal that will make Tualatin look good. After an extensive public involvement process that included the ad hoc committee and the general public, two gateway design concepts remain, neither of which succeeded in gaining the approval of the ad hoc committee. The ad hoc committee provided feedback on the two concepts, and recommended conducting a Request for Proposals (RFP) to enable further solicitation of designs to enable the ad hoc committee to evaluate additional options.

Connie Ledbetter, ad hoc committee member and member of the Parks Advisory Committee was present and added the committee reviewed the concepts, and landscaping, maintenance and lighting associated with each. Tualatin-Sherwood Road is wider and they wanted to see more pedestrian refuges for safety.

Staff will take care of the lighting issues, but is looking for direction from Council on where to go from here.

Commissioner Truax said he is fine with the lighting and with Concept 3, and for the gateway design he mentioned the wonderful idea of Historical Society President Yvonne Addington. He also is fine with doing a Request for Proposals (RFP). He also added that he recognizes that a tree may have to be cut down to arrive at the bigger vision for Tualatin.

Commissioner Barhyte asked about the financial portion of the project and Mr. Rux explained the costs for the project and there is sufficient funds for the entire project.

Commissioner Harris asked about the water features in the gateway designs, and Mr. Thompson said their idea was not to use active water. Commissioner Harris also asked about street lighting, and mentioned along Boones Ferry Road the trees aren't mature yet and the spacing of the pole light seems close. Ms. Ledbetter explained about cobra head lights that are in the median, and the shepherd hook lighting is more for a pedestrian area. It was asked answered by staff that the use of cobra lights is dictated by Washington County. Councilor Harris commented he wanted to be sure that the lighting does not end up the dominant feature. and Tualatin-Sherwood Road is longer stretch and wider

Commissioner Maddux appreciated the time that has given on this project and the recommendations from the ad hoc committee. She noted that Council also struggled with the design. She mentioned she also liked Ms. Addington's idea, and that getting all the elements that the City is looking for, doing an RFP would be a good idea.

Commissioner Barhyte said he is concerned about dragging the project out, and Development Coordinator Underwood said the Commission could decide on the landscape part tonight, and could then get started with the RFP process simultaneously and should be able to get to the gateway piece within a reasonable timeframe.

Chairman Ogden questioned the RFP process and asked about the amount allocated to the gateway portion of the project. Ms. Mayer said these designs were quickly done, and did not actually figure in the costing. Discussion followed on doing an RFP and the specific scope of the gateway and what an RFP would generate.

Commissioner Beikman said she appreciates the ad hoc committee's comments, but the "Wapato Garden" concept is still her favorite design. Mr. Thompson said the ad hoc committee liked the concept, but did not feel it was appropriate for what a gateway should look like.

Chairman Ogden said question for the Commission is whether to take the recommendation of the ad hoc committee and proceed with an RFP and continue with the project. Councilor Davis said if the Commission is going to spend a lot of money we would want something iconic and what Tualatin is all about.

Discussion followed and Commission consensus of all present was to move forward with the lighting and landscaping, separate the process and move forward with an RFP to be able to finish both components at nearly the same time.

**C. CITIZEN COMMENTS – N/A**

**D. CONSENT AGENDA**

No changes to the Consent Agenda were made by the Commission.

**E-F. PUBLIC HEARINGS – N/A**

**G. GENERAL BUSINESS – N/A**

**H. ITEMS REMOVED FROM CONSENT AGENDA – N/A**

**I. COMMUNICATIONS FROM COMMISSIONERS**

*None.*

**J. EXECUTIVE SESSION**

*None.*

**K. ADJOURNMENT**

The work session adjourned at 7:58 p.m.

Sherilyn Lombos, Administrator

Recording Secretary



## **TUALATIN DEVELOPMENT COMMISSION**

18880 S.W. MARTINAZZI AVENUE  
TUALATIN, OR 97062-7092

503 / 692-2000



Approved by Tualatin  
Development Commission  
Date 2-22-10  
Recording Sec M. Smith

### **TUALATIN DEVELOPMENT COMMISSION MEETING MINUTES OF JANUARY 11, 2010**

**PRESENT:** Chairman Lou Ogden; Commissioners Chris Barhyte, Monique Beikman, Joelle Davis, Jay Harris, Donna Maddux, and Ed Truax; Sherilyn Lombos, Administrator; Mike McKillip, City Engineer; Doug Rux, Community Development Director; Brenda Braden, City Attorney; Maureen Smith, Recording Secretary

**ABSENT:** None.

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

#### **A. CALL TO ORDER**

Chairman Ogden called the meeting to order at 10:56 p.m.

#### **B. PRESENTATIONS, ANNOUNCEMENTS, SPECIAL REPORTS**

*None.*

#### **C. CITIZEN COMMENTS**

*None.*

#### **D. CONSENT AGENDA**

MOTION by Commissioner Barhyte, SECONDED by Commissioner Maddux to adopt the Consent Agenda as read:

1. Approval of Minutes of the Work Session and Meeting of December 14, 2009
2. Resolution No. 583-10 Establishing Regular Meetings of the Tualatin Development Commission – the Urban Renewal Agency of the City of Tualatin and the Urban Renewal Advisory Committee

**MOTION CARRIED.**

#### **E-F. PUBLIC HEARINGS**

*None.*

#### **G. GENERAL BUSINESS**

*None.*

**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**

*None.*

**J. EXECUTIVE SESSION**

*None.*

**K. ADJOURNMENT**

MOTION by Commissioner Truax, SECONDED by Commissioner Maddux to adjourn the meeting at 10:57 p.m. MOTION CARRIED.

Sherilyn Lombos, Administrator

Recording Secretary

A handwritten signature in blue ink, appearing to read "Maureen Smith", is written over a horizontal line.



# **TUALATIN DEVELOPMENT COMMISSION**

18880 S.W. MARTINAZZI AVENUE  
TUALATIN, OREGON 97062-0369

503 / 692-2000



Approved by Tualatin  
Development Commission  
Date 2-22-10  
Recording Sec M. Smith

## **TUALATIN DEVELOPMENT COMMISSION WORK SESSION MINUTES OF FEBRUARY 8, 2010**

**PRESENT:** Chairman Lou Ogden; Commissioners Chris Barhyte, Monique Beikman, Joelle Davis, Jay Harris, Donna Maddux, and Ed Truax; Sherilyn Lombos, Administrator, Mike McKillip, City Engineer; Brenda Braden, City Attorney; Larry Braaksma, Police Captain; Dan Boss, Operations Director; Stacy Crawford, Recording Secretary

**ABSENT:** None.

### **A. CALL TO ORDER**

Chairman Ogden called the work session to order at 5:26 p.m.

### **B. PRESENTATIONS, ANNOUNCEMENTS, SPECIAL REPORTS**

#### **1. *Update on Central Urban Renewal District***

Mr. Rux gave a summary of the Overlapping Taxing District meetings. City staff met with the NW Regional Education Service District (ESD), Tualatin Valley Fire & Rescue (TVF&R), Washington County, Port of Portland, Portland Community College, Metro, TriMet and Tigard-Tualatin School District (TTSD) the week of January 28, 2010. The binder that was provided to the Commission is the same information given to each of the Overlapping Taxing Districts. The information includes the Vision Statement, financials, and drawings looking 25 years and beyond of how the area may look.

The issue of forgoing revenues and backfilling through the common school fund came up during City staff's meeting with TTSD. NW Regional ESD concerns were similar to TTSD, but needed clarification of how the 75% concurrence worked since they were new to the bill. Mr. Rux will give a presentation to the School Board later this month. A date has not been determined. The comment from the Port of Portland was this is the most comprehensive package they have ever had presented to them in regards to Urban Renewal.

Chairman Ogden recognized Mr. Rux and his staff for the quality of work on this plan. Ms. Lombos added that the Port of Portland and TVF&R appreciated the presentation and thanked Mr. Rux for his work.

Mr. Rux stated that most of the Overlapping Taxing Districts were impressed with Council's Vision. There are two ways that concurrence can occur. The bill states that it must be in written form to the local municipality. The city has provided two options, either by a Letter of Support or Resolution and each of the different agencies have the option of how to approach it.



TriMet stated they wanted something about transit listed in the Vision Statement. Staff would like to add some language about transit to Town Center Vision No. 5. Mr. Rux will do some word smithing and send it out via email to Council for approval. Ms. Lombos added that the point of adding transit to the vision it is a community building tool to enhance the vision.

PCC requested education on what HB3056 was since they are starting out at ground zero. They asked Mr. Rux to give a presentation to their Board. Metro asked that a presentation be given to the Metro Council, date to be determined. Washington County asked if affordable housing was going to be included in the program. They also asked about bike lanes on roadways, forgone revenue projections, and would like a follow-up presentation to their Board, date to be determined. The last meeting was with TVF&R and they stated that the Tualatin Road Extension, signal coordination, pedestrian and bike safety, and Boones Ferry Road improvements would be a benefit to TVF&R. TVF&R had additional questions and concerns, and asked for a copy of the revenue sharing model on the \$100 million.

Mr. Rux shared with the Commission the Maximum Indebtedness Schedule – January 2010 – June 2010.

Chairman Ogden added that with the CURD there are three things that have to occur with whatever the creation of the development. It has to embody the ideas of the community; something that is owned and completes a Vision that people want. It has to make financial sense for the tax payers of Tualatin and the other taxing entities. Finally, it has to be a better deal for the property owners than not doing it.

Mr. Rux noted some upcoming key dates. The Tualatin Park Advisory Committee (TPARK) will meet and review the plan on Tuesday, February 9<sup>th</sup>. The Planning Advisory Committee (TPAC) meets on Thursday, February 11<sup>th</sup> and will provide a recommendation to the Council. The Urban Renewal Advisory Committee (URAC) will meet on February 16<sup>th</sup> and provide a recommendation that will go to the Tualatin Development Commission. The other committees will meet February 25<sup>th</sup>. The Commission Hearing is scheduled for March 8<sup>th</sup> and the Council Hearing is scheduled March 22<sup>nd</sup>.

Mr. Rux concluded with an update on the Open House that was held on February 4, 2010, which had over 100 people in attendance. Only 50 people actually signed in. Staff has received both negative and positive comments either verbally or in written form. Emails have been coming in and will be shared with the committees. The primary focus is on the Tualatin Road Extension. March 1, 2010, Tualatin Tomorrow will be hosting an Open House on Transportation, specifically, the Northern Arterial or Tualatin Road Extension at the Police Training Room.

**C. CITIZEN COMMENTS – N/A**

**D. CONSENT AGENDA**

No changes to the Consent Agenda were made by the Commission.

**E-F. PUBLIC HEARINGS – N/A**

**G. GENERAL BUSINESS – N/A**

**H. ITEMS REMOVED FROM CONSENT AGENDA – N/A**

**I. COMMUNICATIONS FROM COMMISSIONERS**  
*None.*

**J. EXECUTIVE SESSION**  
*None.*

**K. ADJOURNMENT**  
The work session adjourned at 6:05 p.m.

Sherilyn Lombos, Administrator

Recording Secretary

Stacy Crawford

# **TUALATIN DEVELOPMENT COMMISSION**

18880 S.W. MARTINAZZI AVENUE  
TUALATIN, OREGON 97062-0369

503 / 692-2000



Approved by Tualatin  
Development Commission  
Date 2-22-10  
Recording Sec M. Smith

## **TUALATIN DEVELOPMENT COMMISSION MEETING MINUTES OF FEBRUARY 8, 2010**

**PRESENT:** Chairman Lou Ogden; Commissioners Chris Barhyte, Monique Beikman, Joelle Davis, Jay Harris, Donna Maddux, and Ed Truax; Sherilyn Lombos, Administrator; Mike McKillip, City Engineer; Doug Rux, Community Development Director; Brenda Braden, City Attorney; Stacy Crawford, Recording Secretary

**ABSENT:** None.

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

### **A. CALL TO ORDER**

Chairman Ogden called the meeting to order at 7:46 p.m.

### **B. PRESENTATIONS, ANNOUNCEMENTS, SPECIAL REPORTS**

*None.*

### **C. CITIZEN COMMENTS**

*None.*

### **D. CONSENT AGENDA**

MOTION by Commissioner Barhyte, SECONDED by Commissioner Harris to adopt the Consent Agenda as read:

1. Approval of Minutes of the Work Session and Meeting of January 25, 2010.

**MOTION CARRIED.**

### **E-F. PUBLIC HEARINGS**

*None.*

### **G. GENERAL BUSINESS**

*None.*

### **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**

*None*

**J. EXECUTIVE SESSION**

*None.*

**K. ADJOURNMENT**

MOTION by Commissioner Barhyte, SECONDED by Commissioner Harris to adjourn the meeting at 7:47 p.m. MOTION CARRIED.

Sherilyn Lombos, Administrator

Recording Secretary

Stacy Crawford



# STAFF REPORT

## TUALATIN DEVELOPMENT COMMISSION

Approved by Tualatin  
Development Commission  
Date 2-22-10  
Recording Sec M. Smith

**TO:** Honorable Chairman and Members of the Commission

**THROUGH:** Sherilyn Lombos, Administrator *[Signature]*

**FROM:** Doug Rux, Community Development Director *DR*  
Eric Underwood, Development Coordinator *EU*

**DATE:** February 22, 2010

**SUBJECT:** CHANGE ORDER NO. 6 TO THE CONTRACT DOCUMENTS FOR  
CONSTRUCTION OF THE SW HERMAN ROAD PROJECT

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### ISSUE BEFORE THE COMMISSION:

Whether the Tualatin Development Commission should approve Change Order No. 6 for construction of the SW Herman Road project (Attachment B).

### RECOMMENDATION:

Staff recommends that the Commission approve the attached change order in the amount of \$2,964.00 and that the Chairman and Administrator be authorized to execute said Change Order No. 6.

### EXECUTIVE SUMMARY:

- This action is not a public hearing.
- This change order covers changes associated with installation of a pedestrian light pole due to a design discrepancy. Work relating to this change is as follows:
  - Installation of a pedestrian light pole
  - Installation of conduit associated with the light pole
  - Connection to a junction box
  - Connection to a mast pole
- Before proceeding with the next stage of this project, the Commission needs to approve Change Order No. 6 for the project.
- The expectation for project completion was December 31, 2009; we expect the project to be completed by the end of February due to a number of complications.

**OUTCOMES OF DECISION:**

Approval of Change Order No. 6 for SW Herman Road improvements will result in the following:

1. Enable the contractor to move forward on the construction of the SW Herman Road improvements.
2. Enable the contractor to be paid in a timely manner.
3. Allow SW Herman Road to be constructed in a manner that satisfies City design standards.
4. Allow SW Herman Road improvements to meet minimum engineering standards.

Not approving Change Order No. 6 for SW Herman Road improvements will result in the following:

1. Complicate contractor billing.
2. Potentially delay construction of SW Herman Road.
3. Provide an opportunity for negotiation of changes listed above.

**ALTERNATIVES TO RECOMMENDATION:**

Alternatives evaluated to approval of Change Order No. 6 for the SW Herman Road improvement project are as follows:

1. Reject the change orders proposed by the contractor.
2. Negotiate change order items.

**FINANCIAL IMPLICATIONS:**

Change Order No. 6 results in a cost impact to the Commission of \$2,964.00. The current project cost is \$4,465,270.80, which is 102% of the original bid cost. This is within budget for this project.

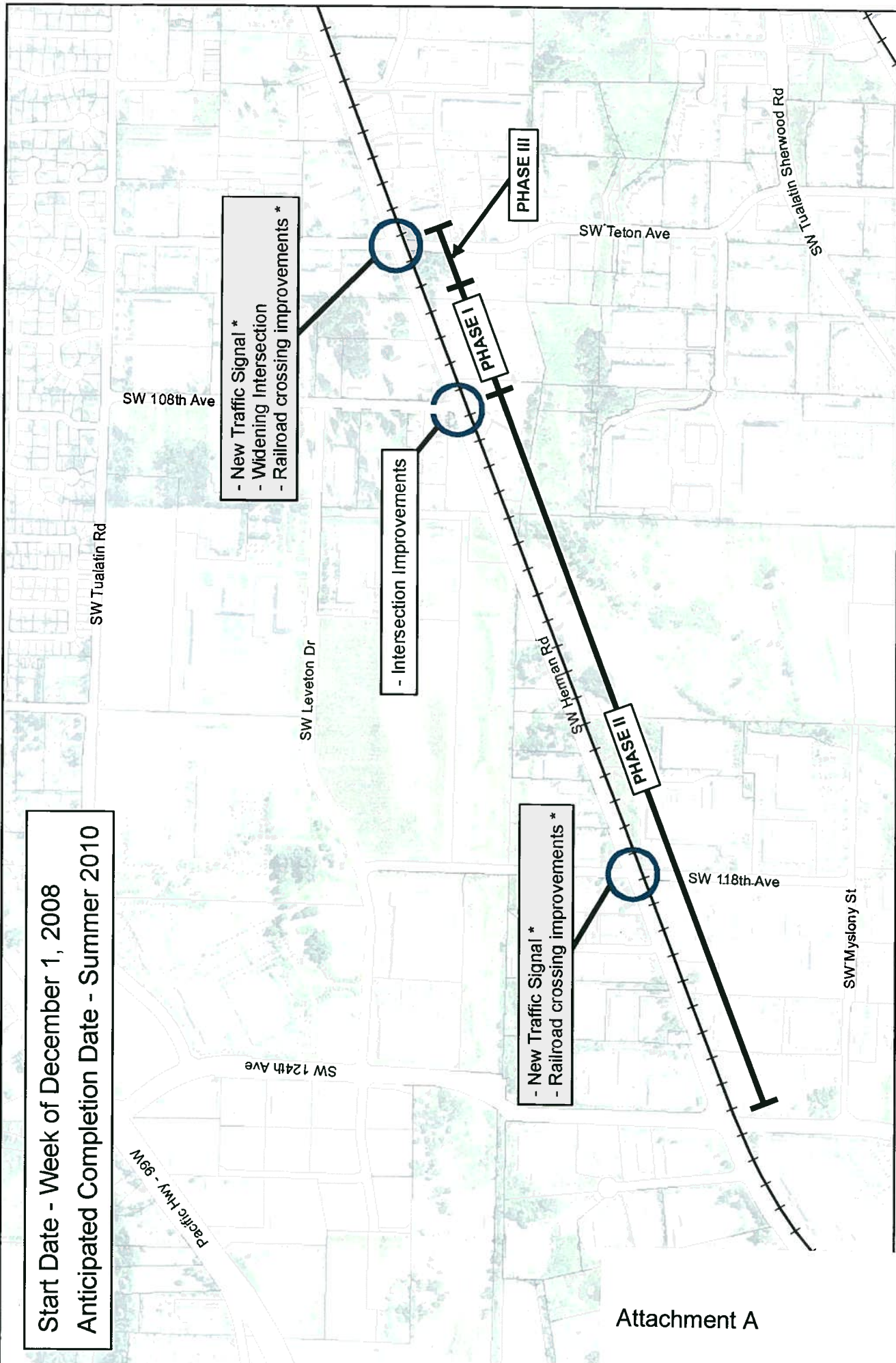
**PUBLIC INVOLVEMENT:**

Public involvement is not required as part of this action.

**Attachments:**        A. Map of SW Herman Road Project Area  
                              B. Change Order No. 6



Start Date - Week of December 1, 2008  
Anticipated Completion Date - Summer 2010



Attachment A

man Road will remain open.  
Phase II - Herman Road closed to all  
traffic except for local access.

Construction Detour Route



RF 1:10,000

This map is derived from various digital database sources. While every effort has been made to ensure the accuracy of the information, the City of Tualatin, OR assumes no responsibility or liability for any errors or omissions in the information. This map is provided "as is". Engineering and Building Dept. Printed 1/12/2008



CHANGE ORDER NO. 6

TO THE CONTRACT DOCUMENTS FOR CONSTRUCTION  
OF THE SW HERMAN ROAD PROJECT FROM SW TETON AVENUE TO SW 124<sup>TH</sup>  
AVENUE

This Change Order No. 6 modifies the agreement by and between Moore Excavation Inc., hereinafter referred to as the Contractor, and the Tualatin Development Commission, hereinafter referred to as the Owner, for the construction of SW HERMAN ROAD PROJECT FROM SW TETON AVENUE TO SW 124<sup>TH</sup> AVENUE, to the extent described below:

1. For the additional work pertaining to the installation of a new pedestrian light pole and conduit. It is agreed that the Owner will be charged \$2,964.00 by the Contractor for the following additional light pole installation work incorporated into the project:

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
A110	Pedestrian light pole installation with conduit and connection with junction box and mast pole.	LS	\$2,964.00

Except as herein modified, the terms of the basic contract between the Tualatin Development Commission and Moore Excavation, Inc. shall remain in full force and effect.

Dated this 22nd day of February 2010.

Moore Excavation, Inc.

By 

Date 15 FEB 2010

TUALATIN DEVELOPMENT COMMISSION

By 

Chairman

ATTEST: 

Administrator